



**2019 MEN'S  
NATIONAL COLLEGIATE  
WATER POLO  
CHAMPIONSHIP**

**STOCKTON, CA**

*University of the Pacific, Visit Stockton, Hosts*

# ***HOST OPERATIONS 2019-20 MANUAL***

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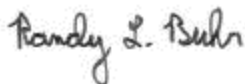
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## ***Introduction***

The purpose of this manual is to provide direction for a host institution as it plans and conducts the National Collegiate Men's Water Polo Championship and to supplement the [National Collegiate Men's Water Polo Pre-Championship Manual](#). We urge you and your staff to become familiar with both the pre-championship manual and NCAA Bylaw 31, which pertain to the administration of NCAA championship events. These resources will provide information about the general policies governing all aspects of NCAA competition, while the host operations manual is designed to provide more specific information and details regarding their implementation.

If you have any questions, please contact the national office. Thank you for your efforts on behalf of the NCAA and collegiate men's water polo.



Randy L. Buhr  
Director, Championships and Alliances

## ***Mission Statement***

The NCAA and the NCAA Men's Water Polo Committee strive to give our student-athletes the best championship experience possible by providing a safe, clean and ultra-competitive environment. Our hope is that the student-athletes, host communities, fans, corporate and media partners gain a tremendous amount of value from this experience – value that will last a lifetime.

## SECTION 1 – Awards

### Awards.

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. The following will be presented to the championship and runner-up teams: team trophies; and 20 individual mini-trophies. Additionally, the national champion team will receive 20 watches. 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 championship manager, should be presented to the student-athletes and coaches of the participating teams.

Recognition or appreciation awards may be presented to individuals or organizations that have contributed to the development and/or management of the championship, but any such presentation must be made separate from and cannot occur in sequence with the presentation of the NCAA championship awards. Approval must be granted by the NCAA championship manager.

The winning team will also receive national championship hats and T-shirts.

### Awards Ceremony.

See Appendix A for the awards ceremony procedures.

### Participant Awards.

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).

### All-Tournament Team.

An all-tournament team, consisting of six field players and one goalie, one of whom shall be designated as the most valuable player of the tournament, will be selected by an all-tournament selection committee. Each team participating in the championship will have at least one student-athlete represented on the team. The NCAA will ship personalized all-tournament team plaques to the student-athletes on the all-tournament team after the championship.

The all-tournament team selection procedures are as follows:

1. The table supervisor will manage the balloting. The host sports information director will be asked to assist.

2. The all-tournament team selection committee will consist of the host sports information director, the table supervisor, head coaches and designated committee members.
3. Nominating ballot forms will be distributed at the administrative meeting, and are due at the conclusion of Saturday's games. The host sports information director will type up the final ballot and provide it to the table supervisor on Sunday prior to the start of play. Nomination ballot forms and final ballot forms are available in Appendixes L and M.
4. Final selection ballots are due at the start of the third period of the championship game.
5. The all-tournament team will be announced after the awards ceremonies on Sunday. The awards ceremonies shall not be held up to complete the all-tournament team selection.
6. A copy of the all-tournament team should be sent to Trina Simerly at [tsimerly@ncaa.org](mailto:tsimerly@ncaa.org).

#### **Championships Locker Room Program.**

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in the championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual-team championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for t-shirts ([jared.hunt@hanes.com](mailto:jared.hunt@hanes.com)) or Top of the World for hats ([npokorny@towlicensed.com](mailto:npokorny@towlicensed.com)). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

#### **Elite 90 Award.**

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

However, they should not inform the student-athlete. Mr. Bedics or another member of the media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare.

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

#### Award presentation

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

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

The recipient of the Elite 90 Award for Men's Water Polo 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, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championship manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given.
- The award should be presented after attendees have had a chance to finish their meal.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner Sports & Entertainment (VWSE) 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.

- 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.

#### Press release

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

#### Social Media

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

For more information on the Elite 90 award winners, log on to

<http://www.ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program>.

## ***SECTION 2 – Bands/Spirit Squads and Mascots***

### **Admission.**

A maximum of 25 band members plus the band director will be admitted free via the pass gate; an additional five band members may be allowed with the purchase of a ticket. Uniformed spirit squad members (not to exceed 12), a spirit squad coach and a costumed mascot shall also be admitted via a gate list furnished to the host institution by the competing institution's director of athletics or the designee for their game. All other institutional representatives will be admitted only on presentation of a ticket. This number could be reduced by the Men's Water Polo Committee based on venue restrictions.

### **Designated Areas.**

Spirit squad members and a mascot will remain in areas designated by the tournament manager with the approval of the Men's Water Polo Committee.

Bands will be seated in spectator seating or on the pool deck as determined by the tournament manager with the approval of the Men's Water Polo Committee.

### **Fight Songs/Music.**

If a team does not have a band present, it may provide a copy of the institution's fight song to be played during game breaks such as timeouts, after goals, between periods and before and after the game. Alternate band and electronic music if there is only one band. Bands may play only during timeouts, after goals, between periods, and before and after a game. The host institution will control the music played during the championship.

### **National Anthem.**

The national anthem shall be sung or played by one of the participating institutions' bands (to be determined by a coin flip if there is not mutual agreement) after the introduction of the starting lineups. If no band is in attendance, the host shall provide a singer or a recording. The national anthem shall be played before the first game of a session.

Color Guard. The host institution may provide a color guard for all sessions of the championship. This is not required. The color guard shall be experienced at presenting the flags and old enough to understand the importance of the event.

## ***SECTION 3 – Banquet/Hospitality***

### **Banquet.**

The host institution will organize a banquet after team practices the Friday before the championship. The four participating teams are required to attend the banquet. It is highly recommended that there be a minimum of two buffet lines to serve guests.

Traditionally, the host has taken team photos prior to the start of the banquet. A professional photographer should be arranged by the host.

The host committee will be responsible for providing the emcee, a guest speaker and for printing a banquet program. The guest speaker shall be secured at least 60 days out from the banquet.

The Men's Water Polo Committee, prior to the banquet being publicized, must approve the speaker and the agenda for the banquet. The banquet should not exceed two hours in length, and include the following order of events: welcome from the NCAA committee chair, welcome from host representative, welcome from Kap7 representative, dinner, guest speaker, NCAA highlight video, Elite 90 award and student-athlete speeches.

The participating official travel parties will receive complimentary tickets. Teams may purchase additional tickets (if space allows); the ticket price and maximum number are to be determined by the host. Payment for additional tickets will be collected by the host before the banquet. The banquet must comply with all NCAA corporate champion and partner policies.

In addition to the teams, the following NCAA guests will be invited at no charge: members of the Men's Water Polo Committee, NCAA staff members who are involved in the administration of the event, the executive director and chairman of board of USA Water Polo (or designee), representatives of Kap7 and appropriate host institution personnel.

Below is an approximate number of attendees for planning purposes:

<b>Attendees</b>	<b>Low Number</b>	<b>High Number</b>	<b>Note</b>
Official Travel Party + SID	88	88	Required attendance
Team Guests	10	50	Host may determine maximum

NCAA Committee/Staff	7	10	
Emcee and Guest Speaker	2	4	
NCAA Guests (Kap7, USA Water Polo)	6	10	
Host Staff/Guests	5	20	
<b>Total</b>	<b>118</b>	<b>182</b>	

### **Hospitality.**

The NCAA championship manager will work with the host to determine the schedule and level of hospitality service to be provided to various groups at the championship. Separate hospitality areas should be set up for (a) student-athletes/coaches; (b) committee/working staff/VIP (Kap7; USA Water Polo; and conference representatives); (c) media; and (d) officials. Note that officials' meals should be available before the first game through the final game.

Host institutions are encouraged to seek sponsorship of any hospitality not allowed for in the budget from local chambers of commerce, booster clubs, merchants or other outside sources. However, sponsors' banners are not allowed in an on-site hospitality area. The NCAA national office must be notified of and approve any sponsorship prior to the host institution making a commitment.

## ***SECTION 4 – Broadcasting/Internet***

Please log on to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights. The NCAA will inform the host if championship games will be broadcast on television or streamed on the Internet.

## ***SECTION 5 – Commercialism/Contributors***

### **Advertising/Signs/"Look and Décor".**

1. Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championship, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements, etc.) approved by the NCAA. Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA.

All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

2. Alcohol/Tobacco/Gambling. All tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees within 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 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 applies to the preliminary rounds and the championship rounds for all 90 of the NCAA's championships. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.
3. External Signs. All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
4. Commercially Named Venues. Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).
5. Covering Existing Signage/Product Branding. In regard to any signage that is to be covered in accordance with bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
6. NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
7. The NCAA shall provide the competition venue with the appropriate pool art for the championship.
8. If the facility staff approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste.
9. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video

screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after the bid document is signed.

