

2012-13
NCAA CHAMPIONSHIPS



MEDIA COORDINATION
MANUAL

INTRODUCTION

The purpose of this handbook is to highlight the responsibilities of the media coordinator at NCAA Championship competition, excluding the following championships: Division I Men's Basketball, Division I Women's Basketball and Division I Baseball. The specific media coordinator responsibilities for these championships are coordinated by David Worlock (dworlock@ncaa.org) for the Division I Men's Basketball Championship, Rick Nixon (rnixon@ncaa.org) for the Division I Women's Basketball Championship, and J.D. Hamilton (jhamilton@ncaa.org) for the Division I Baseball Championship.

This publication should be used in conjunction with the sports specific NCAA Championship Operations Manual.

Media coordinators should work closely with the national office staff and the sports information directors of each participating team to provide smooth media operations at each site, both for the media and the coaches and student-athletes.

Although this and the other publications attempt to cover all phases of championship competition, some questions may arise before or during the event. Media coordinators and SIDs should feel free to contact the NCAA staff media liaison for the specific championship concerning any aspect of the event's media operations. Expected duties of the media coordinator are included as Appendix A.

Comments and suggestions are always welcome.

Best of luck with your championship event.

NCAA Media Services Staff

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DIII Baseball	J.D. Hamilton
DI M Basketball	David Worlock
DII M Basketball	Roy Pickerill
DIII M Basketball	Sean Straziscar
DI W Basketball	Rick Nixon
DII W Basketball	Lauren Webster
DIII W Basketball	Rick Nixon
NC W Bowling	Mark Bedics
DI MW Cross Country	Kristen Jacob Smith
DII MW Cross Country	Kristen Jacob Smith
DIII MW Cross Country	Kristen Jacob Smith
NC MW Fencing	Rick Nixon
DI W Field Hockey	Mark Bedics
DII W Field Hockey	Mark Bedics
DIII W Field Hockey	Mark Bedics
FCS Football	Mark Bedics
DII Football	J.D. Hamilton
DIII Football	J.D. Hamilton
DI M Golf	Mark Bedics
DII M Golf	Mark Bedics
DIII M Golf	Mark Bedics
DI W Golf	Mark Bedics
DII W Golf	Mark Bedics
DIII W Golf	Mark Bedics

Sport	Contact
NC M Gymnastics	Laurie Cannon
NC W Gymnastics	Laurie Cannon
DI M Ice Hockey	Mark Bedics
DII M Ice Hockey	Mark Bedics
NC W Ice Hockey	Mark Bedics
DIII W Ice Hockey	Mark Bedics
DI M Lacrosse	Kristen Jacob Smith
DII M Lacrosse	Kristen Jacob Smith
DIII M Lacrosse	Kristen Jacob Smith
DI W Lacrosse	Rick Nixon
DII W Lacrosse	Rick Nixon
DIII W Lacrosse	Rick Nixon
NC MW Rifle	Dave Worlock
DI W Rowing	Mark Bedics
DII W Rowing	Mark Bedics
DIII W Rowing	Mark Bedics
NC MW Skiing	Mark Bedics
DI M Soccer	Dave Worlock
DII M Soccer	Dave Worlock
DIII M Soccer	Dave Worlock
DI W Soccer	Laurie Cannon
DII W Soccer	Laurie Cannon
DIII W Soccer	Laurie Cannon
DI Softball	Laurie Cannon
DII Softball	Mark Bedics
DIII Softball	Laurie Cannon

