



2019 DIVISION III WOMEN'S
VOLLEYBALL
CHAMPIONSHIP

HOST OPERATIONS
2019-20 MANUAL

Finals

**2019 NCAA DIVISION III WOMEN’S VOLLEYBALL CHAMPIONSHIP
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NCAA DIVISION III WOMEN'S VOLLEYBALL CHAMPIONSHIP

HOST OPERATIONS MANUAL

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

INTRODUCTION

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

Administration of the Division III Women's Volleyball Championship is under the direction of the Division III Women's Volleyball Committee. The hosts play an integral part in the success of the administration of the regional championships and the finals. The NCAA considers this hosting opportunity a partnership between the host institution/conference, the competition venue, the NCAA Division III Women'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 the tournament director and other host institution/conference personnel hosting a regional championship or the finals. It is essential that each host institution/conference staff member become familiar with the information and policies included in this manual. It is designed to be used in conjunction with, not in place of, the Division III Women's Volleyball Championship Pre-Championship Manual, which provides more general policies for the administration of the championship. Although some information is included in both documents, this manual provides more specific instructions and guidelines.

Role of Governing Sport Committee

The NCAA's core purpose, values and envisioned future provide the framework for all actions in the governing sport committee's administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the 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 in this manual. 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, fiscal responsibility, and promotion and marketing of the event.

Role of NCAA

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

Local Organizing Committee (LOC): A local organization 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 Championship Manager: The staff member representing the NCAA championships and alliances staff assigned to serve as the administrator for a championship.

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

Tournament Director. The tournament director shall be an administrator of the host institution/conference and shall be responsible for the operation of the championship. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director. Specific responsibilities of the tournament director may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in this host operations manual. The tournament director also will provide the NCAA staff with a post-championship evaluation including suggestions to improve the championship.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA championship manager to ensure that NCAA media policies are followed. Responsibilities typically include coordination of press conferences and statistical services as well as planning and supervision of media work areas.

Comments and suggestions regarding this manual are welcome. If you have any questions, please contact Jan Gentry, Associate Director of Championships and Alliances, at jgentry@ncaa.org.

2019-20 DIVISION III WOMEN'S VOLLEYBALL COMMITTEE

<p><u>CENTRAL</u></p> <p>BETH WILMETH Assistant Director of Athletics/SWA/ Head Women's Volleyball Coach University of Northwestern-St. Paul 3003 Snelling Avenue North St. Paul, Minnesota 55113</p> <p>Office: 651-286-7486</p> <p>Email: bkwilmeth@unwsp.edu</p> <p>Term expires: Sept. 2020</p>	<p><u>GREAT LAKES</u></p> <p>SUE HOZAK Associate Director of Athletics/SWA/ Head Women's Volleyball Coach Saint Vincent College 300 Fraser Purchase Road Latrobe, Pennsylvania 15650</p> <p>Office: 724-805-2112</p> <p>Email: sue.hozak@stvincent.edu</p> <p>Term expires: Sept. 2021</p>	<p><u>MIDWEST</u></p> <p>PAUL SCHLOMER Head Women's Volleyball Coach Edgewood College 1000 Edgewood College Drive Madison, Wisconsin 53711</p> <p>Office: 608-663-3245</p> <p>Email: pschlomer@edgewood.edu</p> <p>Term expires: Sept. 2023</p>
<p><u>MID-ATLANTIC</u></p> <p>KIM KELLY Associate Director of Athletics/SWA Carnegie Mellon University 5000 Forbes Avenue Pittsburgh, Pennsylvania 15213</p> <p>Office: 412-268-2193</p> <p>Email: kakelly@andrew.cmu.edu</p> <p>Term expires: Sept. 2022</p>	<p><u>NEW ENGLAND</u></p> <p>MOIRA LONG, chair Head Women's Volleyball Coach Springfield College 263 Alden Street Springfield, Massachusetts 01109</p> <p>Office: 413-748-3438</p> <p>Email: mlong@springfieldcollege.edu</p> <p>Term expires: Sept. 2020</p>	<p><u>NEW YORK</u></p> <p>JOHAN DULFER Head Women's Volleyball Coach Ithaca College 953 Danby Road Hill Center, G20 Ithaca, New York 14850</p> <p>Office: 607-274-1269</p> <p>Email: jdulfer@ithaca.edu</p> <p>Term expires: Sept. 2021</p>
<p><u>SOUTH</u></p> <p>DANNY MILLER Associate Director of Athletics/ Compliance Officer/Head Women's Volleyball Coach Averett University 420 West Main Street Danville, Virginia 24541</p> <p>Office: 434-791-5737</p> <p>Email: danny.miller@averett.edu</p> <p>Term expires: Sept. 2022</p>	<p><u>WEST</u></p> <p>SABRINA BINGHAM Head Women's Volleyball Coach/ SWA Hardin-Simmons University P.O. Box 16185 2200 Hickory Abilene, Texas 79698</p> <p>Office: 325-670-1553</p> <p>Email: sbingham@hsutx.edu</p> <p>Term expires: Sept. 2023</p>	<p><u>NCAA STAFF</u></p> <p>JAN GENTRY Associate Director, Championships</p> <p>Office: 317-917-6626 Email: jgentry@ncaa.org</p> <p>PAIGE NEWMAN Assistant Coordinator, Championships</p> <p>Office: 317-971-6660 Email: pnewman@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 II or 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 regionals and 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 Appendixes A and B for templates of the regional all-tournament team and Most Outstanding Player certificates. For the announcer's script for the all-tournament team and Most Outstanding Player, see Appendix C (regionals) and Appendix D (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. Through the Champions Locker Room Program, each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before it is distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager or administrator.
- 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 (317-917-6496) if you have any additional questions.

Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send one regional champion team trophy for the advancing team and official NCAA participant medallions for each non-advancing team's squad size (17) to the tournament director for each regional 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 retaped, closed and secured in a limited-access area. Seventeen medallions should be provided to each non-advancing team, regardless how many student-athletes are in uniform at the regional championship (squad size maximum of 17). Medallions should be presented only to student-athletes during the awards ceremony. If the team has fewer than 17 student-athletes, the remaining medallions should be provided to the team's administrator after the awards ceremony (i.e., the medallions should not be presented to coaches). The advancing team will not receive medallions at the regional championship 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 national champion team trophy, 17 watches for the championship team and 22 individual mini-trophies for each team participating at the finals site (including the championship team). (Five additional watches will be ordered for the winning 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 retaped, 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 (e.g., jackets, backpacks, etc.) are permissible (one per member of the official travel party) 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 each year. The NCAA championship manager will work with the institutions participating at the finals site regarding delivery of participation awards to their campus 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 C for the announcer's script for the awards ceremony for regionals and Appendix D for the script for the awards ceremony for the finals.)

Regionals. The NCAA site representative, assisted by the assistant 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 of 17 at regional sites) after the team is eliminated from the

regional championship. Following the championship match, the all-tournament team should be announced first, followed immediately by the presentation of awards to the second-place team, and finishing with recognition of the regional championship team and the presentation of the regional champion trophy.

Finals. A six-foot or eight-foot table, appropriately draped, should be used to hold the awards. Host institution personnel must be in place and ready to move the table for the ceremony without undue delay. The Division III Women's Volleyball Committee chair and the NCAA championship manager (assisted by Special Olympic athletes, if possible) should present the mini-trophies to each individual listed on the team's awards recipient list (maximum of 22 at the finals site) after each team is eliminated from the championship. Following the championship match, two six-foot or eight-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 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 for the championship match to take pictures of the national champion and second-place teams and the all-tournament team.

Elite 90 Award Presentation

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Associate Director of Championships Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championship manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championship manager can share the information with the coach of the winning student-athlete to 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 the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff for them to prepare a graphic that will be posted shortly after the announcement.