#### **NCAA Corporate Champions and Partners Program.**

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

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

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

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

[NCAA Corporate Champions and Partners](#)

#### **Local Contributors Program.**

Currently, local corporate entities are not permitted to use the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The local organizing committee (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 advance approval of the NCAA staff.

### 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, please review the following: (<http://www.ncaa.org/championships/marketing?division=d1>).

### NCAA Trademarks.

#### Helpful Links:

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

## SECTION 6 – Credentials

### Credentials.

The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championship manager to confirm who will produce credentials for preliminary sites (or include your specific credential policies for your sport). PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid ([srashid@ncaa.org](mailto:srashid@ncaa.org)) or Jenn Rodgers ([jrodders@ncaa.org](mailto:jrodders@ncaa.org)) for more information. If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](http://NCAA.com/credentialterms), should also be visible at credential pickup. The host is responsible for the distribution of the credentials. The following chart outlines a tentative list of credentials:

Type	Quantity	Notes
Team Administrator	10	Distribute in team packet.
All Access	50	For host championship management team.
Athletic Trainer	10	Distribute in team packet.
Conference Representative	18	NCAA to provide names. Distribute at will call.

Event Staff	50	For vendors, concessions, maintenance staff, etc.
Media	50	Host SID to issue.
NCAA	20	NCAA will distribute to staff and committee.
ncaa.com	10	Webstream contact (Tupelo-Raycom) to provide names. Distribute in advance or will call.
Official	16	For officials, goal judges and officials' evaluation team. NCAA will distribute to officials.
Team Sports Information Director	4	Distribute in team packet.
Student-Athlete	75	Distribute in team packet.
Team Physician	4	Distribute wristband at administrative meeting.
Team Personnel	25	Distribute in team packet (four credentials per team).
Team Videographer	8	Distribute on request at administrative meeting.
USA Water Polo	4	NCAA to provide names. Distribute in advance or at will call.
Kap7	4	Distribute after obtaining approval from the NCAA.
VIP	20	Distribute on request at administrative meeting.

1. All Access and Event Staff. Credentials may be provided only to individuals with bona fide positions directly related to the conduct of the championship. Credentialed individuals with deck access should also wear the shirts/apparel provided by the NCAA.
2. Teams.
  - Student-athlete credentials will be provided to 16 student-athletes.
  - Team personnel credentials will be provided to the four individuals listed on the Official Travel Party Form.
  - The sports information director will apply for a credential on <http://www.ncaa.com/media> and will receive a sports information director credential.
  - The team administrator will receive an administrator credential.
3. Media. The host sports information director will oversee the issuance of media credentials using the website at <http://www.ncaa.com/media>. The NCAA shall maintain ultimate control on the issuance of media credentials for each of its championships.

Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (a) campus media certified by the director of athletics and/or sports information director of each participating team; (b) certified media from the immediate locale of the championship or the immediate locale of the competing teams; (c) other certified media.

4. 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” or “tip sheets,” or other advertising designed to encourage gambling on college sports events. In addition, credentials will not be issued to representatives of telephone reporting services and professional sports organizations. Institutions hosting NCAA Division I championship competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.
5. Special Credentials That Also Require a Ticket for Admittance to the Venue.  
  
VIPs. VIP credentials will be available on request to host institution designees and member institutions (for presidents, athletics directors, etc.). A VIP credential does not grant entry to the venue as a ticket MUST be purchased. A VIP credential will give access to the press conference and hospitality areas.
6. Drug-Testing Team. In the event of drug testing, credentials designated as “event staff” will be issued for the drug-testing team. A minimum of five non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.
7. Any individual who loses his or her credential will be charged the cost of an all-session pass to receive a replacement. Appendix C outlines the Terms and Conditions for Use of Credentials.
8. The NCAA will provide credential boards for display at access control points in the venue.
9. The NCAA will print names on credentials for those individuals known in advance. The host should plan to create labels for all other credentials issued.

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## ***SECTION 7 – Safety and Security***

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<b>Preparation.</b>
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The tournament manager and NCAA championship manager shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
  - Competition site and tournament staff.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident commander (second in command).

- Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorist actions.

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

Interruption of Game. The officials have the authority to interrupt play. If play is interrupted because of events beyond the control of the Men's Water Polo Committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining schedule of games also shall be adjusted by the Men's Water Polo Committee. See Appendix G for policy for interruption of play due to severe weather.

Score Table. Ensure that the game clock, shot clock and score are accurately recorded.

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

Student-Athletes and Coaches. These individuals should proceed to the bench area or, on instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

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

Responsibility. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition site (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scorer's table with means of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA staff and game-management staff (e.g., tournament manager, facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at the scorer's table to assess the situation.

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

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The committee shall determine the revised schedule. If possible, the game should be resumed at the primary competition site. If necessary, the committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics and required competition site operations personnel. Also, the committee has the authority to reschedule the game or session in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of the NCAA playing rules.

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

#### **Safety and Security.**

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. When developing a safety and security program, all hosts and competition venues are strongly encouraged to refer to the Best Practices located here: [http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security.pdf](http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf).

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

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

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

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

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to

abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

## ***SECTION 8 – Drug Testing***

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

### **Drug-Testing Expenses.**

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

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

### **Facility Specifications.**

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

### **Host Notification.**

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

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

### **Media Obligations.**

Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing.

Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference prior to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

#### **Next-Day Testing.**

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

#### **Participant Notification.**

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

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

#### **Seating.**

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

#### **Site Coordinator's Responsibilities (Host).**

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information.** The site coordinator will provide official travel party roster and the team drug-testing representative's contact information to the DCO.
- **Championships Drug-Testing Site Coordinator Manual.** The Championship Drug-Testing Site Coordinator Manual is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Escorts.** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.

- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the DCO during testing as directed.
  - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Games Management" is preferred.
  - **Doping Control Officer.** Contact the Doping Control Officer (DCO) assigned to the site to discuss logistics.
  - **Meet with Doping Control Officer.** Meet with the Doping Control Officer the day prior to the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

#### **Drug-Testing Statement.**

The NCAA staff liaison, NCAA sport committee member or tournament director will read a statement to participating coaches and institutional representatives at all NCAA championships regarding NCAA drug testing.

The statement will not indicate whether testing will or will not take place. Student-athletes and coaches should be aware that post-event drug testing is always a possibility and should plan travel accordingly. At no time should participating institutions be advised of drug testing occurring or not occurring.

The drug-testing site coordinator, DCO or the DFSI staff member must not be present at the prechampionship meeting. If the drug-testing site coordinator must attend the meeting for nondrug-testing related reasons, he/she must not associate him/herself with drug testing or mention whether drug testing is occurring.

The following statement is to be read by NCAA championships committee member, NCAA championships staff or tournament director:

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

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

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

## **SECTION 9 – Competition Site & Equipment Requirements**

### **Neutrality.**

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a "home" atmosphere. Traditional pregame or between-game activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

If the host institution is participating in the championship, the host team will be accorded the same use of facilities as the visiting teams. Practices at non-competition campus pools may not be scheduled unless all participating institutions have equal opportunities to use the facilities.

### **Alcoholic Beverages and Tobacco Products.**

In order to be eligible to engage in the sale of alcohol during a NCAA Division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:

- Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletic events of the same sport and be properly licensed by the local and state authorities to carry on such operations; or
- If applicable, any event venue that is not owned or controlled by the host institution ("non-host venue"), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
  - Prevention of alcohol sales to visibly intoxicated patrons
  - Prevention of alcohol sales to minors
  - Serving sizes and quantities
  - Alcohol sales cut-off time

- Outside beverages
- Security and disturbances
- Alcohol management training requirements for employees
- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g., hawking) is prohibited within the spectator seating.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire's, host's, and/or venue's certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

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

#### **Americans with Disabilities Act.**

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

#### **Concessions.**

Food and beverage prices shall be no higher than similar events for primary tenants in the facility.

#### **Pool Area.**

Thursday before the start of competition, the committee will review the position of the score table, press row, NCAA signage, photographer areas, team benches, clocks, etc. The pool and facilities must be ready at least two hours prior to any competition starting time. Game clocks should be up and running throughout all practice sessions.

#### **Decorating and Advertising.**

Banners Inside Competition Site. The following banners are permissible inside the competition site:

- NCAA banners.
- Each team is allowed one institutional banner (not to exceed 3'x6') to be hung in a designated area. The banners may not include any commercial identification and should be approved by the Men's Water Polo Committee with regard to appearance and content.

Commercial Advertising. No commercial advertisement or signage (including use of message boards) is allowed at the competition site, except for previously contracted, permanent signage.

