2026 DIII
WOMEN'S VOLLEYBALL
CHAMPIONSHIP

HOST OPERATIONS 2026-27 MANUAL

Division III Women's Volleyball

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INTRODUCTION

On behalf of the NCAA Division III Women's Volleyball Committee, thank you for being an important part of the 2026 NCAA Division III Women's Volleyball Championship.

Administration of the championship is under the direction of the 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 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 Prechampionship 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 NCAA expects its championship host institution/conference to sustain a welcoming, safe and supportive culture. Hosts play a central role in maintaining an inclusive environment on-site at NCAA championship events.

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 postchampionship 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 Victoria Lipscomb, Assistant Director of Championships and Alliances, at **vlipscomb@ncaa.org**.

2026-27 NCAA DIVISION III WOMEN'S VOLLEYBALL COMMITTEE	
The list of current committee members may be accessed **HERE.**	
NCAA STAFF	
VICTORIA LIPSCOMB Assistant Director, Championships Office: 317-917-6764 Email: **vlipscomb@ncaa.org**	**JONATHAN YOUNGBLOOD** Coordinator, Championships Office: 317-917-6765 Email: **jyoungblood@ncaa.org**

Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Unless expressly permitted in writing by the NCAA (subject to the applicable NCAA legislative, policy changes, and/or championship hosting arrangements), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's, venue's and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

TOBACCO PRODUCTS

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

Section 2 • Americans with Disabilities Act

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

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

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

These items can be covered through the operations budget, as well as the LOC budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-966-6790 or **narkins@ncaa.org**. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

The NCAA shall provide all awards for participation in an NCAA championship. The championship manager will provide a manifest of the awards being shipped to your site. You should inventory each box and award ensuring the appropriate quantity and label for the event.

The championship manager will also describe how the awards will be distributed during the championship event.

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

OR

Preliminary Rounds

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

Finals

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

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

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION

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

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

Award Presentation

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

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

Presentation at the Student-Athlete Banquet

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

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meals.

- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help ensure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's SID with a copy of the photo.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

In-Venue Presentation

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

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

Other In-Venue Recognition

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

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

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

Press Release

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

Social Media

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

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

PARTICIPATION AWARDS

Preliminary Rounds

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

Finals

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

Section 4 • Bands, Cheerleaders and Mascots

ADMISSION

A maximum of 25 band members plus the director, twelve spirit squad members 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; however, no more than 30 will be permitted to play during any session.

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 spirit squad members 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. 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.

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 should not be placed behind the bench areas.

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.

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 we will ask the host to help produce the banquet video.

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 or business casual attire 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. The AVCA representative(s) will present the all-America awards. The program will conclude with the presentation of the NCAA Elite Scholar-Athlete award by the NCAA championship manager.

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, 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)
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

8:20 p.m. Presentation of Elite Scholar-Athlete 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 (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 H** for a Championship Host Guide to Live Video and Stats.)

Section 7 • Championship Presentation/Fan Engagement

BRANDING

Ancillary Events

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

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

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

Logos

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

IN-VENUE ENTERTAINMENT

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

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

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

Brandon Anthony – Senior Producer

Van Wagner

Telephone: 925-354-5721

Email: **banthony@vanwagner.com**

Break in Action Contests or Promotions

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

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

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

National Anthem Singers

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

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

Enhanced Team Introductions

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

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

Musical Entertainment

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

Affiliated Award Recognitions

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

Military Involvement

Military involvement in NCAA championships may include national anthem or break performances (military singer, instrumentalist or band), color guard, fly-overs, parachute teams, precision drill teams, etc. Please work with the NCAA Corporate Relations and Game Presentation team to finalize military involvement, as some elements may be influenced by partnership agreements. *Please see Military Involvement below for full description and guidelines.*

MILITARY INVOLVEMENT

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

Guidelines

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

Section 8 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. No laser pointers of any kind are permitted.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

LOCAL CONTRIBUTOR PROGRAM

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

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

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate 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.