Sport	Contact
DI MW Swimming & Diving	Laurie Cannon
DII MW Swimming & Diving	Laurie Cannon
DIII MW Swimming & Diving	Laurie Cannon
DI M Tennis	David Worlock
DI W Tennis	David Worlock
DII MW Tennis	Mark Bedics
DIII M Tennis	David Worlock
DIII W Tennis	David Worlock
DI MW Track (Indoor)	Kristen Jacob Smith
DII MW Track (Indoor)	Kristen Jacob Smith
DIII MW Track (Indoor)	Kristen Jacob Smith
DI MW Track (Outdoor)	Kristen Jacob Smith
DII MW Track (Outdoor)	Kristen Jacob Smith
DIII MW Track (Outdoor)	Kristen Jacob Smith
NC M Volleyball	Kristen Jacob Smith
DIII M Volleyball	Kristen Jacob Smith
DI W Volleyball	Kristen Jacob Smith
DII W Volleyball	Kristen Jacob Smith
DIII W Volleyball	Kristen Jacob Smith
NC M Water Polo	Rick Nixon
NC W Water Polo	Rick Nixon
DI Wrestling	Laurie Cannon
DII Wrestling	Laurie Cannon
DIII Wrestling	Laurie Cannon

INDEX

	Page(s)
All-Tournament Team	4
Championships Records	4
Championship Website Guidelines	4
Credentials	4
Credential Requests, Qualifications and Acceptance	4-5
Credential Boards	5
Final Results Book	5
Flip Cards	5
Live Stats	5
Media Guides and Postseason Guides	5
Media Hotel	6
Media Meals	6
Media Parking	6
Media Work Room	6
Officiating Questions	6
Personnel	6-7
Photography Area Policies	7
Press Conferences	7
Individual Championships with No Post-Event Press Conference	7
Individual Championships with a Formal Press Conference	7
Team Championships with a Formal Press Conference	8
Moderator Duties	8
Press Conference Setup	8-9
Programs	9
Radio	9
Seat Assignments	9
Security	9
Social Media/Blogging Policy	10
Statistics Reporting to the NCAA	10
Strobe Lights	10
Team/Scout Video Coordinator	10
Team Videographer	11
Telephones	11
Televised Championships	11
Television Policies	11
Webcasting	11
Wireless Internet	11
Duties of the Media Coordinator	Appendix A
Sample All-Tournament Team Ballot	Appendix B
Sample Credential Form	Appendix C
Sample Flip Card	Appendix D
Sample Press Conference Name Tent	Appendix E
Guidelines for Credentialing	Appendix F

ALL-TOURNAMENT TEAM

Please check the specific sport championship operations manual to determine if an all-tournament team is to be selected. The manual will explain who selects the team (media, sport committee, etc.), how many members should be on the team and if a Most Outstanding Player(s) is to be named. The Most Outstanding Player(s) should always be included on the all-tournament team and should never be an additional player. The all-tournament team will be recognized verbally on the playing surface following the championship game. A sample all-tournament team ballot is included as Appendix B.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at NCAA.org. Once at the site, click on the “Statistics” link in the gray bar along the top of the page. Scroll down that page to the Championship Records section and click on the appropriate sport.

CHAMPIONSHIP WEBSITE GUIDELINES

NCAA.com will host all championship websites for final round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. Hosts are allowed to build a microsite that highlights local information (hotels, places to eat, things to do, etc). All content for these microsites, as well as preliminary or regional round hosts that would like to develop their own championship websites, should be approved through Durenka Robie (drobie@ncaa.org or 317/917-6222).

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 preliminary rounds sites. Please contact the NCAA media coordinator or tournament operations staff member to find out if you are responsible for producing your own credentials.

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/media, should also be visible at credential pick up.

The following is a **sample** of the credential types that can be produced, if applicable to the championship event:

- **All Access** – For event management-type people who need access to every area, including game surface (pool deck, track infield, baseball field, locker areas, etc.).
- **Event Management** – For event management staff that doesn't need all access (based on space and demand, it may not be necessary to produce a staff and an all access credential).
- **Media** – For members of the media to give them access to press areas (press box, media room, interview room, locker rooms [post game only]).
- **Participant** – For student-athletes, coaches, equipment managers (basically anyone in the official travel party).
- **Photo** – For still photographers and television camera operators (if the contest isn't going to be televised) to allow them access to appropriate areas (playing surface, locker rooms (postgame only), press box and media room).
- **SID** – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- **Television Network** – If the game is going to be televised by ESPN, Turner Sports, etc. Those entities should have their own credential to allow them to specific places such as the television truck compound.