Institutional Signage. Institutional signage does not need to be covered. Championship banners may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media. The NCAA championship manager will provide the host with directional signage templates to use at the championship.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events at the competition site may be displayed during practice or competition.

### **Equipment.**

Communication Devices. Communication devices (e.g., hand radios with ear pieces) must be provided to the host personnel, NCAA committee members and the supervisor of the desk workers.

Boards. In accordance with NCAA rules, an exclusion board and visible scoreboard are required. If the exclusion board does not show timeouts remaining (both regular and 30 second), there must be a separate timeout board.

Timing Device/Clock. Four shot clocks must be available and four backup shot clocks and one backup game clock are required. Clocks shall be available for games and practices.

Kap7. The Kap7 ball is the official ball for the championship. The host will receive 40 (solid yellow) balls from Kap7. The host should reserve 10 balls for game balls. These game balls should be neatly marked NCAA-1, NCAA-2, etc.

One ball numbered with their finishing position should be given to each participating team after their final game; the host may keep the remaining balls.

A minimum of 20 (solid yellow) Kap7 balls of good quality and proper inflation should be available for each practice session. Seven balls should be available for each game, with two baskets capable of holding three balls.

Officials' Evaluation Playback Equipment. After each game the national coordinator of officials (NCO) will conduct an officials' evaluation. The host is requested to provide a television or projector/screen. The NCO will bring a laptop to connect to the screen.

Official Score Table Equipment. See Official Score Table section (page 25) for a list of score table equipment.

## **POWERADE.**

### **Equipment Information**

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

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

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

### **Hydration Program**

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

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

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

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

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

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

If you have any questions regarding any of this information, please contact Randy L. Buhr (317-917-6716; [rlbuhr@ncaa.org](mailto:rlbuhr@ncaa.org)).

### **Facility Use.**

The facility shall be reserved for the exclusive use of the NCAA beginning at 9 a.m. three days before the competition through the conclusion of the final game (i.e., Wednesday through Sunday). All space shall be available and the competition site set up no later than two hours before the beginning of the first practice.

### **NCAA Space Requirements.**

Entrances. Entrances must be staffed by an adequate number of persons (ticket takers, security). Signage should be posted to clearly identify all entrances (i.e., ticketholders, participant, media, player-guest ticket, band/spirit squad, etc.).

Locker Rooms. A locker room with shower facilities should be provided for each team, and one room for the officials (two rooms are needed if the assigned officials represent both genders). A sign reading "NCAA Use Only" shall be posted on the officials' locker room. All team locker rooms should be of comparable quality. In the event one of the team locker rooms is of a higher standard, this room should be assigned to the higher seeded team. If applicable, a card with locker room and other entrance door access codes will be provided for all committee members at the competition site walk-through. Signs should be posted to identify the teams' locker rooms.

When the facility has only two locker rooms, team tents should be provided on the pool deck or in close proximity to the competition venue. The teams in the first game should take their gear out of the locker room and place it in the on-deck tents so that the teams for the second game can go directly to the locker rooms.

Any team rooms adjacent to locker rooms shall be off-limits to the host team for the duration of the championship.

Security personnel should be stationed at the door of each locker room after accompanying the teams and officials from the pool.

Each locker room must be clean and adequately supplied with towels, toilet paper, and hospitality (unless it is agreed to locate hospitality in another location). Grease boards, markers and erasers should be available on request. The committee will inspect the locker rooms before the first practice.

Videotaping Area. Arrange an area for each team to videotape the championship. Each participating team is automatically authorized to videotape all games; it is not necessary to have them sign a waiver form. Credentials will be provided for up to two individuals from each team for the videotaping area. One camera per team will be allowed in the videotaping area. Videographer credentials will provide access to the videotaping area, but will NOT provide access to the venue.

Interview Room. The Men's Water Polo Committee shall have access to the interview area. The NCAA will provide a backdrop, which shall be placed directly behind the interview table. The postgame interview room should be "dressed" appropriately to reflect the prestige of the event by: (a) placing NCAA seals 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) providing a riser for cameras at the back of the room; and (e) providing a sound system, if necessary.

Holding Area. An area adjacent to the interview room shall be designated as a holding area for the head coach/student-athletes waiting to be interviewed. It should be situated so the head coach/student-athletes do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided.

Media Areas. A media workroom should be provided. The workroom and the postgame interviews should be near one another and to the locker rooms in order to facilitate the media's work and access for coaches and student-athletes. In addition, media seating and marked photography areas on the pool deck are also required.

Access/Security. An individual should be stationed outside the media workroom and postgame interview room to check credentials. Officials specifically are prohibited from this area.

NCAA Committee Meeting Room. This room should be large enough to accommodate 10 people comfortably. The area needs to be close to the pool and not visible to the public.

Athletic Training Room. Provide an athletic training room stocked with generic towels (no branding) and other necessary equipment, and staff it with the appropriate personnel before and during the games and practice sessions.

Officials' Evaluation Room. Provide a room to accommodate five individuals with tables, chairs and television or screen/projector.

<b>Official Score Table.</b>
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A raised score table is preferred. Cover the score table with bunting or other appropriate material. No other ornamentation or signage (other than the score table banner produced by the NCAA) is allowed on the score table. See Appendix E for score table and other deck seating assignments. The host, with instruction from the championship manager, should produce name cards for score table personnel.

Neutrality. All score table personnel must refrain from cheering for teams; they are considered "neutral" and must behave in such a manner. They should report to the table no later than 60 minutes before game time.

Communication Tools. Radio communication to the event management staff must be available at the score table.

Backup Equipment. Backup equipment must be located near the score table or easily obtainable.

Equipment. Electrical outlets and surge protectors must be available for use at the score table. The following equipment should be available for each assigned position:

- Scorer – score sheets triplicate, ballpoint pens, clipboard, air horn, corrected program.
- Exclusion Secretary – exclusion record form, three flags (red, white, blue), clipboard, whistle, pen.
- Game Timer – air horn, if the sound of the game and shot clocks are the same.
- Timeout Secretary – timeout record forms, clipboard, stopwatch, pen, air horn if there is television.
- Exclusion Board Operator – exclusion and timeout record form, pen, clipboard, appropriate number

- and color of discs for the board.
- Supervisor – clipboard, corrected program.
- Announcer – corrected program and all other equipment and procedures/script.
- Team benches – an airhorn should be placed at each bench, a ball bin to hold extra game balls.

## ***SECTION 10 – Financial Administration***

### **Audit.**

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

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

### **Approval of the Budget.**

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

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

### **Financial Report.**

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

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

#### **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](http://NCAA.org/Student-Athlete Programs/Health and Safety) (NCAA.org/Student-Athlete Programs/Health and Safety).

#### **Championship Expenses.**

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

#### **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 Management to book.

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

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

#### **Game Officials.**

Lodging for the game officials shall be arranged by Anthony Travel, Inc. and direct-billed to the NCAA. Officials will be responsible for their own incidentals. The NCAA will pay officials' game fees, per diem, mileage and baggage fees, if applicable, via ArbiterPay.

#### **Championship Personnel.**

The host is responsible for paying desk personnel fees, (see Section 11 for fees), the public address

announcer, banquet photographer, lifeguards and other staff who may be hired by the host.

#### **Hotels.**

Section 12 outlines the hotel program for participants, officials, and NCAA staff/committee.

#### **Men's Water Polo Committee.**

All hotel payments for the committee will be directed billed to the NCAA master account.

#### **NCAA Staff Members.**

NCAA staff members will pay their own expenses, including all lodging costs.

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

### ***SECTION 11 – Game Management***

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#### **Selections.**

Selections will be completed by the NCAA Men's Water Polo Committee Sunday, November 24. Once the bracket is finalized, the host will receive contact information for all the teams and the finalized bracket.

#### **Opening Round Games.**

Six conferences will receive automatic qualification and two teams will be selected at large. The top two teams will qualify directly to the national championship; the remaining six teams will compete for the last two berths via four opening round games. The opening round games will take place either Saturday, November 30, Wednesday, December 4 or Thursday, December 5. The two winning teams will earn berths in the championship bracket.

#### **Administrative Teleconference.**

A mandatory teleconference with the participating teams, committee chair, NCAA championship manager and host will take place after selections at 2 p.m. Eastern time, Monday, November 25. An agenda will be

provided by the championship manager. Members of the host staff will be requested to participate on the call.

#### **Apparel.**

The NCAA will provide the host with championship volunteer apparel. Host personnel should be dressed appropriately (khakis and a championship shirt). Institutional apparel and jeans may not be worn.

#### **Public Address Announcer/Production.**

The NCAA committee shall approve the selection of an announcer. The NCAA championship manager will provide the announcer with public address announcements specific for this championship. Refer to Appendix F for basic instructions for the public-address announcer. Please review this with the public-address announcer prior to the competition.