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.

2. Downloads of NCAA logos may be obtained through the **NCAA Digital Library**.

3. 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®.

4. 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.

5. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).

6. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: **memberx.edu/ncaa**

Identification of Commercially Named Venues on NCAA Materials

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

NCAA Logo Use by Commercially Named Venues

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

The following conditions apply to this NCAA logo use:

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

NCAA Trademarked Protection Language

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ashley Murray at **amurray@ncaa.org** or 317-917-6349.

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

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

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

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

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

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

NCAA Licensed Trademarks

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

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

Helpful Links

NCAA Trademark Protection Program
NCAA Digital Library
NCAA Corporate Champions and Corporate Partners | ncaa.com

OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

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

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

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

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

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

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

b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 92 championships.

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

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

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

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

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

h. **Fan Promotional Materials.** If facility approves, patrons are permitted to bring in small signs and non-noisemaking items in accordance with NCAA and venue policies. Items may not include any (non-CCP) commercial identification.

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

Section 9 • Drug Testing

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

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

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 after the championship match. The host should remove all bench chairs from the court immediately after 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 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 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.

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.

Finals. Forty-eight game volleyballs, 48 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.

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. No alcohol is permitted.

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 2026 and 2027 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.

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 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 Monday 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 G** for a diagram of the court setup.)

DECORATING AND ADVERTISING

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

- NCAA banners;
- NCAA webcasting/radio banners; and
- 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).

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, a minimum of four team locker rooms, and two locker rooms should be available for the match officials. A sign with "NCAA Use Only" shall be posted on the officials' locker rooms. Separate locker rooms should be provided for male and female officials.

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

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water (DASANI) and/or BODYARMOR, ice, and a chalkboard or dry erase board with chalk/markers for all practices and competition. Ice chests and coolers should have either DASANI logos or no branding (e.g., no Gatorade ice chests, coolers or towels). The NCAA site representative (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 BODYARMOR.

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

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

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

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

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

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

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

NCAA Committee/Games Committee Meeting Room. This room should be large enough to accommodate 15 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 26 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 warmup. An auxiliary space with two nets is preferred.

OFFICIAL SCORER'S TABLE

The scorer's table should accommodate at least nine personnel (regionals) or 20 (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) 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 approval of financial reports but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the documentation requested could include box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; competition venue rental agreement; and any other documentation to support details reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

APPROVAL OF THE BUDGET

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

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

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

FINANCIAL REPORT

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

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

DRUG TESTING EXPENSES

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

PARTICIPANTS

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

SITE REPRESENTATIVES

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

TRANSPORTATION

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

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

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

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

NCAA Championship Travel Policies

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.

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 warmups 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/black/navy pants and solid color 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 rostered student-athletes are permitted on the bench and 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. For preliminary rounds, the host team will play the latest match on the first day of competition.

Match times for regional sites and the finals site are listed below. **The subsequent match will start no earlier than 40 minutes after the conclusion of the previous match.** Any variations from this schedule must be approved by the NCAA staff.

Thursday-Saturday format

Day 1	11:30 a.m., 2 p.m., 4:30 p.m., 7 p.m.
Day 2	4:30/7 p.m. OR 5:30/8 p.m.
Day 3	5 p.m.

Match Protocol Sheets. The match protocol sheet is included in the appendix. 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 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	Finals
Team SID (2)	Team SID (2)
Tournament director	Instant Replay (DV Sport)
Alternate official	NCAA committee (3)
Scorer	Alternate official
Assistant scorer	Replay official
Public-address announcer	Scorer
Scoreboard operator	Assistant scorer
NCAA site representative(s)	Public-address announcer
	Scoreboard operator
	Music coordinator (if applicable)
	NCAA staff (1)
	National Coordinator of Officials
	ESPN Red Hat
	Videoboard producer

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.

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 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., 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 webcast, 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 B**.

PREMATCH PROTOCOL

A sample single-match protocol and double-match protocol are included in **Appendix D**.