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

Award presentation

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

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

The recipient of the Elite 90 Award for Division X (sport) with a GPA of X.XX in (major), is (student-athlete and institution).

Presentation at the student-athlete banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and the greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered in one place with a controlled, 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 the NCAA championship manager, the NCAA committee chair or the banquet emcee.
- 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 of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento.
- 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 most participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues or large areas, or have multiple games in one day that disperse 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 in or preparation for the championship. Examples could be:

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

Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. VWSE will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships manager (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide 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 their sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 Award-for the 2019 NCAA Division III Volleyball Championship, with a cumulative grade-point average of (list GPA) in (list Major), is (list winner and school: *Jane Doe of State University*).

Press release

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

Social Media

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

For more information on the Elite 90 award winners, 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 mascot in costume 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 (regionals) or the women'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 no participating teams bring 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 band is not available, the host shall provide a singer/musical group to perform the national anthem or a recording of the anthem. The anthem shall be played only once on each day of competition, before the first match.

Seating

Bands should be seated in comparable areas of the arena. End zones are preferred, or provide seating for 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 (regionals) or the women'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 (regionals) or the women'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

Regionals. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA regional competition the same experience, banquets are not permitted at regional championships.

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 \$6,000 (22 per team x eight teams = 176 + 24 NCAA committee members/NCAA staff/host institution personnel/VIPs = 200 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.

Additional Guests. Twenty-four 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 tickets needed 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.

Championship Video. The NCAA will provide funding to produce a championship video featuring the teams advancing to the finals site. For the Division III Women's Volleyball Championship, Van Wagner Sports and Entertainment will produce the video. Typically the host sports information director has coordinated the collection of video footage of the eight advancing teams.

Display of Championship Trophies. The host institution should display the championship trophies at the banquet on an appropriately draped table. Adequate security measures should be taken.

Dress Code. 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 women'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.**

The host institution will be responsible for coordinating all other details and logistics of the banquet including location, emcee, guest speaker, local entertainment, transportation, catering, audio/visual equipment, a printed program, etc. in consultation with the NCAA championship manager. The exact run of show and presentations included can be altered slightly to accommodate the teams and guests as well as include a unique venue 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 that 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 (i.e., secular).

Banquet Run of Show

- | | |
|-----------|--|
| 6:15 p.m. | Team pictures |
| 6:50 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.) |
| 7 p.m. | Welcome/comments to student-athletes and guests from emcee, representative from host institution/city and NCAA committee chair |
| 7:15 p.m. | Dinner buffet lines open or plated dinner served |
| 7:30 p.m. | Championship video (eight participating teams)
(Optional – show Division III branding video as lead-in to championship video) |
| 7:35 p.m. | Local entertainment or guest speaker (optional) |
| 7:45 p.m. | Comments by student-athletes from each team (maximum of two student-athletes per team and maximum of two minutes total per team)
1. Team 1
2. Team 2
3. Team 3
4. Team 4
5. Team 5
6. Team 6
7. Team 7
8. Team 8 |
| 8:05 p.m. | Presentation of AVCA all-America awards (Kathy DeBoer) |
| 8:20 p.m. | Presentation of Elite 90 Award (NCAA championship manager) |

8:25 p.m. Recognition of seniors (NCAA championship manager and committee members)

8:30 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 institution 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 championship manager can help advise the host institution on sport-specific nuances.

The host institution will assume the lead production role for the student-athlete banquet but should seek the advice and approval of the NCAA championship manager on such items as location, budget, timing, final run of show, guest speaker, local entertainment, menu, giveaway items (some items 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 institution’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; etc.
- Slideshow – Before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on screens or video boards or mixed with NCAA branding messages. The host institution would be responsible for collecting images from participating institutions or preliminary-round hosts.
- Speakers – Relevance to the participating student-athletes is the most important factor. Former NCAA champions or former 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 institution 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); and ESPN personalities, motivational speakers, well-known coaches from the host institution, etc.
- Photo opportunities – Opportunities for teams to take 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 a giant hanging shark in Florida, with a longhorn steer in Texas, in the winner’s circle at Churchill Downs, overlooking the city skyline, football stadium, etc.)
- Favors unique to the sport or area – Examples include mini soccer balls, mini lacrosse sticks, baseball shaped cheese (Wisconsin) and make-your-own beach flip flops (Florida); please check with your championship manager regarding budget, appropriateness and possibility of items provided by official equipment suppliers before confirming any purchases

- 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 – Generally are only appropriate in more informal settings with numerous teams, relaxed time constraints, fun atmosphere, etc.
- Event 1/championship merchandise – Sales booth or display area with order forms on-site
- Special Olympics component – Speaker at banquet, Special Olympic athletes to attend banquet, help to present awards at the championship, etc. (recommended for all Division III 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. Guidelines include:

- 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.

Officials shall NOT be included in banquets or other social events involving the participating coaches or student-athletes.

SECTION 6 – Broadcasting/Internet

Please review the NCAA Broadcast Manual and Policies on the NCAA website at ncaa.com/media. (See Appendix E for an NCAA Broadcasting Quick Reference Guide and Appendix F 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 and 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, or during a highly attended ancillary event at the championship)?
- Equitable participation – Will all participating teams or individual student-athletes from various institutions 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 autographs should not be excessive (30-60 minutes). Evaluate when the autograph sessions are scheduled and consider whether any student-athletes will be asked to sign after they have been eliminated from competition. Consider the student-athletes' overall time commitments for the day.
- 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-venue 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 the sessions.
- The host staff should work with the NCAA staff to determine if an autograph session is appropriate and for advice and approval of autograph session plans, look and collateral.
- The host should arrange for a walkthrough of the autograph session with the NCAA staff, security personnel, volunteer coordinator, facility representative, event sponsor and/or fire marshal when appropriate.
- NCAA staff can assist in providing NCAA (and NCAA Corporate Champion and Partners) branding for the autograph session area.
- Select a time when the most fans can be accommodated, and student-athletes will be least inconvenienced.

- Limit the length of autograph sessions to 30-60 minutes.
 - Sessions may be split so teams sign at separate 30-60 minute periods.
 - If several teams 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, volunteers or security to allow for ease of entry and exit.
- Limit the number of items signed per person to one to keep lines moving (use your own discretion if crowds are sparse). If the autograph session is sponsored, please also check with the NCAA championship manager or the corporate relations contact for the championship for additional limitations that may need to be accommodated.
- Photos with student-athletes are discouraged or limited to keep lines moving; use discretion if crowds are sparse.
- Identify space for cue lines and separate exit points that do not interfere with regular venue traffic flow or flow between autograph areas.
- Schedule volunteers for each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct fans to exits and cut off lines when necessary.
- Any autograph materials provided to fans must be provided by or approved by NCAA staff.
- Local sponsorship of student-athlete autograph sessions is not permitted.
- A sound system (and/or video board) that can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and 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 three student-athletes per eight foot table)
- Chairs
- Autograph card or poster (provided or approved by the NCAA)
- Pens (Sharpies recommended)
- NCAA provided branding items
- Zip ties, tape and other necessary items for affixing banners and signage
- Staff or volunteers (minimum of two 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 and 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 review any potential forms of in-venue entertainment with the NCAA championship manager for approval.

Break in Action Contests or Promotions. Hosts should consider continuing regular season 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 or Partner or an official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in any way.
- No 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, or items purchased from Event 1) make good prizes for these contests as prizes with commercial recognition are not permitted.

National Anthem Singers. Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized celebrities or groups to sing the national anthem (e.g., recording artists with strong local ties, popular 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.
- There should be 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.
- The anthem should take two minutes or less to perform. Build extra time into the run of show for introduction and placement of the color guard (if applicable), and introduction and applause for the performer.