The host will be responsible for the coordination of all production elements including music, video board content and coordination, lighting, etc. The NCAA has retained Van Wagner Sports and Entertainment (VWSE) for the production of video board content. VWSE will work with the host to develop the run of show incorporating video elements and public announcer scripts.

#### **Ball Retrievers.**

Qualified ball retrievers over the age of 10 are needed. Ball retrievers should wear swimsuit apparel and be stationed at each goal. It is recommended that institutions have two to four qualified ball retrievers per game. Ball retrievers should arrive 60 minutes prior to the start of the game. Ball retrievers will be trained by the national coordinator of officials.

#### **Official Score Table Personnel.**

A list of the individuals working at the score table (scorekeeper, exclusion secretary, timeout secretary, exclusion board operator, game timer and shot clock timer) will be submitted by the secretary-rules editor to the NCAA championship manager by October. These key individuals will receive \$35 per game; this amount should be included as a line item under personnel in the initial proposed budget. The supervisor of the official scorer's table should be paid a flat \$200 fee for his or her services.

#### **Goal Judges.**

Goal judges will be selected by the national coordinator of officials. Goal judges will receive \$35 per game.

#### **Lifeguards.**

The provision of lifeguards during all scheduled practice and competition must be consistent with local health codes.

### **Photographer.**

The host should provide a professional photographer to take team photos at the championship banquet.

The NCAA championship manager will inform the host sports information director if an official NCAA photographer will be sent to the championship. If not, the host is requested to line up a photographer to take photos of the awards ceremonies.

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

### **Pregame Protocol.**

The national anthem will be played before the first game of each session. Please refer to Appendix N for an overview of the pregame ceremony.

### **Team Benches/Uniforms.**

The team bench area is limited to 20 persons. Teams are limited to 16 players in uniform and four other individuals as designated by each institution. The tournament squad list will be verified by the head coach with the secretary-rules editor at the administrative meeting. Changes to this list may be made not later than 60 minutes before the start of the first game of the tournament. No substitutions are permitted to the tournament squad list once it has been declared.

Team benches or chairs shall be provided for 13 of the 20 individuals. The bench area must be identified through the use of temporary stanchions or barriers if the general public has access to the pool deck.

The team listed first on the schedule will wear dark caps. If teams do not want the option to flip a coin for ends, dark caps will sit on the right end of the pool (as determined if you were sitting at the score table facing the benches).

A coin toss requested for any game will be conducted at the captains/officials meeting approximately 60 minutes before the start of the game. If requested by one coach, the teams must change ends and benches after each period.

A committee member will be assigned to each team/bench area. The committee member will monitor the number of people in the bench area so it does not exceed the allowable number of 20 at any time.

Any non-participants in the bench area must wear their credential at all times (e.g., coaches, athletic trainer, manager, administrator, etc.).

**Athletic Trainers.** If a team brings an athletic trainer but does NOT designate them as a member of the official travel party, the team may request an athletic trainer credential.

## **SECTION 12 – Hotels**

For predetermined sites, teams must stay at an NCAA-provided hotel unless otherwise noted. Hosts are no longer required to secure the rooms. Anthony Travel, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

The following hotels have been secured by Anthony Travel:

### **Headquarters Hotel for Staff, Committee, and Officials**

Courtyard Stockton  
3252 West March Lane  
Stockton, California 95219

### **Team Hotel**

University Plaza Waterfront Hotel  
110 West Fremont Street  
Stockton, California 95202

Team Hotel (Opening Round Game Participants – if applicable)

Hilton Stockton  
2323 Grand Canal Boulevard  
Stockton, California 95207

### **Team Hotels.**

Each team requires 12-15 double/double rooms. The proximity of the team hotel to the competition site must facilitate travel back and forth in a reasonable time or distance (e.g., within a 15-minute drive in traffic).

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

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

### **NCAA Headquarters/Officials Hotel.**

Hotel expenses (excluding incidentals) and hotel parking for the officials and NCAA committee members shall be directed billed to the NCAA master account. Following is the tentative room block for the headquarters hotel:

Group/Individual	Check-In	Check-Out	Number of Rooms
NCAA Committee	Thursday	Monday	6
NCAA Staff *	Tuesday	Monday	1
Nat. Coord. of Officials	Thursday	Monday	1
Officials' Evaluation Team	Friday	Monday	2
Officials	Friday	Monday	4
<b>Table Workers</b>	<b>Friday</b>	<b>Sunday</b>	<b>2</b>
<b>Total</b>			<b>16</b>

\*Individual will pay own room bill.

Note: If opening round games are played at the championship site, some individuals will check-in Wednesday. Some individuals may check out Sunday.

#### **Drug-Testing Crew.**

In the event that drug testing is conducted at the championship, the host will assist in reserving four rooms for members of the drug-testing crew.

#### **Media Hotel Rooms.**

Hotel rooms will not be reserved for media attending the championship.

#### **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, chairs, electricity, a 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 pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in Section 17.

## ***SECTION 13 – Insurance***

### **If event is held on-campus:**

The host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation,

spectators, alcohol, or food-borne illness. The certificate must be submitted online to the NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

**If event is held off-campus:**

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

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

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

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## ***SECTION 14 – Meetings***

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### **Administrative Meeting.**

The NCAA Men's Water Polo Committee will tentatively conduct a mandatory administrative meeting at 5:30 p.m., Friday, December 6, prior to the championship banquet, to review championship procedures. It is mandatory that each institution's athletics director or senior woman administrator (or designated administrator other than a member of the coaching staff) and the head coach attend the meeting. Representatives of the host committee will be asked to attend this meeting.

### **NCAA/Host Committee Meeting.**

Men's Water Polo Committee representative(s) will meet with the tournament manager, media coordinator, facility manager and other host committee representatives prior to the first scheduled practice.

### **Officials Meeting.**

An officials meeting will tentatively be held at 10 a.m., Saturday, December 7. The NCAA championship manager will make arrangements for this meeting at the officials' hotel or on the pool deck of the host site.

## **SECTION 15 – Media**

### **Broadcasting/Internet.**

Please log on to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights.

### **Championship Records.**

NCAA championship records are available in PDF format at NCAA.org:  
<https://www.ncaa.org/championships/statistics/ncaa-records-books>.

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

### **Credentials.**

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected opening round sites.

### **Credential Qualification and Acceptance.**

Final-Round Site – Approximately one month before the start of finals site competition, the host site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to NCAA.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The host site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems). There will be training sessions for any SID who doesn't know how to use the system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the host 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.

### **Credential Boards.**

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

### **Final Results Books and Statistics.**

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame

notes, and/or a play-by-play summary.

The host institution shall provide complete statistics of all NCAA championships competition.

#### **Flip Cards.**

Flip cards should be provided to all media members for easy reference to participating team information, where applicable. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. It should be noted that field players' caps are numbered beginning with number two (2). Caps of the same color must have different numbers. Number one (1) is reserved for the goalkeeper. Additional goalkeepers shall have caps numbered 1A, 1B, etc. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.

#### **Internet Policy.**

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

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

##### **Internet Live Statistics**

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

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

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

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

##### **Championship Website Guidelines**

NCAA Championships hosts/LOC's have the opportunity to build their own championship micro-site to house information about local events, restaurants, volunteer information, etc. The URL for this site should not be promoted and will be linked directly through NCAA.com. For complete guidelines, please visit NCAA.com/media and click on “Championship Host Website Guidelines.” In addition, please review

Appendix K for further information.

#### **Media Guides and Postseason Guides.**

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

#### **Media Accommodations.**

**Hotel.** It should be noted that hotel rooms will not be reserved for media attending the championship.

**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.** Media parking is desired, but the host must make this decision. 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 championship manager.

**Work Room.** A media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed internet lines and/or wireless internet access. In addition, the room should have an adequate amount of seating and electrical outlets.

Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

#### **Media Work Room.**

The media coordinator is responsible for the media work room at the facility. Following are requirements/information relative to the media work room:

Sports Information Needs. Once selected, teams are requested to send season results, final season statistics and media guides to the host sports information director. Additionally, teams are requested to download logos, fight songs, rosters, photos, etc. to <http://www.ncaachampionship.info>. Refer to the Participant Manual for additional information and deadlines.

Provide score sheets, news releases and complete statistics for the media, participating institutions, conference and other officials.

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute shall be available. The competition site will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine should include a collator and automatic stapler.

Telephones/Faxes. If available, individual media representatives may order telephones at the media outlet's expense. The host media coordinator shall coordinate these orders according to host institution/conference or competition site policy.

If requested, the competition site should have a fax machine available.

Wireless Access. Wireless Internet access should be available to media and working staff in the venue.

Printers. At least one high-speed printer shall be available in the media area.

#### **Live Scoring.**

Please log on to <http://www.ncaa.com/media> for information regarding live scoring.