It is up to the tournament director to determine where each credential should be allowed access to based on the space allotted at the site.

CREDENTIAL REQUESTS, QUALIFICATIONS AND ACCEPTANCE

FINAL ROUND SITE - Approximately one month out from the final round championship site media coordinators should send credential application information to media representatives who regularly cover intercollegiate athletics in their market. The information should direct media to NCAA.com/media, which includes credential application instructions, credential criteria and links to the NCAA's media policies. The final round championship site media coordinator will approve or deny all credential requests in the online credentialing system. The system will notify all media members who apply for credentials whether

their request has been granted or denied via email. If a media member is granted a credential, host media coordinators are responsible for sending that media member information regarding game times, press conference schedules, credential pick up, media parking and how to order a phone line if they need to secure their own (who to contact, price, etc.).

PRELIMINARY ROUND SITE - Preliminary round/site media coordinators should send a credential request form (a sample form is attached as Appendix C) to members of the local media to determine who will be covering the event.

Media should be approved in accordance with the criteria listed in Appendix F.

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

CREDENTIAL BOARDS

The NCAA will provide credential boards at 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 BOOK

The final results book for team championships should include at a minimum: final statistics and results as well as a quote sheet from a minimum of the two head coaches (at least one student-athlete per team is preferable as well). The media coordinator should include quotes from any individual champion(s) as well as the head coach of the team champion, if applicable. Additional items that may be included in the final book are: cover sheet, recap, postgame notes, and/or a play-by-play summary.

FLIP CARDS

Flip cards should be provided to all media members for easy reference to participating team information. The flip cards should include complete team rosters (including the coaching staff), with a minimum of the student-athlete uniform number. In addition, the flip card should include team results as well as standard information regarding the game - date, location and opponent. A sample flip card is included in Appendix D.

LIVE STATS

NCAA.com is the official destination for live scores and statistics from NCAA Championships. In 2012-13, NCAA Digital plans to acquire a live StatCrew data feed from all rounds of Division I Championships and final site rounds of Division II and III Championships. Schools participating in these contests may not display live statistics on their official website, other than by linking to NCAA.com. For early rounds of Division II and III Championships, live statistics may be displayed on a participating school's official website provided a deep-link URL to the stats is sent to NCAA Digital prior to the contest. A member of the NCAA Digital operations team will be in contact with the host institution's media relations director to arrange the live stats feed and testing schedule.

NOTE: For select Division I Championships, StatBroadcast has been contracted to provide in-arena live stats display for the media. Instructions on setting up the StatBroadcast feed will be included in the stat feed transmission instructions distributed by NCAA Digital.

Any questions pertaining to live statistics should be sent to Greg Weitekamp, NCAA Director of Broadcasting (gweitekamp@ncaa.org).

MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator should notify each school that qualifies for the championship with the number of media guides and/or postseason guides that 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 HOTEL

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

MEDIA 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.

MEDIA PARKING

Media parking is desired at each site, and required at most. 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 tournament operations staff.

MEDIA WORK ROOM

If necessary, 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.

OFFICIATING QUESTIONS

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a "pool reporter" shall be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgement call.

The pool reporter shall accompany a member of the sport committee to the official's locker room to receive an interpretation in order to enhance the public's understanding of activities that occurred during the contest.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is onsite, they are able to answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

PERSONNEL

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

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 (stats, notes, quotes, etc.).
- **Credential Distribution** – Pass out credentials to the media; check government-issued photo ID.
- **External PA** - Announcer for fans.