Youth Sport Team Recognitions. The introduction of local youth sport teams on the court before the championship or the listing of youth sport team names on the video board can often add excitement, tie in the community, provide additional public relations 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 group ticket sales, parking/drop off procedures, entry to the facility, meeting location, instructions for the presentation, seating after the presentation, etc.
- The host should provide on-court 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/fog machines or fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or institutional 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 staff 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 (e.g., military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc.

SECTION 8 – Commercialism/Contributors

NCAA Corporate Champion and Corporate Partner Program

The NCAA Corporate Champions and 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 Partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and 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 relative to the 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-NCAA Corporate Champions and Partners 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 local organizing committee 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 or 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 LOC, 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 or Partner. 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.”

NCAA and Women's Final Four are trademarks of the National Collegiate Athletic Association.

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 disk/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.

Click [here](#) for a list of NCAA licensees and official equipment suppliers.

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 Section 8 – Commercialism/Contributors in this manual.) 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 name of the competition, practice and/or ancillary event venue(s) 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 and Partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

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, International (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

Hosts must identify two separate testing rooms (one for each team) where drug testing will be conducted. The areas must have controlled access. Only those authorized by the Doping Control Officer (DCO) 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 director and site coordinator will be contacted by Drug Free Sport. The tournament director 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. 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 DCO 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 director 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 DCO. The site coordinator's responsibilities are outlined in the site coordinator's manual.

- **Confidentiality.** Keep drug-testing information confidential at all times.
- **Contact Information.** The site coordinator will provide official travel party roster and the team drug-testing representative's contact information to the DCO..
- **Championships Drug-Testing Site Coordinator Manual.** The Championships Drug-Testing Site Coordinator Manual is available on the NCAA website at ncaa.org/drugtesting.
- **Escorts.** Two individuals (one per team) shall be assigned to serve as escorts for both teams if drug testing will occur after their match. 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 DCO 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.
 - **Doping Control Office.** Contact the DCO assigned to the site to discuss logistics.
 - **Meet with Doping Control Officer.** Meet with the DCO 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 of

- 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 it 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 regionals, 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 should 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.

Regionals. A back-up timing device is recommended for regionals.

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

Equipment Information

The NCAA will provide certain championships relevant equipment (courtside hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each

championship will receive information from the NCAA pertaining to any equipment that will be provided. Information will also be requested of each host institution/conference such as a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance. The purpose of the equipment is to hydrate student-athletes for competition.

Cups, Coolers and Water Bottles

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

Courtside Equipment Hydration Program

Depending on the championship round, the NCAA and Coca-Cola – a Corporate Champion supporting all NCAA championships – will provide POWERADE branded drinking cups, water coolers, ice chests and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships for which the NCAA provides such equipment. Please note that towels are not part of the equipment provided; any towels used courtside must not contain any corporate logos/marks. Please review the information below as it pertains to the different scenarios that may exist.

Championship Final Sites:

All final sites will receive POWERADE branded equipment and product. The NCAA staff will notify hosts regarding the exact items and quantities that will be provided.

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

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

The purpose of the program, the product and equipment provided, is to hydrate student-athletes for competition. The POWERADE branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/courtside and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The POWERADE and water products must be made available in any/all areas as referenced above. On the sidelines and within the competition area, all product should be consumed from the NCAA-provided POWERADE branded water cups or water (squeeze) bottles only. Participating teams may retain the water bottles and the host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

Preliminary-Round Sites NOT Receiving POWERADE Branded Equipment and Product:

The host institution may use other items. 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 courtside 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), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment with any branding other than POWERADE, 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 red POWERADE equipment; however, this equipment must be used in areas not within television, webcast or photographer view (i.e., not courtside or within the competition area).

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 regionals 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.

Regionals. Forty-eight volleyballs and four ball carts will be sent to the tournament director of each regional 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

Regionals. The playing floor should meet all specifications as outlined in the 2018 and 2019 NCAA Women's Volleyball Rules and Interpretations. 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 H 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(s) 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, fans, 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 POWERADE, 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 (regionals) or the women's volleyball committee (finals) will inspect the locker rooms before the first practice. For the finals, the NCAA will provide water (DASANI) and POWERADE.

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 (regionals) 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.

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.

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 any competition venue rental agreements. The documentation should support all information included on the host financial report.

Committee Member/Site Representative Expenses

Regionals. The host institution will be responsible for the payment of lodging for the NCAA site representative. Hotel room and tax should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. The NCAA site representative will be responsible for his/her own incidental expenses. The NCAA site representative will request reimbursement for per diem and any ground transportation expenses incurred (for mileage greater than 25 miles one-way) through the NCAA Travel Expense System (TES), which is available online at <https://web1.ncaa.org/TES/exec/login?js=true>. A user guide for the system will be provided to each site representative. Payment will be issued directly from the NCAA national office the week following the regional championship. Per diem will be provided beginning with the day of arrival and ending with the day of departure. The site representative will be reimbursed for roundtrip ground transportation from his/her residence to the competition venue up to a maximum of 1,000 miles roundtrip. Local transportation is not reimbursed. An assistant site representative also will be identified for each regional site. This individual will receive only a \$75 per diem (i.e., no lodging or travel expenses) for the practice day and each day of competition (i.e., maximum of four days). The assistant site representative also will use the TES to submit the request for per diem.

Finals. The host institution will be responsible for the payment of lodging for the committee members. Hotel room and tax should be direct billed to the host institution and reimbursed via the final financial report as a budgeted games expense. (Note: NCAA staff members will be included on the hotel rooming list but will pay for their lodging.) The committee members will be responsible for their own incidental expenses. All flights must be arranged through Short's Travel and will be direct billed to the NCAA. Committee members will be reimbursed for ground transportation up to a maximum of 1,000 miles roundtrip. Committee members will request reimbursement for per diem and any ground transportation expenses incurred (for mileage greater than 25 miles one-way) through the NCAA Travel Expense System (TES), which is available online at <https://web1.ncaa.org/TES/exec/login?js=true>. A user guide for the system will be provided to each committee member. Payment will be issued directly from the NCAA national office the week following the championship. Per diem will be provided beginning with the day of arrival and ending with the day of departure. Local transportation will not be reimbursed.

Deadline for Proposed Budget

The proposed budget/financial report is available on the NCAA website at <https://championships.ncaa.org>. All adjustments to budgets must be approved in advance by the championship manager.

Drug-Testing Expenses

A drug-testing budget should be completed and returned to The Center for Drug Free Sport only if you have been notified that drug testing will be conducted at your site. 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](#).

Financial Report

Host institutions must complete the online financial report, which is an accurate reporting of all revenues and expense, and must submit payment of any amount due to the NCAA within 60 days of the final date of competition at the site. If requested, hosts may be required to provide supporting documentation to validate the revenues and expenses for 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 approved expenses and honorariums exceed revenues, the NCAA will make best efforts to reimburse the host within five business days of the report being approved by the NCAA finance and accounting department.

Lodging Expenses

Match Officials. Hotel rooms and taxes for the four 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. **At regionals, lodging will NOT be reimbursed for**

assistant site representatives; they will receive per diem only.

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 (regionals only) and line judges will be paid through ArbiterPay. 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 the referees as a budgeted games expense. Line judges, scorers and assistant scorers are not provided lodging. The host institution will pay the fees for the scorers and assistant scorers. Scorers and assistant scorers do not receive mileage.

Participants

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

Proposed 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 championship manager 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.

Transportation

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

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

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

SECTION 13 – Game Management

Administrative Meeting

The NCAA site representative (regionals)/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 women's volleyball coaching staff) of each participating institution also attend the meeting. (See Appendix I for the sign-in sheet for the administrative meeting.)