#### **Microphones.**

The placement of microphones on a team coach or in team huddles and bench areas is prohibited.

#### **NCAA.com.**

NCAA.com will host all championship websites for all final-round sites. The championship manager will work with the host to provide appropriate information for the website.

#### **News Conferences.**

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

**ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS.** The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

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

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

It is mandatory for the head coach and at least two student-athletes to report to the press conference following the cooling-off period. A coach can shorten the cooling-off period but cannot extend it.

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

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

#### **Moderator Duties**

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

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

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

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

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

- Wireless microphones

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

#### **News Film and Mini Cams.**

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

#### **Personnel.**

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

The number of workers will depend upon the media demand for the games at the 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 (e.g., statistics, 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 in 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 the game or day.
- Photo Marshall – Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
- Press Conference Moderator – Introduces players and the head coach; directs questions from the media.
- Quote Takers – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmits statistics, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).
- Runner(s) – Distributes photocopied materials (statistics, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official statistics.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

## Photography.

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

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

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

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

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

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

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

## Press Interviews.

1. Arrange for press interviews with participating coaches and players after the 10-minute cooling-off period. If a team or an individual is part of an awards ceremony, the cooling-off period will begin immediately after the presentation.
  - The timetable for each team's 10-minute cooling-off period begins when the head coach enters the locker room immediately after the game. After the championship final only, the 10-minute cooling-off period for both teams does not begin until the winning coach enters the locker room.
  - At the end of the 10-minute cooling-off period, sports information representatives should escort the non-winning head coach and two student-athletes (minimum) to the interview area. The non-winning head coach will be interviewed first. The winning head coach and players should be escorted to the "holding" area.
  - The "holding" area should be near the interview room to be used by the winning head coach and student-athletes as they wait. They must be escorted to the press conference area as soon as the first team is finished. It is important that the non-winning head coach has left the interview room and/or corridor before the winning head coach is brought in.

- It is very important to get the non-winning head coach and players to the postgame interview area quickly after the 10-minute cooling-off period has ended.
- The non-winning head coach and two student-athletes will open the interview session. Session with non-winning team should be limited to 10 minutes.
- The winning head coach and a minimum of two student-athletes will follow. Session with the winning team should be limited to 20 minutes.

Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a postcompetition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the championship, the coach and student-athletes may participate in a special interview.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their dressing rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the dressing room before the 10-minute cooling-off period has ended, the dressing room shall be opened to all other media representatives desiring access to the area. The NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

2. Place the NCAA press conference backdrop directly behind the interview table.
3. The Men’s Water Polo Committee, NCAA staff, and accredited VIPs shall have access to the interview area.

#### **Press Releases.**

Any pre-competition press releases must be approved by the NCAA prior to posting or mailing. The NCAA media coordinator is Michelle Watsky ([mwatsky@ncaa.org](mailto:mwatsky@ncaa.org)).

#### **Radio/Internet Audio Coverage.**

Radio broadcast rights and made-for Internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to <http://www.ncaa.com/media>.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto <http://www.ncaa.com/media>, select **Broadcast Services and** then click “2019-20 Audio Policy.”

### **Scout Video Coordinator.**

A scout video coordinator is permitted to film the game from an upper video position. A credential also may be issued to a team videographer. The scout video coordinator will receive a media credential, and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

### **Seat Assignments.**

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

### **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 the proper credentials.

### **Statistics Reporting to the NCAA.**

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

Institutions should send all information as follows:

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

### **Strobe Lights.**

Strobe lights for photography are administered and pooled at the discretion of the NCAA or host media coordinator.

A maximum of three sets of strobe lights may be installed at the venue for media agencies requiring immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000-second. A typical approved installation consists of four power packs with tube heads on each pack.

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the

physical structure of the venue, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA championship manager will grant final approval relative to the installation of strobes.

If the physical structure of the venue prevents a media agency from meeting these specifications, the agency may petition the specific sport committee for an exception.

No other strobes, including hand-carried units, are permitted in the venue, and no strobe or any other photography equipment may be placed on or attached to a goal standard.

#### **Team Videographer.**

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

#### **Webcasting.**

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast. (Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.).

Apply for NCAA Internet streaming rights online at [www.ncaa.com/rights-request](http://www.ncaa.com/rights-request). Questions about Internet streaming can be directed to Nate Flannery (phone 317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

#### **Working Press Tables.**

Set up tables for working press as close as possible to the pool. If possible, provide for strict security at press tables to permit only representatives of the news media in this area. Press tables should be equipped with an adequate number of electrical outlets.

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## ***SECTION 16 – Medical Procedures***

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

## Medical Facilities.

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

**Biohazard Cleanup.** The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations.

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

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

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

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

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

- Automated external defibrillator (AED).
- A bag-valve mask, advanced airway tools.
- A spine board and other stabilization supplies for the head and neck.
- Splints.
  - Immobilization splints.
  - Immobilizer/knee stabilizer.
  - Crutches.
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice.
- Blood-borne pathogen kit.
- Moist hot packs.
- Muscle stimulator.

- Sharps kit/biohazard trash can.
- Ultrasound unit.
- Gurney.
- First-aid equipment/athletic training supplies.
- Suture materials.
- Emergency eye care and dental equipment.

Sports medicine providers should be trained to use emergency supplies.

**Locker Rooms.** The team locker rooms shall be equipped with hot hydroculators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment.

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

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

**X-Ray Technicians.** X-Ray equipment and technicians shall be on-site during the championship. Should the institution have equipment in close proximity to the facility (e.g., building next door), this equipment may be used with NCAA approval.

#### **Portable Baths.**

Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

#### **Concussions.**

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

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a

concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

#### **Medical Staffing.**

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

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

**Access.** Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

**Communication.** Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

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## ***SECTION 17 – Merchandising/Licensing***

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#### **Administration.**

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

#### **Availability.**

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

## **General Policies.**

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of the 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, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and either hard internet lines or dedicated secured WiFi network connection to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.

- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion of the championship.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

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## ***SECTION 18 – Officials***

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<b>Confidentiality.</b>
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Four officials will be assigned to the championship. Participating teams will be advised of the officials assigned to their competitions at the administrative meeting. Do not include officials in social gatherings held in conjunction with the championship competition. Officials should not be permitted in the hospitality areas. Officials are not permitted to fraternize with coaches, student-athletes and spectators before, during and after the competition. Professional conduct is expected at all times.

### **Fees and Expenses.**

All officials' fees, per diem and travel expenses will be paid directly by the NCAA through ArbiterPay.

Fees. Officials will receive a flat fee of \$350 for the championship weekend. Goal judges will be paid \$35 per game for the two semifinal-round games.

Per Diem and Travel. The four officials receive travel expenses and per diem (\$45 per day). Officials not required to remain overnight at the site will also receive per diem.

Lodging. The NCAA will pay for the officials' lodging expenses.

### **Apparel.**

The NCAA will order apparel for the officials and provide patches for the officials that should be worn on the upper left front of the shirt.

### **Tickets.**

Each official is entitled to purchase a maximum of two tickets to the competition (e.g., for family members or friends). The officials themselves should be provided credentials for admittance.

### **Transportation.**

Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach airfare or 53 cents per mile. Officials who must fly to the site must make their travel arrangements through the NCAA travel service, Short's Travel Management (866-821-8547); Short's will bill the NCAA. Officials who use ground transportation will be reimbursed at a rate of 53 cents per mile round-trip from their home to the site, but not including local mileage while at the site.

The NCAA will provide rental cars to officials for travel to and from the venue.

### **Competition Day.**

All game officials must be dressed and at the score table 60 minutes before the starting time.

### **Officials' Security.**

It is the responsibility of committee members to escort officials to their locker room immediately after each game. Committee members may request escort assistance from host security personnel.

## ***SECTION 19 – Participating Teams***

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### **Admittance to Facility.**

Participating institutions must submit the official travel party form prior to arrival. This list will provide the names of the teams' travel parties who should be admitted into the facility. This list is limited to 20 individuals (plus one team administrator).

### **Participant Manual.**

The NCAA and host shall make available a participant manual to all schools under consideration for selection. The manual shall provide details for the championship and will be posted on the NCAA website. The manual should ideally be posted on [ncaa.org](http://ncaa.org) by October 25.

## ***SECTION 20 – Promotions and Marketing***

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

### **Marketing Plan.**

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championship Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the NCAA championship marketing contact prior to implementation.

## Marketing Collateral.

**NCAA Online Marketing Website.** The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).

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

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

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

### PRINT

- Poster
- Flyer
- Print Advertisement
- Table Tent

### DIGITAL

- Email blast
- Banner
- Social Media Graphics

### OUTDOOR

- Billboard
- Banner

### RESOURCES

- Marketing Best Practices
- Social Media Guidelines

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

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

Collateral should not be created outside of the NCAA Online Marketing Website. 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.