- **Internal PA** – Announcer for the media.
- **Locker Room Attendant** – Person to identify when the locker room is open and closed to the media.
- **Mixed Zone Coordinator** – Coordinates interviews in the mixed zone 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 coach; directs questions from 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 stats, notes, quotes, through appropriate delivery means (email, fax, etc.).
- **Runner(s)** – Distributes photocopied materials (stats, notes, quotes, etc.).
- **Spotter** - Helps the official scorer identify assists and any other assistance for official scorer.
- **Stat Crew** – Records the official stats.
- **Team Escorts** – People to escort the coaches and student-athletes to the postgame press conference.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representative.

PRESS CONFERENCES

The media coordinator, or a member of his or her staff, shall attend all press conferences, including any conducted prior to the start of championship play. A media coordinator can decide to have a pre-championship press conference if the number of media or the interest in the championship warrants it. If a formal press conference is going to be held, the media coordinator should produce name tents to place on the dais/riser to identify the coaches and student-athletes. An example of a name tent can be seen as Appendix E.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. The open locker room policy applies to all formal pre- and postgame 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, as determined by the respective sport committee.

In the event that a student-athlete has been selected for drug testing, he or she must fulfill all media obligations before going to the drug testing center.

- Individual championships with no post-event press conference** – Student-athletes are allowed a maximum of a 10-minute cooling off period following their event before meeting with the media. If the student-athlete is ready prior to the 10 minutes, he or she can participate in interviews as soon as they are ready. However, they are not allowed to leave the competition area before conducting their media interviews. Interviews will be conducted in the mixed zone or interview room.

A student-athlete who is competing in more than one event on a given day may request of the media coordinator to delay the interview period until concluding their final event of the day. The only exception to this is if a record was set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.

- Individual championships with a formal press conference** – Student-athletes are allowed a maximum of a 10-minute cooling off period following their event before having to meet with the media. If the student-athlete is ready prior to the 10 minutes, he or she can participate in interviews as soon as they are ready. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up in the news conference, that person should go before the champion.

- c. **Team championships with a formal press conference** – The losing team shall have a 10-minute “cooling off” period before they are to report 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. *** *In a few instances, the governing sport committee has determined the winning or visiting team should go first to the press conferences before the losing team. Please refer to championship manual for the respective sport.* ***

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

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

The head coach must complete all media obligations to the covering media before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with the rightsholding television or radio networks prior to the press conference following the conclusion of the game (these are for ESPN or Westwood One/Dial Global, not school radio stations). These interviews are permitted within a **four-minute** period immediately following the game. Interviews are to be given in priority order: 1. Network broadcast partner; 2. Westwood One/Dial Global; 3. Turner Sports). This does not mean four minutes per person, but four total minutes for all individuals interviewed. The media coordinator or designee has the responsibility to terminate the four-minute interview period, **NOT** the network/station that has purchased rights. However, assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at anytime after the conclusion of the game.

d. **Moderator Duties**

- The moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
- Sports information representatives should get the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who will communicate to the moderator, so that they can be announced in advance.
- The moderator should open the press conference by asking the head coach for his/her opening statement.
- After the coach’s comments, the moderator should open the floor to media for questions.
- If necessary, the moderator should try to get the student-athletes involved and direct a question to them if the media has not already done so.
- Limit the losing team to 10 minutes and the winning team to 20 minutes.
- 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.

Depending on the expected number of media in attendance, media coordinators should use an audio mixer 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. (cont.)

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 in the back of the room with an unobstructed view for television cameras
- Table at the front of the room 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 should be typed up and distributed to the media immediately following each press conference.

PROGRAMS

The NCAA has contracted with IMG College to provide championship publications for all NCAA championships. This includes all final and preliminary sites; determined and non pre-determined.

Programs will be provided in either a print or digital format. For those sites receiving printed programs, IMG College will handle the shipment. The championship programs should arrive 24 hours prior to the championship. IMG College will track the delivery status of the program hourly to ensure it is on schedule. If the programs have not been received the day prior to your championship and IMG College has not contacted you, please call 859/226-4597. Each site will receive an allotment of complimentary programs designated for distribution to the media and the participating teams' travel parties. The championships staff liaison will confirm the complimentary program distribution plan with the host site.