Ball Rotation Crew

It is the responsibility of the host to confirm 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 25 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

Regionals. The games committee shall consist of the NCAA site representative(s) and the tournament director.

Finals. The games committee will be the women's volleyball committee.

Match Schedule

The committee will approve all starting times for matches and the order of matches. Eight teams will compete at each of the eight regional sites.

Match times for regional sites and the finals site are listed below. **The subsequent match will start no earlier than 45 minutes after the conclusion of the previous match.** Any variations from this schedule must be approved by the NCAA staff. The Thursday-Saturday format will be followed only if a team with a no play on Sunday policy is participating at the site.

	Friday-Sunday format	Thursday-Saturday format
Day 1	12:30 p.m., 3 p.m., 5:30 p.m., 8 p.m.	12:30 p.m., 3 p.m., 5:30 p.m., 8 p.m.
Day 2	2:30/5 p.m. +/- one hour	4:30/7 p.m. OR 5:30/8 p.m.
Day 3	no later than 2 p.m.	7 p.m.

Match Protocol Sheets. The match protocol sheet is included in Appendix J. The tournament director should distribute copies of the match protocol sheets at the administrative meeting and, on the day of the match, distribute them to all scorer's table personnel. The sheets also should be posted in a visible place in the locker rooms for the officials and the teams.

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, scorer, scoreboard operator, assistant scorer, 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 women's volleyball committee. The scorer's table should accommodate the following:

Regionals

Team SID (2)
Tournament director
Alternate official
Scorer
Assistant scorer
Public-address announcer
Scoreboard operator
NCAA site representative

Finals

Team SID (2)
NCAA committee (3)
Alternate official
Scorer
Assistant scorer
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. Three women's volleyball committee members (the committee members assigned as liaisons to the participating teams and the committee member assigned as the liaison to the PA) should be seated at the table. Separate table seating also should be provided for the remaining 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 of each team before each match (or at the administrative meeting) to clarify name pronunciations. The announcer will follow the NCAA script for player introductions. (See Appendixes C, D, K, L and M 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 parked car has 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; (e) the paid attendance figure; and (f) announcements approved by the NCAA championship manager/site representative. **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, drug-testing site coordinator, 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. If the host conducts a youth volleyball activity (e.g., a clinic), the NCAA site representative may determine that practices are open that day.

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 on the days of the semifinals and finals. Equal time must be allotted to all teams. Practices on the day of the quarterfinals are limited to 25 minutes. 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

Regionals. If a regional 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 48 volleyballs and four ball carts for each regional 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 96 volleyballs (48 for the championship court and 48 for the practice area) 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 (regionals) or the NCAA committee (finals) is responsible for approving all practice schedules before the schedule being provided to the teams.

Regionals. 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 regional 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. Practices times for the first day (before competition begins) will be determined by the NCAA committee based on travel distances of the participating teams. Practice times on competition days will be assigned based on the match schedule.

The NCAA site representative (regionals) or the NCAA committee (finals) will monitor all practices and be available to the teams. The host shall provide eight hours of practice time on the competition floor the day before the first competition. Hosts are allowed to have either one eight-hour session or two four-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 regionals and the finals, the host institution should provide marshall music conducive to teams marching in. The NCAA site representative (regionals) or the NCAA committee (finals) will determine whether the selected marshall music is appropriate. The procedures to be used for the march of student-athletes and officials and the playing of the national anthem during the opening ceremonies are included in Appendix N.

Prematch Protocol

A sample single match protocol and double match protocol are included in Appendix J.

Schedule of Events

The NCAA site representative (regionals) or the NCAA committee (finals) will approve the schedule of events. (See Appendix O for a sample schedule of events for a regional championship.)

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. Regional 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 H for a diagram of the court set-up).

Permissible Number. The bench limit is 25 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.

Regionals. 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 25.

Warm-Up

Warm-up time will be a minimum of 45 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

Regionals. Host institutions are responsible for reserving hotel accommodations for (a) the participating institutions (minimum of 12/maximum of 15 double-double rooms per team); (b) referees (four) 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.

REGIONAL BIDS MUST INCLUDE HOTEL CONTRACTS OR CONFIRMATION OF THE NUMBER OF ROOMS RESERVED AT EACH HOTEL SPECIFICALLY FOR TEAMS PARTICIPATING IN THE VOLLEYBALL CHAMPIONSHIP AND 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 regional host. On the teleconference with the teams assigned to each regional site, the tournament director should 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) or the referees.

Finals. Anthony Travel will negotiate all hotel contracts for the team hotel(s) at the finals site. Once the teams advancing from the regional 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 institution. This expense should be included as a budgeted games expense on the final financial report. It is mandatory that lodging for the referees be at a hotel separate from the hotel(s) of the participating institutions.

Regionals. 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. Scorers and line judges will not receive lodging. If an assistant site representative is assigned to your site, that individual will receive a \$75 per diem only. Lodging and mileage will NOT be provided for the assistant site representative.

Finals. Anthony Travel will negotiate all contracts for the hotels for referees and the NCAA women's volleyball committee/NCAA staff at the finals site. Five single rooms will be reserved for the four 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. Referees and the committee members are responsible for their incidental expenses. NCAA staff (finals only) should be included in the block with the committee

members but will pay their own lodging charges. 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

Banners/Advertisements

Alcohol/Tobacco/Gambling. All alcohol, tobacco and gambling advertisements/corporate identification visible by broadcast cameras or game attendees from any area visible from the competition area or seating bowl must be covered at the expense of the host or venue. This includes any prominent signage which may be seen (and potentially picked up by a camera) in private viewing suites. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from the competition area or seating bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This policy applies to preliminary rounds and the championship rounds for all of the NCAA's 90 championships.

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 entities that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g., websites, social media platforms, TV commercials, video boards, etc.).
- The video/television spot is available for download in the following file types:
 - HD: apple ProRes LT (104 mbps)
 - SD: dv25(25 mbps)
 - Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto 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.

Microsite

NCAA championship hosts and LOC's are welcome to build a city specific microsite to house local information regarding things to do, travel tips, restaurants, volunteer information, etc. The primary purposes of the microsite should be to welcome fans and enhance their experience in preparation for traveling to the host city. (See Appendix U for NCAA Championships Microsite Guidelines.)

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 ads in 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. (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.

13.14.1.2.1 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. If you have trouble accessing the information please contact a member of the NCAA Media Coordination and Statistics staff.

Credentials

Regionals. 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 will be provided to each regional 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 women'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. “Conditions Placed on Use of Credentials” (see Appendix P) should be placed on the back of all credentials. 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., regionals 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 Women’s Volleyball Committee and NCAA Staff. Women’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 (regionals) or the NCAA championship manager (finals) shall determine which areas may be accessed with each credential type.

Credential Qualification and Acceptance

Regionals. Media coordinators for regional 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 site media coordinator will approve or deny all credential requests in the online credentialing system (Sports Systems). Training sessions are available for any SID who is not familiar with using the system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding match times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

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 H 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 to the final site. 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 women's volleyball 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 F 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 (nflannery@ncaa.org; phone: 317-917-6523).

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 finals 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

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

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 scorer identify assists and any other assistance for the scorer.
- Statistics 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 websites 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.)

Each team will be allowed 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. A coach can shorten the cooling-off period but cannot extend it. The winning team will be interviewed first. The losing team will follow the winning team. This procedure will be followed until the championship match, after which the losing team will be interviewed first, followed by the winning team. It is mandatory for the head coach and at least two student-athletes for each team to report to the press conference following the cooling-off period.

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 match. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the match. 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 match.)