SCHEDULE OF EVENTS

The NCAA site representative (regionals) or the NCAA committee (finals) will approve the schedule of events. (See **Appendix E** 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 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 C** for a diagram of the court setup).

Permissible Number. The bench limit is permitted to all rostered student-athletes and one 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 be included on the credential form.

WARMUP

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

Section 14 • Health & Safety Considerations

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

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

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

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

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

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

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

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

Section 15 • Hydration Product

BODYARMOR

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact Victoria Lipscomb (317-917-6764; **vlipscomb@ncaa.org**).

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

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

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

Section 16 • Insurance

LIABILITY

If event is held on-campus:

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

- $5,000,000 Per Occurrence
- $5,000,000 General Aggregate
- $5,000,000 Products/Completed Operations Aggregate

b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of $1,000,000 Each Accident.

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

d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:

- $1,000,000 Each Accident
- $1,000,000 Disease - Each Employee
- $1,000,000 Disease - Policy Limit

If event is held off-campus (also applies when on campus venue is operated by a third party):

Host institution/conference or Local Organizing Committee must maintain:

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

- $5,000,000 Per Occurrence
- $5,000,000 General Aggregate
- $5,000,000 Products/Completed Operations Aggregate

b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of $1,000,000 Each Accident.

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

d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:

- $1,000,000 Each Accident
- $1,000,000 Disease - Each Employee
- $1,000,000 Disease - Policy Limit

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

Notes:

1. All agreements, whether with the institution, conference, an LOC or the venue shall include mutual indemnification language.
2. If an Unmanned Aerial Vehicle (UAV) or Drone will be used by the hosts or venue or its contractor, $1M in liability insurance coverage shall be procured and maintained for third party body injury, property damage or privacy with no exclusion for loss arising from electronic malfunction.
3. Certificate must be submitted to NCAA 30 days prior to competition.
4. Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.
5. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
6. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of $25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

Section 17 • Lodging

NCAA NON-PREDETERMINED PRELIMINARY-ROUND COMPETITION

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

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

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

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

Team Accommodations (REGIONALS)

Hotel reservations for the official travel party of the competing teams shall be made by the host institution. Hosts should secure a minimum of 12-15 maximum double-double rooms for each of the participating teams. If multiple properties are secured, the host tournament director should assign each participating team to a specific hotel.

Each participating institution is required to stay at the hotel property reserved by the regional host. Any participants staying outside of the contracted hotel block(s) will not be reimbursed. If an institution prefers to relocate to a different hotel, which generally is not approved by the NCAA, the following must occur:

- The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night's room charges even if it fails to use the rooms.
- The participating institution may use the rooms for persons accompanying the official travel party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials are staying or designated headquarters hotel.
- Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay in one of the designated hotels, the participating institution must notify both the hotel and the tournament director by 5 p.m. on practice day or a specific date. The NCAA shall provide final approval.
- Hosts must upload a copy of the letter(s) of agreement to the NCAA Championships Bid Portal as part of their bids. Hosts that fail to secure the rooms in the contract may be restricted from hosting in the future.

NCAA Site Representative (REGIONALS)

Room and tax for NCAA site representatives should be direct billed to the host institution and should be included as part of the host budget. Site representatives will be responsible for their own incidentals. Host should secure two king rooms. It is recommended the NCAA site representative be housed in the same hotel as the officials.

Officials (REGIONALS)

Room and tax for referees and line judges should be direct billed to the host institution and should be included as part of the host budget. Officials are responsible for their own incidentals. Hosts should secure four to six king rooms.

Officials may <u>not</u> be housed in the same hotel as the participating teams.

MERCHANDISING

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

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

Section 18 • Marketing

CONTACTS

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

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all backgroudns and life experiences.
- 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 Marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships Marketing contact prior to implementation.

MARKETING COLLATERAL

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

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

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

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

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

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

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

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

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

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

SOCIAL MEDIA GUIDELINES

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

APPLICABLE MARKETING BYLAWS

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

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

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

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

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

13.14.1.2.1 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 19 • Media Services

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format on **ncaa.org**.