\*Please 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 Online Marketing Website.

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

### **:30 Video/Television Spot**

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

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

### **:30 Radio Spot**

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

## **Social Media Guidelines.**

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

## **NCAA Division I Marketing Bylaws – Pertaining to NCAA Championship Promotions.**

**12.5.1.1.1 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: 8/7/03)

**12.5.1.8 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 that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

**12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men's Basketball** In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

**13.4.3.3 NCAA or Conference Championship Posters.** An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

**13.4.3.3.1 NCAA or Conference Championship Promotional Materials.** The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

- (a) Are solely for the purpose of promoting the championship event rather than the host institution/conference, and use factual information (e.g., date, time, location, identification of host institution/conference, ticket information, photos of previous championships);
- (b) Are not sent exclusively to prospective student-athletes;
- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

**13.1.8.5 NCAA Promotional Activities Exception.** An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

## **NCAA Logos.**

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

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

#### **Signage.**

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners and decals displaying NCAA logos in a variety of sizes. Three banners will be shipped for placement in specific locations. These include a media backdrop to be placed in the media interview room, a score table banner and pool art to be placed in the middle of the pool. **The media backdrop and pool art must be returned following the championship.**

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

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

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### ***SECTION 21 – Practices***

#### **Schedule.**

The championship site will be available two days before the tournament. A schedule of events, including practice times, is available in Appendix N.

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### ***SECTION 22 – Programs***

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

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

#### **Content/Editorial.**

##### **IMG College Responsibilities**

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

### **Host Responsibilities**

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

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

### **Promotion.**

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

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

### **Best Practices.**

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

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

### **Supplemental Handouts.**

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

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

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

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

### **Questions**

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

## ***SECTION 23 – Security***

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

[http://www.ncaa.org/sites/default/files/Best\\_Practices\\_for\\_Venue\\_Safety\\_and\\_Security.pdf?division=d2](http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2).

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

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

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

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

### **Crowd Control.**

The tournament manager must review crowd control policies with the NCAA committee and NCAA championship manager. The host is responsible for strict enforcement of these policies.

### **Personnel.**

Adequate security (not necessarily uniformed police) must be provided for the team benches, teams' and officials' locker rooms, press conferences and working press areas, postgame interview room, hospitality areas, and any other area for which a credential is required or where crowd control is necessary. Special attention should be directed toward the score table and team areas and around the exit areas in the stands during the championship celebration. Plan to have security personnel on site to assist with crowd control and to keep spectators off of the pool deck throughout the weekend. Additional personnel will be needed on the championship day to prevent spectators from accessing the pool deck during celebrations and help to maintain the flow of spectators as they exit the venue. The NCAA championship manager will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

### **Emergency Plans.**

Competition site 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 championship manager will provide the tournament manager with a copy of the NCAA Critical Incident Response Plan.

The NCAA championship manager and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problem, and discuss the emergency/evacuation plan.

In the event a threat is received and time permits, the NCAA committee should meet to discuss the potential problem. A decision would then be made to implement the host institution's or facilities predetermined plan. Once the decision has been reached, the necessary announcements should be made and the plan should be implemented.

### **Non-Permissible Items.**

The tournament manager and facility staff are responsible for enforcing the NCAA policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their vehicles.

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, whistles, etc., are not allowed in the stands by fans or bands/spirit squads/mascots. The facility staff is responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification by spirit squads, but they shall not be used as a distraction.

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

### **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 venue management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

## ***SECTION 24 – Tickets/Seating***

### **Printing Tickets.**

The Men's Water Polo Committee, prior to the printing or distribution of tickets, must approve the location of all team tickets and seating for the bands and spirit squad.

### **Team Allocations.**

Each participating institution is guaranteed a minimum of 50 tickets. It is the responsibility of each participating team to notify the host institution of the number of tickets being used. All financial arrangements are to be made on arrival and are the responsibility of the participating institutions. Teams must notify the host of the number of tickets being used by the day preceding the first game of the championship, or the institution will be charged for the unused tickets.

### **Ticket Backs.**

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

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

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

Ticket Back Disclaimer Language. See Appendix D for language that must be on the ticket back or be posted at the ticket window.

### **Ticket Sales.**

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

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

Complimentary Tickets. Any complimentary tickets must be approved by NCAA staff in advance. Children two years and younger may be admitted free of charge with a ticketed adult if institutional or facility policy allows.

### **Seating.**

The competition site is expected to be in compliance with all applicable city, state or federal regulations concerning access and seating for the disabled.

Media Representatives. Seating for media representatives (other than designated institution representatives) must be reserved and away from the score table.

Reserved Seats. If seats are reserved, the location of all team tickets and seating for bands and spirit squads must be approved by the committee.

## ***SECTION 25 – Transportation***

### **Participating Institutions.**

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

### **Parking.**

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

## ***SECTION 26 – Volunteers***

### **Goals.**

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

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

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

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. 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 H). 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. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2019-20 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be placed on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 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 manager on the selection, ordering and distribution of volunteer apparel.*

### **Recognition.**

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

### **Volunteer List.**

Below is a suggested list of volunteer (or staff positions) for the championship:

- Score table personnel (paid position), See Section 11 and Appendix H
- Ball retrievers
- Hospitality hosts
- Locker room attendants/security
- Banquet greeters
- Ushers/access control (may be paid staff)

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

### **Lightning and Weather Detection Service**

The NCAA has made arrangements to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament manager should request to include their emails and/or phone numbers via text to the weather monitoring system so updates will be received. The site representative and tournament manager should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament manager monitor the national storm center forecast using [weather.gov](http://weather.gov) or [weatherbug.com](http://weatherbug.com). It is also recommended that the tournament manager make contact with a local meteorologist.

## Appendix A – Awards Procedures

### After Championship Game:

1. The second-place team in official institutional uniform (e.g., no ball caps, commercial logos, etc.) should be lined up by cap number.
2. The second-place team is announced by cap number from lowest to highest, followed by assistant coach(es) and the head coach.
3. As announced, student-athletes, assistant coach(es) and the head coach receive individual team awards (mini-trophies) and remain standing until all awards are presented. Immediately after the presentation of individual team awards, the head coach and/or team captain(s) will be presented with the second-place team trophy.
4. The team leaves the awards area when the announcer gives the cue, “let’s have a round of applause for **(name of institution)**.”
5. After awarding the second-place team trophy, the first-place team in official institutional uniform (e.g., no ball caps, commercial logos, etc.) should be lined up by cap number.
6. The first-place team is announced by cap number from lowest to highest, followed by assistant coach(es) and the head coach.
7. As announced, student-athletes, assistant coach(es) and the head coach receive individual team awards (mini-trophies and watches) and remain standing until all awards and the team trophy are presented. Immediately after the presentation of individual team awards, the head coach and/or team captain(s) will be presented with the first-place team trophy.
8. The team leaves the awards area when the announcer gives the cue, “Let’s have a round of applause for **(name of institution)**.”
9. Announcement of all-tournament teams and most valuable player.

## Appendix B – Bracket



### 2019 National Collegiate Men's Water Polo Championship

Chris Kjeldsen Aquatic Center  
Stockton, California  
Dec. 7-8

#### OPENING ROUND GAMES



\*Opening round games will be contested Nov. 30 at TBD and TBD and Dec. 4 or 5 at TBD.  
All times are Eastern time.  
Information subject to change.  
For more details, visit [NCAA.com](http://NCAA.com).

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The NCAA opposes all forms of sports wagering.

## **Appendix C – Conditions Placed on Use of Credentials**

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

### **GENERAL**

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

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

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

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

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

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

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer’s breach of any term of the credential. With respect to any

claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without its consent, to participate in any settlement of such claim.

## **MEDIA**

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

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

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

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

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

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

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

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

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

### **NCAA CHAMPIONSHIP VIDEOGRAPHER**

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

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

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

## Appendix D – 2019-20 STANDARD TICKET BACK DISCLAIMER LANGUAGE

Updated 1/15/2019

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

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

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

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

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

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

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

**DATES AND TIMES ARE SUBJECT TO CHANGE**

## **Appendix E – Score Table, On-Deck Working Seating, VIP Seating**

In coordination with the NCAA championship manager, the host should create name cards to designate the following positions at the seating areas.