Press Conference Moderator Duties

1. The women's volleyball committee member assigned as the media liaison should notify the moderator and the committee members serving as the liaisons to the respective teams as to which student-athletes have been selected to participate in the press conference with the head coach.
2. The moderator should place table tents with the names of the head coach and student-athletes, bottles of Dasani water and match statistics on the table in front of each microphone. (Note: bottles of Powerade and personal water bottles are not permitted on the table.)
3. Statistics should be distributed to the media and the moderator should note statistical leaders, any records broken, etc. while the media waits for the coach and student-athletes to arrive.
4. The moderator should note the date, round of competition, match opponents, winner and score, and then open the press conference by asking the head coach for his/her opening statement.
5. After the coach's comments, the moderator should invite questions from the media.
6. If necessary, the moderator should direct questions to the student-athletes to get them involved, if the media do not do so.
7. The moderator should keep the flow of the press conference moving. The moderator should be prepared to ask the head coach and student-athletes match-specific questions. The moderator should also ask questions that encourage the head coach and student-athletes to reflect on the team's season as a whole (e.g., ask seniors to summarize their experience playing at the institution; ask coach how the team's success this year will benefit the program in future years).
8. Limit the press conferences to 10 minutes.
9. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athletes and congratulate them on a successful season.

Press Conference Setup

The host media coordinator should designate an interview room or area at the facility and a press conference moderator to coordinate each press conference and keep the conferences on schedule.

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

- Seating for a minimum number of media (check with the previous host for an approximate number)
- Risers or an area with an unobstructed view for cameras
- A table on a dais with chairs for 3-4 interviewees
- Sufficient electrical outlets
- Sufficient lighting for dais and work spaces
- Microphone or camera with sound capability
- Division III press conference backdrop (provided by the NCAA)
- NCAA microphone flags (provided by the NCAA for Finals site only)

Programs

The Division III Women'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.)

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 to restricted areas only 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, #d3vb
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 Chris Dion, NCAA Associate Director of Social Media (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 account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. Encourage community. Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage if pictures are used instead of only text.
5. 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.
6. Lead your video. You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. Like or Follow people to help you. Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. Keep it light. While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. If you hesitate about posting something, you probably should not post it. There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

Direct questions to Chris Dion, NCAA Associate Director of Social Media, at cdion@ncaa.org or send ideas or news to the general email account at socialmedia@ncaa.org.

Statistical Services

Each host should make sure the XML file for each contest is uploaded into the NCAA system. 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 the 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.

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.

Regionals. Hosts are required to videotape each match and upload the film to the Krossover film exchange 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 each match and upload the film to the Krossover film exchange within three hours of the conclusion of the match.

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 finals 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 F for a Championship Host Guide to Live Video and Stats.)

Regional hosts are expected to webcast all matches of the regional 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 (nflannery@ncaa.org; 317-917-6523).

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
- 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).

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.
 - Providing electricity and either hard internet lines or dedicated secured WiFi network connection to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
- k. The remaining inventory 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. 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. The tournament director will pay the fees for the scorers and assistant scorers. See Appendixes Q1 and Q2 for Regional Officials Fees Worksheets, which are helpful tools to track which official worked each match and the contact information and travel dates for each official. The NCAA site representative must complete and submit these two worksheets to the championship manager Monday following regional competition in order for the regional officials to be paid promptly and accurately.

Fees and Expenses

Regionals (per match). First and second referees will receive \$130; the alternate referee will receive \$60; line judges (two per match) will receive \$65; the scorer will receive \$65; and the assistant scorer will receive \$65. 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 scorer and assistant scorer will receive fees only.

Finals. Each of the referees (maximum of four) will receive a flat fee of \$590, regardless of the number of matches worked. Line judges (two per match) will receive \$65 per match. Four line judges should be confirmed; two line judges will work each match. The scorer will receive \$65 per match and the assistant scorer will receive \$65 per match. Fees, per diem (\$45) and mileage (up to a maximum of 1,000 miles roundtrip) for referees and line judges will be paid online through ArbiterPay. A maximum of three referees are approved for air transportation. 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. 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 scorer and assistant scorer 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 (regionals) or NCAA women'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. The referees are responsible for incidental expenses. Line judges will not be provided lodging.

Meals

Hosts should provide a dining area separate from the VIP/committee hospitality room for officials to eat meals. Hosts 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. (See Appendix R for responsibilities of the alternate official.)

Selection

Regionals. The NCAA national coordinator of officials will select and confirm the referees, subject to the approval of the women's volleyball committee. The host institution will hire four line judges (two per match), a scorer and an assistant scorer. The tournament director may find it helpful to seek assistance from the local supervisor(s) of officials for recommendations of line judges and scorers. 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 women's volleyball committee. The site representative, with input from the designated head of officials at each site, will assign the referees and line judges for each match.

Finals. The NCAA national coordinator of officials will evaluate and recommend four referees for the

finals site for approval by the women's volleyball committee. The host institution will confirm four line judges, a scorer and an assistant scorer, subject to the approval of the women's volleyball committee. The head of officials, in consultation with the women'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 regionals and the finals. The staff will provide the contact information for the referees to the respective tournament directors and site representatives. Each tournament director should contact the referees assigned to his/her site to confirm 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, scorers, assistant scorers 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 regional site will conduct a teleconference with the director of athletics and head coach of each participating team Monday, Nov. 5 at 3 p.m. Eastern time. NCAA staff will email an agenda and the call-in numbers and access codes for the teleconferences to the tournament director for each regional site. The tournament director will add the call-in number and access code to the agenda and email it to the participating teams. 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.

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 the tournament director of the finals site and potential regional hosts. The template should be customized with information specific to the host institution. The tournament director of the finals site should email the NCAA championship manager a final draft of the participant manual two weeks before team selections for review and approval.

Distribution. Following the online selection show Monday, Nov. 5 at 12:30 p.m. Eastern time on ncaa.com, the tournament director for each regional site will email the participant manual to the director of athletics and head coach of each team assigned to the respective regional site and the site representative. NCAA staff will provide the appropriate email addresses to the tournament directors. The manuals should be distributed **before** the teleconference Monday afternoon with the regional site participants. The tournament director for the finals site will email the participant manual to the director of athletics and head coach of each advancing team and the championship manager Monday morning,

Team Hosts (Finals Only)

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

SECTION 23 – Participation Gifts

Mementos

Regionals.

Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA regional competition the same experience, participation gifts are not permitted at regional sites.

Finals. MainGate will provide participation gifts for each member of the official travel party (22) of the eight teams. For 2019-20, 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 certificate code specific to each team, will be emailed to the head coaches following the championship for the coaches 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.

SECTION 24 – Programs

The women'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@learfieldimgcollege.com) at IMG College.

Printed Programs

Following each championship, IMG will update the preliminary round digital program for the institutions participating at the finals site, update the digital program cover with an appropriate image

and include a championship recap page with text provided by the NCAA. IMG will establish an on-demand printing option and provide this option to any student-athlete or fan ordering this feature through ncaa.com.

Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA 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

Questions

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

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.

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.

Each host must submit a final safety and security plan, including the NCAA Championships Safety and Security Team Contact Information form.

Crowd Control

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

Spectator/Video Cameras

Still cameras are permitted in the facility. Parents and/or friends may videotape only their team's matches without signing a consent form or obtaining prior approval from the NCAA. Still and video cameras must be handheld; no tripods or monopods are allowed. The videotapes may not be used for any commercial purposes (e.g., video clips could be used for an institutional banquet video, but could not be used for a highlight DVD sold to the public).

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 women'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 prints or distributes 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 S 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 drug-testing crew should be provided Event Staff credentials 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. 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 is available online 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. BDA and Event 1, Inc. have been selected as official NCAA volunteer apparel providers for all 2019-20 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 square inches.

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.