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" 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. A maximum of 17 student-athletes (squad size) may 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. Team personnel are also provided free entry to the competition venue. **Any individuals who do not receive a credential (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) 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-type personnel who need access to every area, including game surface.
- Event Management – For event management staff who do not need All-Access.
- Media – For members of the media to provide them access to press areas (press row/box, media room, interview room, locker rooms ([postgame only]).
- Participant – For student-athletes, coaches, equipment managers (anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (allows for access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credentials to allow them to specific places such as the truck compound.

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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

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

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 C** 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 all final sites. These are to advise security personnel at the competition venue which credentials are allowed for access into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

FINAL STATISTICS

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

The host institution is responsible for providing complete statistics of all NCAA championships 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. Please visit **ncaa.com/media** for updated NCAA championship internet policies.

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

Internet Live Statistics
The NCAA reserves the right to deny permission to produce live statistics for NCAA championship 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.

Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a nonexclusive basis – to each participating school. A "participating school" is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. (See **Appendixes H and I** 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 (**nflannery@ncaa.org**; 317-917-6523).

LIVE SCORING

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

MEDIA ACCOMMODATIONS

Hotel. If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact 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.

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

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

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

NEWS FILM AND MINI-CAMS

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

OFFICIATING QUESTIONS

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff. When possible, the media coordinator should designate the reporter from the Associated Press or the local newspaper as the pool reporter. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets (if applicable) distributed prior to competition.

When a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant, a rules interpretation is requested or there is a clock or timing issue, the pool reporter shall accompany the NCAA staff representatives to the officials' locker room to receive an interpretation in order to enhance the media's understanding of the activities that occurred. Interpretations are not given if the situation in question is a judgment call. Prior to entering the officials' locker room, the pool reporter shall go to the interview room or media workroom to speak to other media members and compile a list of questions to ask the official involved.

The host media coordinator, who will prepare the statement, will distribute the information to the media after it is reviewed and approved by an NCAA staff representative. Any statement involving an official's interpretation can be read by the news conference moderator in the interview room while the statement is being distributed.

If the involved official does not elect to speak to the pool reporter, the referee will decide whether the referee or the standby official will provide the interpretation on behalf of the officiating crew. The interpretation shall apply exclusively to the specific situation and will only be used to provide an interpretation of a rule.

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 – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone for events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers – Compiles worthy notes during and after championship games.
- Photo Marshall – Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator – Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (NCAA box library, website, email, social media, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

PHOTOGRAPHY

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

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved in advance 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 prechampionship 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 three to four interviewees
- Sufficient electrical outlets
- Sufficient lighting for dais and workspaces
- Microphone or camera with sound capability
- Division III press conference backdrop (provided by the NCAA)
- NCAA microphone flags (provided by the NCAA for final site only)

PROGRAMS

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

LEARFIELD will be responsible for all program production, including editorial content, layout and design, advertising and printing. Championship media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (**clerrinda.queen@learfield.com**).

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

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

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

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/content/audio-policies-0**.

SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions. Media seating charts should be posted to the media work areas in advance.

SECURITY

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

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 the following:

[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

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

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

Please send direct questions, ideas or news to Jeffery Donley (**jdonley@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-editorial@warnermedia.com**; Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

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 Hudl 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.

Regionals. Ask the host to identify a videographer to cover all matches and gather film to be utilized for the championship banquet video. There will be a $150 stipend offered.

Restricted Space. Team videographers must remove their video equipment and depart the designated videotaping area immediately after 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 Hudl film exchange within three hours of the conclusion of the match.

TELEVISION

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison, media coordinator or member of the broadcast staff. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at **ncaa.com/media**.

LIVE STREAMING

For final sites of all non-televised championships, ncaa.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live stream of the event.