### **Score Table**

Announcer  
Game Clock  
Shot Clock  
Table Supervisor  
Scorekeeper  
Exclusion Secretary  
Timeout Secretary

### **On-Deck Working Seating**

Tournament Manager  
NCAA Championship Manager  
NCAA Committee Chair  
NCAA Coordinator of Officials  
Official Dartfish Staff (1)  
NCAA Committee (4)  
Team Sports Information Directors (4)  
Host Media Relations (2)  
Scouting Seats (4)\*  
Tupelo-Raycom Talent (2)

### **VIP Seating** (may be on deck or in the stands)

Kap7 (4)  
USA Water Polo (4)  
Conference Representatives (6)  
Team Administrators (4)  
Future host (2)  
Non-Working Officials (2)\*

\* Location may change depending on venue

## **Appendix F – Public Address Announcer**

The public address announcer has an important role in the administration and conduct of the championship. The announcer is responsible to the NCAA Men's Water Polo Committee.

1. The NCAA will prepare a script and send it to the host a week prior to the event, including NCAA statements, and the protocol for introductions and the awards ceremony.
2. No special announcements shall be made without committee approval. These announcements primarily will be limited to the reporting of scores from other NCAA championships.
3. The announcer shall not be a "cheerleader" for any team. If the competition is played at the traditional home site of a participant, the announcer shall adhere to NCAA procedures rather than those that may have been in effect during the regular season.
4. The announcer shall:
  - a. Identify the player scoring the goal, goal attempts, goalie saves, personal fouls, substitutes and the score.
  - b. Announce the team taking a timeout and number of timeouts remaining.
5. The announcer shall meet with the committee representative prior to the game to review time schedules, coordination of the national anthem, starting lineups, the start of the second game on the day of the semifinals, etc.
6. The announcer also shall review crowd control procedures with the committee representative and the tournament manager. (These may include notes regarding exits, seating, safety measures and the first-aid station.)

(The following statement shall be read by the public address announcer prior to the start of each game.)

"The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are

grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages and the use of tobacco products is prohibited.”

7. In the event debris is thrown in the pool or other incidents interfere with the conduct of the game, the game official may remove the teams from the pool. In such event, the announcer shall make the following announcement:

“The game officials and the personnel of both teams have been directed by the NCAA to remain out of the pool until playing conditions are proper for continuance of the game. Let’s afford the participants the championship sportsmanship they deserve.”

8. An announcer shall not recognize corporate contributors or tournament sponsors.
9. All emergency calls and announcements must be approved by the tournament committee representative at the site.
10. For the championship day the announcer should plan to announce the class of each participant.

## **Appendix G – NCAA Championships Severe Weather Policy for Terminating Play**

- The NCAA game representative or designee at the site of competition should make contact with the local weather service and obtain a telephone number to contact the National Weather Service office in the event of severe weather. It is imperative that those involved in the administration of NCAA championship events adhere to the advisories and recommendations provided by the local meteorologists.
- The NCAA game representative or designee should confirm the existence of the host institution or competition site weather policy and determine what detection services are available.
- Appoint one individual to serve as a weather-safety person. This individual should use all resources available (i.e., local weather bureau, NCAA lightning safety guideline and electronic detection equipment, if available) to determine if play should be terminated.
- As recommended by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports and the National Severe Storms Laboratory, consideration will be given to terminating play when the lightning is eight miles away (flash-to-bang time of 30 seconds or less). This is an accepted method to determine the threat of lightning in situations where other sources (such as technology and instrumentation) are not available. (Please review the lightning safety guideline, which is available in the NCAA Sports Medicine Handbook on the [NCAA website](#), and also in Appendix P of this manual)
- If available, electronic detection devices shall be used as additional tools to determine the severity of the weather. However, information obtained from such devices shall not be used as the only source to terminate play.

## Appendix H – Assumption of Risk, Release and Waiver of Liability and Indemnity Agreement

Event: \_\_\_\_\_ (the “Event”)

Participant’s Name (Please print): \_\_\_\_\_ (the “Participant”)

Participant’s Age: \_\_\_\_\_

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

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

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

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

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

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

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

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

---

Signature of Participant

Date

---

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

Date

---

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

Date

## Appendix I – NCAA Social Media Guidelines for Championship Hosts

Updated 07/10/17

The official NCAA social media pages and official hashtags can be found here: <http://www.ncaa.org/socialmedia>

### Host Promotion of Championships

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

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

### Top nine considerations when planning for social media event marketing:

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. **Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
6. **Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. **If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

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

The NCAA official hashtag for men's water polo is #ncaaWPolo.

## Appendix J – Webcasting



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

### **Network Connection**

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

### **Equipment**

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

### **Equipment Receiving/Shipping**

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

### **Crew/Announcers**

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

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

### **Event Specific Accommodations**

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

For additional information, please contact Tupelo Raycom Director of Production, Remote Andrea Crawford at [acrawford@tupeloraycom.com](mailto:acrawford@tupeloraycom.com)



## 2019-20 Host Site Stats Document

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

### **Latest Version of StatCrew Required (some exceptions)**

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

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

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

### **NCAA LiveStats Integration**

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

### **Downloading NCAA Broadcastr 10**

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

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

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



## Streaming Requests

### **Live Video Streaming Rights Requests (early round only)**

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

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

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

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

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

Turner Contact Information

Jason Venson

[jason.venson@turner.com](mailto:jason.venson@turner.com)

404-704-2493



## **Appendix K – NCAA Championships Microsite Guidelines**

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

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

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

The following topics are permissible to house within your microsite:

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

### **Local News**

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

### **Venue and Transportation Information**

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

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

### **Volunteer Information**

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

### **Travel Information**

Hotel, car rental and other travel accommodations should link to: [www.NCAA.com/Travel](http://www.NCAA.com/Travel).

### **Selections, Preliminary Rounds and Broadcast Schedule**

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

### **Email Sign Up**

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

[HYPERLINK "http://www.ncaa.com/newsletter-signup/basketballm"](http://www.ncaa.com/newsletter-signup/basketballm)

### **Logo Usage**

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

### **Copyrights, Licensing, Trademarks and Corporate Marks**

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

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

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

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

### **Social Media**

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

### **Mobile Version**

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

### **Metrics**

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

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

### **Local Contributor Recognition**

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

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

### **Microsite Examples**

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

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

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

Should you have any questions, please contact:

Levida Maxwell

Coordinator, Digital and Social Media, Championships & Alliances

317-917-6356

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

## Appendix L – NCAA Men’s Water Polo All-Tournament Team Nomination Ballot

Institution \_\_\_\_\_

Please nominate any players from your team that you would like to have considered to be on the All-Tournament team.

Name	Cap #
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

**Appendix M – NCAA Men’s Water Polo All-Tournament Team Final Ballot**

Institution\_\_\_\_\_

2 points for 1<sup>st</sup> team selection – choose 6 field players and 1 goalie  
1 point for 2<sup>nd</sup> team selection – choose 6 field players and 1 goalie  
Please identify your MVP

Player Points	School	Cap #	Points	Check MVP
1. _____	_____	_____	_____	<input type="checkbox"/>
2. _____	_____	_____	_____	<input type="checkbox"/>
3. _____	_____	_____	_____	<input type="checkbox"/>
4. _____	_____	_____	_____	<input type="checkbox"/>
5. _____	_____	_____	_____	<input type="checkbox"/>
6. _____	_____	_____	_____	<input type="checkbox"/>
7. _____	_____	_____	_____	<input type="checkbox"/>
8. _____	_____	_____	_____	<input type="checkbox"/>
9. _____	_____	_____	_____	<input type="checkbox"/>
10. _____	_____	_____	_____	<input type="checkbox"/>
11. _____	_____	_____	_____	<input type="checkbox"/>
12. _____	_____	_____	_____	<input type="checkbox"/>
13. _____	_____	_____	_____	<input type="checkbox"/>
14. _____	_____	_____	_____	<input type="checkbox"/>

## Appendix N – Pregame Timing Schedule

### 2019 National Collegiate Men's Water Polo Championship

#### First Game of the Day – 5 p.m. (Pacific time) start

Time Allotted	Actual Time	Protocol	Game Clock
	4:00	Start Clock	60:00
05:00	4:00	Captains/officials meeting	60:00
45:00	4:05	Competition course and game balls available for warm-up	55:00
4:00	4:50	Clear pool, teams to bench area	10:00
1:00	4:54	Introduce team in white caps	06:00
1:00	4:55	Introduce team in dark caps	05:00
0:15	4:56	Introduce referees	04:00
1:45	4:56:15	National anthem	03:45
2:00	4:58	Final team huddle	02:00
	5:00	Reset clock and begin game	00:00

#### Second Game of the Day – 7 p.m. (Pacific time) start

Time Allotted	Actual Time	Protocol	Game Clock
45:00	6:05	Warm-up pool available*	
	6:15	Start Clock	45:00
05:00	6:15	Captains/officials meeting	45:00
30:00	6:20	Competition course and game balls available for warm-up	40:00
4:00	6:50	Clear pool, teams to bench area	10:00
1:00	6:54	Introduce team in white caps	06:00
1:00	6:55	Introduce team in dark caps	05:00
0:15	6:56	Introduce referees	04:00
2:00	6:58	Final team huddle	02:00
	7:00	Reset clock and begin game	00:00

\*Warm-up pool will be set with a water polo course as well as swim lanes.