Waivers

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



The National Collegiate Athletic Association
proudly recognizes

as a member of the
2019 NCAA Division III Women's Volleyball Championship
All-Tournament Team

NCAA Representative

Tournament Director



The National Collegiate Athletic Association
proudly recognizes

as the Most Outstanding Player of the
2019 NCAA Division III Women's Volleyball Championship

NCAA Representative

Tournament Director

**ANNOUNCER'S SCRIPT - AWARDS CEREMONY AND ALL-TOURNAMENT TEAM
(REGIONALS)**

After each match at the regional tournament, an awards ceremony should be conducted to recognize the team that was eliminated.

Announcement #1 (before end of each match except the regional 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 regional 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 awards ceremony? Thank you.”

Announcement #4 (introduction of awards)

We will now present the awards to the _____ (mascot) of _____ (institution) for their participation in the 2019 NCAA Division III Women's Volleyball Championship. To present the championship awards are _____, a member of the NCAA Women's Volleyball Committee (if applicable), and _____ (assistant site representative or tournament director).

“Student-athletes, please step forward as your name is read to accept your award. Team members include: (Read student-athletes' names in order from the awards recipient form. Only student-athletes in uniform – **maximum of 17** – receive participant medallions. If a team has less than 17 student-athletes in uniform, the remaining medallions should be provided to the

team administrator after the awards ceremony. Participant medallions will NOT be provided to coaches or other institutional personnel during the awards ceremony.)

“We would also like to recognize the coaches and support staff for _____ (institution).” (Read names of coaches and other institutional personnel in order from awards recipient form. The NCAA site representative and assistant site representative/tournament director should shake hands with these individuals. Participant medallions will NOT be provided to coaches or other institutional personnel.)

“Congratulations to the _____ (institution and mascot).”

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

Announcement #1 (before end of regional championship match)

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

Announcement #2 (at end of regional 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 awards ceremony? Thank you.”

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

ALL-TOURNAMENT TEAM ANNOUNCEMENT.

(The all-tournament team should be announced BEFORE recognizing the second-place team.)

“Your attention please...we will now announce the 2019 _____ (city, state)
Regional All-Tournament Team.

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

The 2019 all-tournament team includes:

(Read names of student-athletes from teams not participating in the regional 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 MOST OUTSTANDING PLAYER of the 2019 _____ (city, state) Regional is:

7. _____ FROM _____

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

WE WILL NOW RECOGNIZE THE SECOND-PLACE TEAM, THE _____
(MASCOT) FROM _____ (INSTITUTION).

Announcement #5 (introduction of awards) (following announcement of the all-tournament team)

Second-place team

“We will now be presenting the awards for the second-place team and the regional champion for this year’s Division III Women’s Volleyball _____ (city, state) Regional Championship. Assisting with the presentation are _____, a member of the NCAA Women’s Volleyball Committee (if applicable), and _____ (assistant site representative/tournament director).

“We will begin with the second-place team, the _____ (mascot) of _____ (institution). Student-athletes, please step forward as your name is read to accept your award. Team members include: (Read student-athletes’ names in order from the awards recipient form. Only student-athletes in uniform – **maximum of 17** – receive participant medallions. Participant medallions will NOT be provided to coaches or other institutional personnel during the awards ceremony.)

“We would also like to recognize the coaches and support staff for _____ (institution).” (Read names of coaches and other institutional personnel in order from awards recipient form. The NCAA Committee member/site representative and assistant site representative/tournament director should shake hands with these individuals. Participant medallions will NOT be provided to coaches or other institutional personnel.)

“Congratulations to the _____ (institution and mascot).”

“Now it's time to recognize the 2019 NCAA Division III Women's Volleyball _____
(site) Regional champion, the _____ (mascot) of _____
(institution)!

Members of the regional championship team will receive their individual awards at the national championship next week in Cedar Rapids, Iowa, but we would like to recognize each team member. Please step forward as your name is read. (Read student-athletes' names in order from the awards recipient form; and then read the names of the coaches and support staff in order. The NCAA Committee member/site representative and assistant site representative/tournament director should shake hands with these individuals.)

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

“Congratulations to the _____ (institution, mascot), _____ (site) regional champions!”

Ladies and gentlemen, on behalf of the NCAA, we thank you for your support of NCAA Division III women's volleyball. Have a safe trip home.

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)

Regional champions

“Your attention please...we will now be presenting the awards to the _____ (mascot) of _____ (institution), the champion of the _____ (city/state) regional of the 2019 NCAA Division III Women's Volleyball Championship. To present the championship awards are _____ (committee member) from _____ (institution) and Jan Gentry, NCAA Associate Director of Championships.

“Team members, please step forward as your name is read to accept your trophy. 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.)

“Congratulations to _____ (institution), the 2019 _____ (city/state) regional champion!”

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 Women'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 Women’s Volleyball Championship. To present the championship awards are _____ (committee member) from _____ (institution), _____ (committee member) from _____ (institution), and Jan Gentry, NCAA Associate Director of Championships.

“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 _____ (city, state) regional champion and this year's national runner-up!”

“Now it's time to recognize the 2019 NCAA Division III Women'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 NCAA championship manager 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 women's volleyball. We hope to see you next year at the 2020 championship, which will be in Columbus, Ohio, hosted by Capital University and the Greater Columbus Sports Commission.

Have a safe trip home.



**QUICK REFERENCE GUIDE FOR OBTAINING
NCAA BROADCAST AND DIGITAL MEDIA RIGHTS
2019-20 NCAA CHAMPIONSHIPS**

Radio / Internet Audio 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 Learfield 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 Learfield IMG College’s Mike Dodson (mike.dodson@learfieldimgcollege.com; 859-226-4390) or Cindy Johnson (cindy.johnson@learfieldimgcollege.com; 859-226-4225). Click here to review the [“2019-20 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 Championship Footage Requests.

The NCAA has partnered with Veritone, formerly known as Wazee Digital, to represent and manage NCAA championship footage 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, [Veritone](#) may be able to assist (866-815-6599; sports@veritone.com).

FOR NCAA INSTITUTIONS OR CONFERENCES. Please [click here](#) for more information regarding the NCAA Institution Footage Program or contact Veritone at sports@veritone.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 [Veritone](#) (866-815-6599; sports@veritone.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.



2019-20 Host Site Stats Document

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

Latest Version of StatCrew Required (some exceptions)

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

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

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

NCAA LiveStats Integration

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

Downloading NCAA Broadcastr 10

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

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

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



Streaming Requests

Live Video Streaming Rights Requests (early round only)