Apply for NCAA internet streaming rights online at **ncaa.com/rights-request**. Questions about Internet streaming can be directed to Nate Flannery (317-917-6523; **nflannery@ncaa.org**).

WORKING PRESS ROOM

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

Section 20 • Merchandising/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

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

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

a. Receive and 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. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.

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

e. At the conclusion of the event, 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 reorders should sales warrant.

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

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

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

l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20 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% 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% 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.

DIVERSE SUPPLIERS

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

Section 21 • 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). In addition, host institutional signage and pictures of host institution student-athletes on programs should not be used to create a "home" atmosphere.

Section 22 • Officials

Fees, per diem and mileage (if necessary) for referees and line judges will be paid online through RefQuest. These officials must register for RefQuest at **refquest.com** and provide their contact information. RefQuest 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 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 this worksheet to the championship manager Monday after regional competition in order for the regional officials to be paid promptly and accurately.

FEES AND EXPENSES

Payment of fees and expenses (excluding hotel expenses) for the referees and line judges will be paid directly by the NCAA through RefQuest. Referees and line judges will receive mileage (up to a maximum of 1,000 miles round trip) and per diem ($45 per day traveled/worked).

Hotel expenses (excluding incidentals) will be direct billed to the host institution and should be included as a budgeted item on the host budget.

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

Regionals officials fees:

- Referee - flat $620 (paid by NCAA).
- Line Judge - $100 fee each per match (paid by NCAA).
- Scorekeeper/assistant scorer - $85 fee per match ($595 total - paid by HOST). - ADD TO BUDGET
- Announcer - TBD by host (paid by host).

Finals officials fees:

- Referee - flat $750 (paid by NCAA).
- Line Judge - flat $480 (paid by NCAA).
- Scorekeeper/assistant scorer - $85 fee per match ($595 total - paid by HOST). - ADD TO BUDGET
- Announcer - TBD by host (paid by host).

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(s) (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 be provided lodging, if necessary.

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 RefQuest (referees and line judges) and distribute the NCAA patches. The alternate official for each match should meet with and direct the ball rotation and floor wiping crews.

SELECTION

Regionals. The NCAA national coordinator of officials will select and confirm the referees and line judges, subject to the approval of the women's volleyball committee. The host institution will hire a scorer and assistant scorer/libero tracker. The tournament director may find it helpful to seek assistance from the local supervisor(s) of officials for recommendations of and scorers. All officials and line judges must be PAVO certified, registered with RefQuest and consent to and pass a NCAA background check. 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 23 • Participating Teams

PARTICIPANT VIDEOCONFERENCE

The NCAA committee member/site representative and the tournament director for each regional site will conduct a videoconference with the director of athletics and head coach of each participating team Monday, Nov. 17 at 4 p.m. Eastern time. NCAA staff will email an agenda to the tournament director for each regional site. The tournament director will provide 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. After the online selection show Monday, Nov. 16 at 1 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 NCAA will email the participant manual to the director of athletics and head coach of each advancing team and the championship manager no later than Monday morning, Nov. 23.

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 24 • 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 preliminary-round competition the same experience, mementos will NOT be permitted at preliminary rounds.

Finals. Participation gifts will be provided for each member of the official travel party (22) of the eight teams. Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. Mementos will be distributed on-site at the finals location for al members of the travel party. The NCAA championship administrator will work with the host regarding distribution of mementos to teams on-site.

Section 25 • 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

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PRINTED PROGRAMS

After 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 on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

QUESTIONS

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

SUPPLEMENTAL HANDOUTS

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

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

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 LEARFIELD approval.

Section 26 • Safety and Security

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

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

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

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

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

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized sworn law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

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.

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).

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

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

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

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

Section 27 • 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 28 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Ticket Design/Printing.** The NCAA prefers the use of mobile tickets for all championship events. If mobile ticketing is not feasible, the NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

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

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

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

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

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

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

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

5. **Suites**

   a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.

   b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.

d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. **LOC/Host Ticket Policies**

a. Allocation. For all championships accepting bids, the NCAA may allocate to the LOC/host a number of saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.

b. Ticket Allocation Limitation. No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.

c. Assignment Information. The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

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

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at **ncaa.com/ticket-terms**.