#### Pregame Introductions

When the first buzzer sounds, both teams are to clear the pool and line up in game cap number order in the staging area. Led by their captains, the teams should then march to the designated area of the pool, with the two officials standing in the center in between the two teams. Student-athletes must be in official uniform (robes or sweats) with caps on. At this time, both teams will have their entire roster announced, in order of cap numbers (starters will be announced once the teams are in the water just prior to the start of the game). The team with white caps will be announced first, followed by the team with dark caps. After the national anthem (or introductions if no anthem), the teams will shake hands and return to their benches.

## Appendix O – Schedule of Events

<b><u>Monday, November 25</u></b>	
11 a.m.	Administrative teleconference (2 p.m. Eastern time).
<b><u>Saturday, November 30</u></b> <b>(or Weds, Dec. 4 or Thurs., Dec. 5)</b>	
	Opening round games.
<b><u>Thursday, December 5</u></b> <b>(CLOSED PRACTICES)</b>	Each team is allotted a 90-minute window for practice. Practice times are selected based on seeding, such that the number one seed receives the first time selection and the number two seed receives the other practice time).
1 p.m.	Opening round game number one (if applicable).
2:45 p.m.	Opening round game number two (if applicable).
5 – 8:15 p.m.	Optional closed team practices if opening round games are played.
5 – 6:30 p.m.	
6:45 – 8:15 p.m.	
<b><u>Friday, December 6</u></b> <b>(CLOSED PRACTICES)</b>	
9 a.m. – 3:45 p.m.	Closed team practices.
9 – 10:30 a.m.	No. 1 seed receives option of preferred practice time (9 or 10:45 a.m.).
10:45 a.m. – 12:15 p.m.	Semifinal opponent in Game 1 receives option not selected by No. 1 seed.
12:30 – 2 p.m.	No. 2 seed receives option of preferred practice time (12:30 or 2:15 p.m.).
2:15 – 3:45 p.m.	Semifinal opponent in Game 2 receives option not selected by No. 2 seed.
5:30 to 6:30 p.m.	Administrative meeting.
6:30 p.m.	Championship banquet.
Team Photos	No. 4 seed team photo is at 6:10 p.m.
	No. 3 seed team photo is at 6:15 p.m.
	No. 2 seed team photo is at 6:20 p.m.
	No. 1 seed team photo is at 6:25 p.m.
	Please arrive five minutes prior to the scheduled photo time.
<b><u>Saturday, December 7</u></b> <b>(OPEN PRACTICES)</b>	
10 – 11 a.m.	Officials meeting.
11 a.m. – 1:05 p.m.	Open team practices.
11 a.m. – noon	Game 1 semifinal teams practice together.

12:05 – 1:05 p.m.	Game 2 semifinal teams practice together.
4:05 p.m.	Competition pool available for first game warm-up.
4:50 p.m.	Clear pool for national anthem and team introductions.
5 p.m.	Semifinal Number One (Seed No. 1 vs. Seed No. 4).
6 p.m.	Competition pool available for second game warm-up.
6:50 p.m.	Clear pool for team introductions.
7 p.m.	Semifinal Number Two (Seed No. 2 vs. Seed No. 3).
<b><u>Sunday, December 8</u></b> <b>(OPEN PRACTICES)</b>	
9:30 – 11:30 a.m.	Open team practices.
9:30 – 11:30 a.m.	Championship game participants practice together.
2:05 p.m.	Competition pool available for championship game warm-up.
2:50 p.m.	Clear pool for national anthem and team introductions.
3 p.m.	Championship game.

\*All times listed are tentative and Pacific time.

## Appendix P – Lightning and Weather Guidelines

# NCAA<sup>®</sup>

# GUIDELINE 1d

## Lightning Safety

July 1997 • Revised June 2007

*The NCAA Committee on Competitive Safeguards and Medical Aspects of Sports acknowledges the significant input of Brian L. Bennett, formerly an athletic trainer with the College of William and Mary Division of Sports Medicine, Ronald L. Holle, a meteorologist, formerly of the National Severe Storms Laboratory (NSSL), and Mary Ann Cooper, MD, Professor of Emergency Medicine of the University of Illinois at Chicago, in the development of this guideline.*

Lightning is the most consistent and significant weather hazard that may affect intercollegiate athletics. Within the United States, the National Oceanographic and Atmospheric Administration (NOAA) estimates that 60 to 70 fatalities and about 10 times as many injuries occur from lightning strikes every year. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. The references associated with this guideline are an excellent educational resource. Prevention should begin long before any intercollegiate athletics event or practice by being proactive and having a lightning safety plan in place. The following steps are recommended by the NCAA and

NOAA to mitigate the lightning hazard:

1. Designate a person to monitor threatening weather and to make the decision to remove a team or individuals from an athletics site or event. A lightning safety plan should include planned instructions for participants and spectators, designation of warning and all clear signals, proper signage, and designation of safer places for shelter from the lightning.

2. Monitor local weather reports each day before any practice or event. Be diligently aware of potential thunderstorms that may form during scheduled intercollegiate athletics events or practices. Weather information can be found through various means via local television news coverage, the Internet, cable and satellite weather programming, or the National Weather Service (NWS) Web site at [www.weather.gov](http://www.weather.gov).

3. Be informed of National Weather Service (NWS) issued thunderstorm “watches” or “warnings,” and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies. A “watch” means conditions are favorable for severe weather to develop in an area; a “warning” means that severe weather has been reported in an area and for

everyone to take the proper precautions. A NOAA weather radio is particularly helpful in providing this information.

4. Know where the closest “safer structure or location” is to the field or playing area, and know how long it takes to get to that location. A safer structure or location is defined as:

- a. Any building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using the shower or plumbing facilities and contact with electrical appliances during a thunderstorm.

- b. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible, nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal framework of the vehicle. Some athletics events rent school buses as safer shelters to place around open courses or fields.

## Lightning Safety

### Dangerous Locations

Small covered shelters are not safe from lightning. Dugouts, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are usually not properly grounded from the effects of lightning and side flashes to people. They are usually very unsafe and may actually increase the risk of lightning injury. Other dangerous locations include areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people. Also dangerous is any location that makes the person the highest point in the area.

**5.** Lightning awareness should be heightened at the first flash of lightning, clap of thunder, and/or other criteria such as increasing winds or darkening skies, no matter how far away. These types of activities should be treated as a warning or “wake-up call” to intercollegiate athletics personnel. Lightning safety experts suggest that if you hear thunder, begin preparation for evacuation; if you see lightning, consider suspending activities and heading for your designated safer locations.

Specific lightning safety guidelines have been developed with the assistance of lightning safety

experts. Design your lightning safety plan to consider local weather patterns and safety needs.

**a.** As a minimum, lightning safety experts strongly recommend that by the time the monitor observes 30 seconds between seeing the lightning flash and hearing its associated thunder, all individuals should have left the athletics site and reached a safer structure or location.

**b.** Please note that thunder may be hard to hear if there is an athletics event going on, particularly in stadia with large crowds. Implement your lightning safety plan accordingly.

**c.** The existence of blue sky and the absence of rain are not guarantees that lightning will not strike. At least 10 percent of lightning occurs when there is no rainfall and when blue sky is often visible somewhere in the sky, especially with summer thunderstorms. Lightning can, and does, strike as far as 10 (or more) miles away from the rain shaft.

**d.** Avoid using landline telephones, except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone, particularly if

the person and the antenna are located within a safer structure or location, and if all other precautions are followed.

**e.** To resume athletics activities, lightning safety experts recommend waiting 30 minutes after both the last sound of thunder and last flash of lightning. If lightning is seen without hearing thunder, lightning may be out of range and therefore less likely to be a significant threat. At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and seeing the lightning channel itself to decide on re-setting the 30-minute “return-to-play” clock before resuming outdoor athletics activities.

**f.** People who have been struck by lightning do not carry an electrical charge. Therefore, cardiopulmonary resuscitation (CPR) is safe for the responder. If possible, an injured person should be moved to a safer location before starting CPR. Lightning-strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. If you are in a

911 community, call for help. Prompt, aggressive CPR has been highly effective for the survival of victims of lightning strikes.

Automatic external defibrillators (AEDs) have become a

common, safe and effective means of reviving persons in cardiac arrest. Planned access to early defibrillation should be part of your emergency plan. However, CPR should never be delayed while searching for an AED.

Note: Weather watchers, real-time weather forecasts and commercial weather-warning devices are all tools that can be used to aid in decision-making regarding stoppage of play, evacuation and return to play.

## Lightning Safety



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