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

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

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

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

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

Turner Contact Information

Jason Venson

jason.venson@turner.com

404-704-2493



NCAA Championship Drug-Testing Statement

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

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

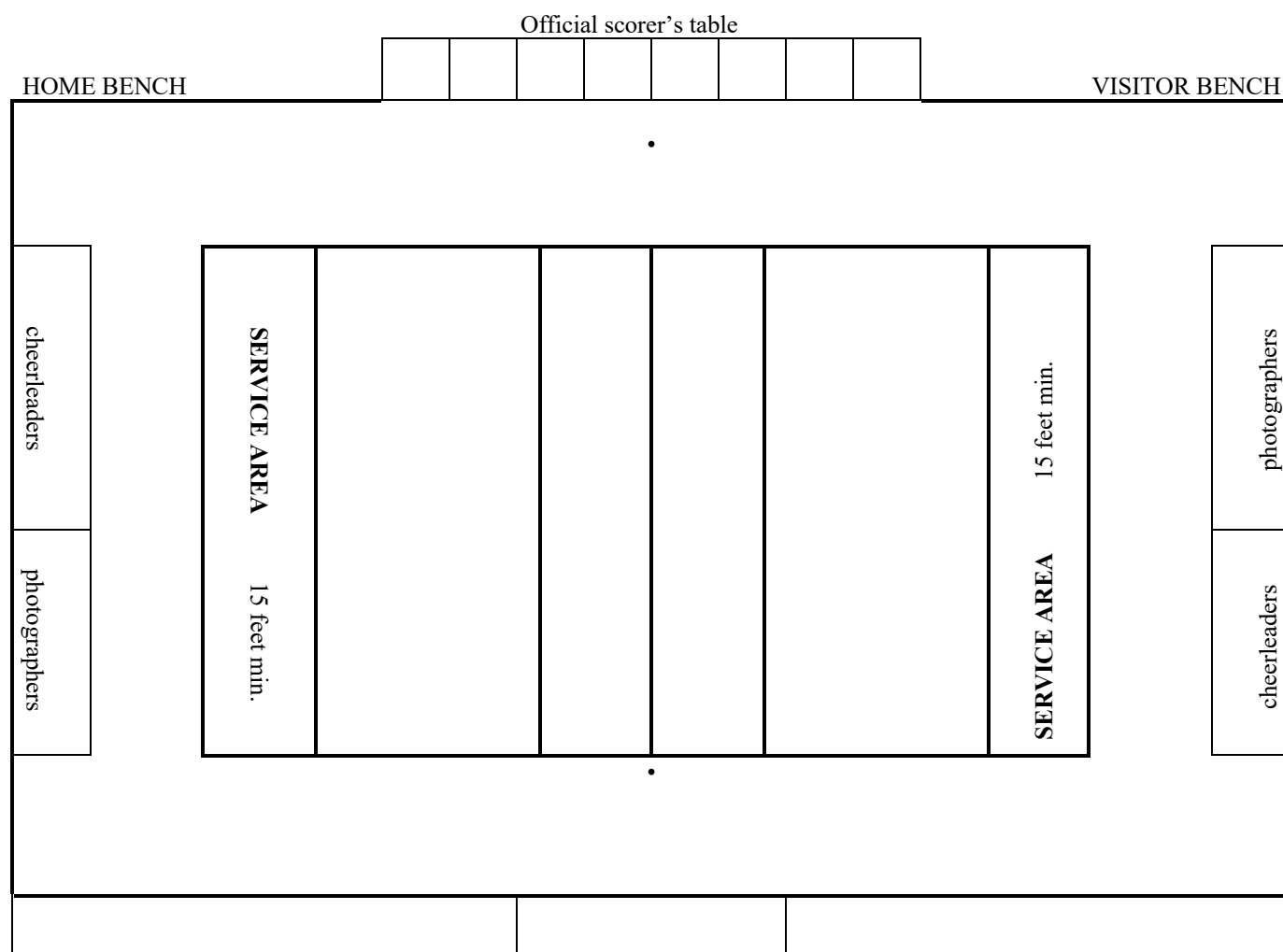
Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

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

COURT SET-UP

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

Team sports information directors (two)
 Tournament Director (regionals)
 NCAA committee (three; the committee members assigned as liaisons to the participating teams and the committee member assigned as the liaison to the PA should be seated at the table.)
 Alternate official
 Scorer
 Assistant scorer
 Public-address announcer
 Music coordinator (if applicable)
 Scoreboard operator
 NCAA staff (one)



Site: _____

2019 NCAA DIVISION III WOMEN'S VOLLEYBALL REGIONAL CHAMPIONSHIP

Administrative Meeting

[illegible]

Sample Single Match Protocol

Match Time 7 p.m.

Time Allotted	Actual Time	Protocol
41 minutes	6-6:41 p.m.	Court available for shared warm-up
	6:30 p.m.	Coin toss
4 minutes	6:41-6:45 p.m.	Visiting team court
4 minutes	6:45-6:49 p.m.	Home team court
5 minutes	6:49-6:54 p.m.	Visiting team court
5 minutes	6:54-6:59 p.m.	Home team court
1 minute	6:59-7 p.m.	Team huddle/announcements
	7 p.m.	National anthem/player introductions
		Match begins

Double Match Protocol

Match Times 4:30 and 7 p.m.

FIRST MATCH

Time Allotted	Actual Time	Protocol
41 minutes	3:30-4:11 p.m.	Court available for shared warm-up
	4 p.m.	Coin toss
4 minutes	4:11-4:15 p.m.	Visiting team court
4 minutes	4:15-4:19 p.m.	Home team court
5 minutes	4:19-4:24 p.m.	Visiting team court
5 minutes	4:24-4:29 p.m.	Home team court
1 minute	4:29-4:30 p.m.	Team huddle/announcements
	4:30 p.m.	National anthem/player introductions
		Match begins

SECOND MATCH

Time Allotted	Actual Time	Protocol
41 minutes	*6-6:41 p.m.	Court available for shared warm-up
	6:30 p.m.	Coin toss
4 minutes	6:41-6:45 p.m.	Visiting team court
4 minutes	6:45-6:49 p.m.	Home team court
5 minutes	6:49-6:54 p.m.	Visiting team court
5 minutes	6:54-6:59 p.m.	Home team court
1 minute	6:59-7 p.m.	Team huddle/announcements
	7 p.m.	Player introductions
		Match begins

* There will be a minimum of 45 minutes between matches. Matches will not start before the scheduled time.

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 Women's Volleyball Committee representative(s) at each site.

1. No special announcements shall be made without approval from the committee representative. 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 (See Appendix L).
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) (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) (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: _____

Opening Ceremonies

For each match, the host institution should supply marshall music conducive to teams marching in.

1. Following completion of the match protocol, the parade of student-athletes and officials will take place as follows:
 - a. Line-up. [Note: Coaches may remain at team bench.] Student-athletes, referees, the scorer, the assistant scorer and the line judges will leave the court through the players' entrance and line up as follows: the first referee, followed by the second referee, the alternate referee, the scorer, the assistant scorer and the line judges, the team that will play on the side of the net farthest from the entrance, and finally, the other team. It is suggested that teams line up with the team captain(s) first followed by the rest of the team in numerical order by uniform number. The NCAA site representative should assist in staging the line-up and march.
 - b. March. To the accompaniment of marshall music, the referees, scorer, assistant scorer, line judges and student-athletes will enter in line. The referees and other officials will march along the outside of the court by the most direct route to a place in front of the referee's stand and face the court. The referees will go around the net to a spot immediately beyond the net. The scorer, assistant scorer and line judges will not pass the net, remaining on the "near" side of the net. The team going to the farthest side of the court will pass along the outside of the court opposite from the referees and line up on the endline facing the court with the captain(s) at the right back corner. The opposing team will go directly to the other endline and line up facing the court with the captain(s) at the right back corner.
2. The national anthem will be played before the first match each day, after the teams have completed the march and are standing on their respective endlines. All student-athletes, coaches and officials are introduced at this time.
3. After the introductions, the referee signals the team captains to come to the net and shake hands, followed immediately by the rest of the team members.
4. The floor is cleared and the starting players immediately return to the floor.
5. Play commences.

SAMPLE SCHEDULE OF EVENTS FOR EIGHT-TEAM VOLLEYBALL REGIONAL**Practice Day****55-minute practices only**

Time	Event
1-1:55 p.m.	Practice order based on travel distance
2-2:55 p.m.	Practice order based on travel distance
3-3:55 p.m.	Practice order based on travel distance
4-4:55 p.m.	Practice order based on travel distance
5-5:55 p.m.	Practice order based on travel distance
6-6:55 p.m.	Practice order based on travel distance
7-7:55 p.m.	Practice order based on travel distance
8-8:55 p.m.	Practice order based on travel distance

Host institutions must guarantee eight hours of closed practice time on the competition court for competing teams. Practice times will be assigned based on travel distance. (The team that travels the farthest will have first choice of practice times, the team that travels the second farthest will have second choice of practice times, etc. Host teams will have last choice of practice times (i.e., practice in the time slot not selected by the other seven teams). Teams that travel to the regional site on the day before the practice day will be considered “local” and will be provided the opportunity to select a practice time after all teams that travel on the practice day have selected practice times.