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

Ticket Prices

Ticket prices will be provided to the host by the NCAA.

NOTE: Children two and under will not be required to purchase a ticket for admission.

Section 29 • Transportation

PARTICIPATING INSTITUTIONS

Institutions eligible for air travel must arrange flights through Short's Travel Management. The Association will not reimburse flight travel booked outside of NCAA Short's Travel. Contact Short's Travel at 866-655-9215 or by email at **ncaaalo@shortstravel.com** to arrange flights.

Institutions that fly to NCAA team championships and qualify for NCAA-paid on-site transportation are required to use NCAA Anthony Travel, a division of On Location, for all on-site charter bus services. The Association will not reimburse on-site charter bus transportation booked through another provider, and teams may incur additional fees for not using Anthony Travel, a division of On Location. Reimbursable on-site charter bus expenses will be billed directly to the Association. For assistance, contact Anthony Travel, a division of On Location, at 214-970-5566 or NCAAGround@anthonytravel.com.

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

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

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

PARKING

The host institution is responsible for securing complimentary parking at team hotels for team buses and, 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 30 • Volunteers

GOAL AND RECRUITMENT

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

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

The NCAA requests that championship volunteer programs represent the student-athletes and communities we serve. The NCAA and the local organizing committee shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect varied backgrounds and life experiences.

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

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

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

WAIVERS

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

APPAREL

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

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2 ¼ inches square.

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

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

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

Appendixes

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Appendix A • Instructions for 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.

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."

Appendix B • Opening Ceremonies

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

1. After 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.

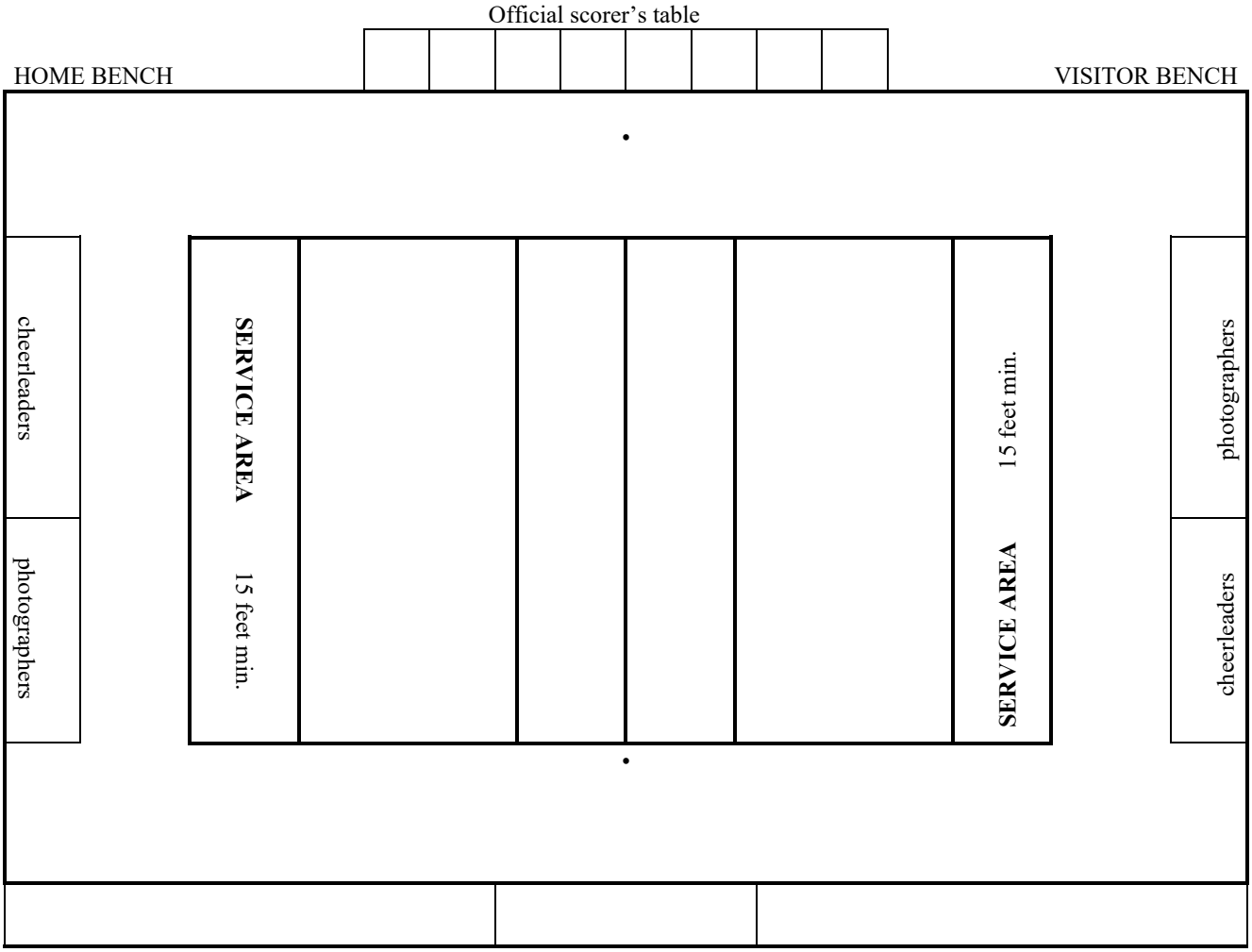
5. Play commences.