Day 1**25-minute practices/four matches**

There will be a minimum of 45 minutes of warm-up between matches. Matches will not start before the scheduled time.

Time	Event
7-7:25 a.m.	Practice – lower seed Match 1
7:30-7:55 a.m.	Practice – higher seed Match 1
8-8:25 a.m.	Practice – lower seed Match 2
8:30-8:55 a.m.	Practice – higher seed Match 2
9-9:25 a.m.	Practice – lower seed Match 3
9:30-9:55 a.m.	Practice – higher seed Match 3
10-10:25 a.m.	Practice – lower seed Match 4
10:30-10:55 a.m.	Practice – higher seed Match 4
11 a.m.	Court cleared and set up
11:30 a.m.	Gates open
11:30 a.m.	Clock starts – Warm-up Match 1
12:30 p.m.	Match 1 – #3 versus #6
3 p.m.	Match 2 – #2 versus #7
5:30 p.m.	Match 3 – #4 versus #5
8 p.m.	*Match 4 – #1 versus #8

*Host institution will compete in final match of the first day of competition regardless of seed.

Practice times may be condensed if teams do not utilize their assigned practice times and there are open practice slots.

Day 2

55-minute practices/two matches

Note: Semifinals on Friday should be scheduled at 4:30/7:30 OR 5:30/8 p.m.. Semifinals on Saturday should be scheduled at 2:30/5:30 +/- one hour.

There will be a minimum of 45 minutes of warm-up between matches. Matches will not start before the scheduled time.

Time	Event
8-8:55 a.m.	Practice – winner Match 1
9-9:55 a.m.	Practice – winner Match 2
10 a.m.-10:55 a.m.	Practice – winner Match 3
11-11:55 a.m.	Practice – winner Match 4
Noon	Court cleared and set up
1:30 p.m.	Gates open
1:30 p.m.	Clock starts – Warm-up Match 5
2:30 p.m.	Match 5 – winner Match 1 versus winner Match 2
5 p.m.	Match 6 – winner Match 3 versus winner Match 4

Practice times may be condensed if teams do not utilize their assigned practice times and there are open practice slots.

Day 3

55-minute practice/one match

Note: A final match on Saturday should be scheduled at 7 p.m. A final match on Sunday should be scheduled no later than 2 p.m.

Time	Event
10-10:55 a.m.	Practice – winner Match 5
11-11:55 a.m.	Practice – winner Match 6
Noon	Court cleared and set up
1 p.m.	Gates open
1 p.m.	Clock starts – Warm-up Match 7
2 p.m.	Match 7 – winner Match 5 versus winner Match 6

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

GENERAL

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

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

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

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

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

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

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

MEDIA

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

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

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

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

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

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

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

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

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

NCAA CHAMPIONSHIP VIDEOGRAPHER

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

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

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

2019 NCAA Division III Women's Volleyball Championship

APPENDIX Q1

Fees and Expenses for Officials

Regional Site: _____

	R1	R2	Alt R	LJ1	LJ2	Scorer	Asst Scorer
Match 1							
Match 2							
Match 3							
Match 4							
Match 5							
Match 6							
Match 7							

Fees and Expenses

R1 & R2	Game fee (\$130), per diem (\$45), lodging if necessary, mileage if >50 miles RT per trip (actual expenses only) - PAID BY REFPAY
Alt Ref	Game fee (\$60) and per diem (\$45) - PAID BY REFPAY
LJ	Game fee (\$65), per diem (\$45), mileage if >50 miles RT per trip (actual expenses only) - PAID BY REFPAY
Scorer	Game fee only (\$65) - PAID BY HOST
Asst Scorer	Game fee only (\$65) - PAID BY HOST
Site Rep	Per diem (\$75) for practice/competition days and travel days, lodging if necessary, mileage if >50 miles RT per trip - PAID BY NCAA
Asst SR	Per diem (\$75) for practice/competition days only (max. 4); NO lodging or mileage provided - PAID BY NCAA

Please email this form to Paige Newman (pnewman@ncaa.org) on the Monday following the regional round. Contact Ms. Newman if you have any questions regarding completing or submitting this form.

2019 NCAA Division III Women's Volleyball Championship
Fees and Expenses for Officials
Regional Site: _____

To ensure payment in a timely manner, please PRINT the information. Please email the completed form to Paige Newman (pnewman@ncaa.org) on the Monday following the regional round.

	Name	Email	Phone	Driver to Receive Mileage (Y/N)	Estimated RT Mileage	Nights Stayed in Hotel	Days of Per Diem (include travel days)
Referee 1							
Referee 2							
Referee 3							
Alt. Referee							
Line Judge 1							
Line Judge 2							
Line Judge 3							
Line Judge 4							

Fees and Expenses

R1 & R2	Game fee (\$130), per diem (\$45), lodging if necessary, mileage if >50 miles RT per trip (actual expenses only) - PAID BY ArbiterPay
Alt Ref	Game fee (\$60) and per diem (\$45) - PAID BY ArbiterPay
LJ	Game fee (\$65), per diem (\$45), mileage if >50 miles RT per trip (actual expenses only) - PAID BY ArbiterPay
Scorer	Game fee only (\$65) - PAID BY HOST
Asst Scorer	Game fee only (\$65) - PAID BY HOST
Site Rep	Per diem (\$75) for practice/competition days and travel days, lodging if necessary, mileage if >50 miles RT per trip - PAID BY NCAA
Asst Site Rep	Per diem (\$75) for practice/competition days only (maximum of 4); NO lodging or mileage provided - PAID BY NCAA

RESPONSIBILITIES OF ALTERNATE OFFICIAL

Prematch

1. Acts as liaison to NCAA committee.
2. Assists R1/R2 with anything needed outside of the substitution zone.
3. Checks, marks and secures match balls.
4. Ensures good communication between scorer and scoreboard operator.
5. Oversees and makes R1/R2 aware of any questions or problems that may arise.
6. Prepares (alternate) match tally sheet.
7. Meets with floor wipers and ball rotation crew.

Match

1. Keeps track of line-ups, rotations, timeouts, substitutions, score and visual scoreboard.
2. Monitors three-ball system operation/floor wipers and addresses any issues.
3. Relays information to R2 and scorer when needed.

Postmatch

Secures R1/R2 officials' bags so the crew can promptly exit the court after thanking support crew.

2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE**Updated 07/02/2018**

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

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

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

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

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

**THIS TICKET IS A REVOCABLE LICENSE
USER ACCEPTS RISK OF INJURY**

**THIS TICKET IS A REVOCABLE LICENSE
USER ACCEPTS RISK OF INJURY**

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

DATES AND TIMES ARE SUBJECT TO CHANGE

ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

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

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

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

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

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

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

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is

permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

Signature of Participant	Date
--------------------------	------

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

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



NCAA Championships Microsite Guidelines

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

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

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

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

Local News

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

Venue and Transportation Information

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

- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

Volunteer Information

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

Travel Information

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

Selections. Preliminary Rounds and Broadcast Schedule

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

Email Sign Up

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

Logo Usage

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

Copyrights. Licensing. Trademarks and Corporate Marks

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

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

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

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](https://www.ncaa.com/Social)

Mobile Version

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

site.

Metrics

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

- Referral Pages
- Page Views
- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers

Local Contributor Recognition

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

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

Microsite Examples

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

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

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

Should you have any questions, please contact:

Levida Maxwell

Coordinator, Digital and Social Media, Championships & Alliances

317-917-6356

lmaxwell@ncaa.org