Appendix C • Court Setup

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.) (Finals)

- Alternate official
- Scorer
- Assistant scorer
- Public-address announcer
- Music coordinator (if applicable)
- Scoreboard operator
- NCAA staff (one)
- DV Sport (Finals)



Appendix D • Match Protocol

Sample Single Match Protocol

Match Time 5 p.m.

Time Allotted	Actual Time	Protocol
41 minutes	4-4:41 p.m.	Court available for shared warm-up
	4:30 p.m.	Coin toss
4 minutes	4:41-4:45 p.m.	Visiting team court
4 minutes	4:45-4:49 p.m.	Home team court
5 minutes	4:49-4:54 p.m.	Visiting team court
5 minutes	4:54-4:59 p.m.	Home team court
1 minute	4:59-5 p.m.	Team huddle/announcements
	5 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 40 minutes between matches. Matches will not start before the scheduled time.

Appendix E • Sample Schedule of Events

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 slected by the other seven teams). **Teams that travel to the regional site the day before practice day will be considered "local" and will be provided the opportunity to select a practice time after all teams that travel on practice day have selected practice times**.

Day 1
25-minute practices/four matches
There will be a minimum of 40 minutes of warm-up between matches. Matches will not start before the scheduled time.

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

Sample Schedule of Events
Page No. 2

Day 2
55-minute practices/two matches
Note: Semifinals Friday should be scheduled at 4:30/7 p.m. OR 5:30/8 p.m..

There will be a minimum of 40 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
3:30 p.m.	Clock starts – Warm-up Match 5
4:30 p.m.	Match 5 – winner Match 1 versus winner Match 2
7 p.m.	Match 6 – winner Match 3 versus winner Match 4

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

Day 3
55-minute practice/one match
Note: A final match Saturday should be scheduled at 5 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
4 p.m.	Gates open
4 p.m.	Clock starts – Warm-up Match 7
5 p.m.	Match 7 – winner Match 5 versus winner Match 6

Appendix F • Responsibilities of Alternate Officials

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.

Appendix G • Volunteer Waiver

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 Date
(if Participant is under the age of 18)

_____

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

Appendix H • Guide to Live Stats

WARNERMEDIA

stat broadcast

2026-27 Host Site Stats Document

NCAA LiveStats

NCAA.com is now fully integrated with NCAA LiveStats. Hosts that utilize NCAA LiveStats, a representative from WarnerMedia will contact you to confirm your scoring software. You should not have to do anything differently for these sports.

Hosts not Utilizing NCAA LiveStats

WarnerMedia and StatBroadcast will be collaborating 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. Transmitting stats to NCAA.com is **REQUIRED** for your hosted event.

Downloading NCAA Broadcastr

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 may 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.

Baseball/Softball instructions are currently TBD. We will reach out during Spring Championships.

If you are using Presto Stats, please contact Jason Venson (Jason.venson@wbd.com), for alternate instructions.

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

Appendix I • Guide to Live Streaming

NCAA.COM BROADCAST/STREAMING REQUIREMENTS

Tupelo Honey is responsible for video content and live production at hundreds of events annually. Whether it's a network broadcast or single-camera stream, our team aims to provide unparalleled communication and professional results. Since 2010, in partnership with TNT Sports and NCAA.com, Tupelo Honey has provided championship coverage for hundreds of NCAA events.

Network Connection
To deliver a high-quality video production championship hosts must provide a sustained, symmetrical connection of at least 100 Mbps, dependable QoS, and at least one dedicated wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Tupelo remote support staff utilizes Jump Desktop to diagnose and troubleshoot equipment once on site, therefore, this connection must allow remote support access. It is extremely important that network configuration be addressed early in the planning process; prior streaming from a venue does not guarantee success. Our team will arrive one day prior to the event to test network connectivity. An IT representative from the host venue should be available on site at this time, but must be available by phone to work through any issues during setup and throughout the event. Additional planning discussion and advance configuration between Tupelo and your IT team is strongly encouraged.

Equipment
The producer and equipment will need to be located within 100' of the host network port. All equipment can be placed on one or two 8' tables in a secure, climate-controlled production space. Please provide at least four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies by sport (see provided event layout guides). In most cases, the cameras are cabled to the production position. Tupelo Honey will request photos and/or a diagram of the venue during the planning process. The equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V, Non-GFI) at talent and production locations will suffice. If required, camera support (lifts, scaffold) are a host responsibility.
If available, an audio feed from the public address system should be provided to the production position on a standard XLR connector.

Equipment Receiving/Shipping
Broadcast equipment will typically be shipped to the site via SOS Global Express. The shipment will contain up to 20 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. On arrival and throughout the event, the host will need to identify a secure location for working access to and storage of the production equipment. Following the event, our on-site personnel will typically coordinate pickup.

Crew/Announcers
The production crew and announcers are secured by Tupelo Honey and TNT Sports. If the host institution has existing relationships with local camera operators, a production company or announcers, please pass that information along. We are happy to work with local crews and/or students at host institutions.

Replay/Video Boards
The NCAA typically contracts DVSport to provide official replay services. Tupelo provides camera and program signal handoff (Typically 720P SDI) at the production location and is not responsible for delivering signals elsewhere in the venue. For select events, Tupelo supports limited official review. These situations are handled on a case-by-case basis and must be identified in advance to allow for additional support equipment on site.
A program video output is available for video board display and/or team recording needs. This handoff occurs at the production location and is a straight "dirty" program output, inclusive of graphics and announcer audio. Should Tupelo elect to utilize off-site (REMI or cloud) production methods, this feed may be delayed. Tupelo does not provide any video-board specific support (fan cams, video playback, on-field presentations, etc.). The feed should be utilized only during live competition and video board personnel should be in place to provide appropriate editorial control (i.e., replay screening). Audio from the feed should never be utilized in a PA system or redistributed in any way. Team courtesy feeds are bound by NCAA restrictions. Tupelo is not responsible for any editing, signal conversion or additional support for team needs.

Event Specific Accommodations
We will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. It is suggested that hosts fill out the broadcast site survey before planning can begin. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For additional information, please contact Tupelo Honey Senior Director of Production, Remote Andrea Crawford at andrea.crawford@tupelohoney.net