Championship sites utilizing a digital program can find it online at NCAA.com/gameprograms. Prior to the championship Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) of IMG College will provide each host with a QR code that links directly to the championship program. The QR code can be provided to fans upon entry into the venue or on supporting championship collateral. Host media coordinators wanting to supplement the official digital program may do so via a hard copy, one-page handout. The handout can include, but is not limited to, the following information: teams rosters, stats and schedule results. All handouts must include the QR code linking to the official championship program.

Should you have any questions regarding the content of the championship programs or supplemental information you would like to provide, please contact Chad Laytham by phone at 859/226-4536 or by e-mail at chad.laytham@imgworld.com.

RADIO

Please visit NCAA.com/media for updated information related to the NCAA's radio policies.

All stations broadcasting any round of an NCAA championship are required to fill out the NCAA Championship Radio/Internet streaming form online. To access the form, log onto NCAA.com/media and click on the "Audio Policy (Radio and Internet)" link.

SEAT ASSIGNMENTS

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

SECURITY

Security personnel should be instructed to protect all working media and interview areas before and after each game. In addition, security should limit access to restricted areas to individuals wearing proper credentials.

SOCIAL MEDIA/BLOGGING POLICY

A credentialed media member may blog or provide updates via social media during any NCAA championship event, provided that such posts do 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) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential.

STATISTICS REPORTING TO THE NCAA

For men’s and women’s basketball, men’s and women’s soccer, football, field hockey, men’s and women’s ice hockey, men’s and women’s volleyball, baseball, softball and men’s and women’s lacrosse championship events: Each host should email Kevin Buerge (kbuerge@ncaa.org) of the NCAA Statistics department, the Stat Crew packed file from each NCAA Tournament game/match after each day of competition in complete. After the final day of competition, please also include in the email the all-tournament and most outstanding player selections.

For all other sports not listed above, email or mail one set of complete results, as well as the all-tournament and most outstanding player selections to: Kevin Buerge (kbuerge@ncaa.org), National Collegiate Athletic Association, P.O. Box 6222, Indianapolis, Indiana 46206-6222.

The host sports information director, media coordinator or other designee is responsible for reporting official championship results to the Association’s website, NCAA.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please email the information below to **ncaa-content@turner.com** in the following format:

- 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

The strobe lights are administered and pooled at the discretion of the NCAA or host media coordinator.

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

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA Championships staff liaison will grant final approval relative to the installation of strobes.

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

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

TEAM/SCOUT VIDEO COORDINATOR

A scout video coordinator is permitted to film the game from an upper video position pending space availability. This is in addition to the credential issued to a team videographer. The scout video coordinator will receive a media credential, and may only film his/her team’s game(s). 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.

TEAM VIDEOGRAPHER

Each participating institution may designate one individual as the team videographer. The team videographer will be provided a credential and a TEAM VIDEOGRAPHER or TEAM PERSONNEL armband/vest and will be permitted to film their game ONLY from a designated area(s) which serves all still photographers. During the game, the videographer should follow all rules that apply to still photographers. Access will also be provided to the court/field during closed practices, the team locker room during pregame, halftime, postgame and any other times when the locker room is open to the media. In addition, the team videographer can shoot from any area that a still photographer has access to (e.g. concourse). **NOTE:** The team videographer for the winning team will be allowed on the competition area to film the postgame celebration and awards ceremony, if applicable.

TELEPHONES

A minimal number of telephones should be installed in the media work room as a tournament expense if approved in advance. These phones should be limited to credit card, 800 or incoming calls. The media coordinator should determine the number of telephones, if any, required by evaluating the number of media credentialed.

Phones may also be installed in the press box as deemed necessary by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants a dedicated phone line they will be charged the exact cost of the installation. The host institution may NOT assess an additional "Hookup Fee" to any media outlet. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.

TELEVISIED CHAMPIONSHIPS

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

TELEVISION POLICIES

Please visit NCAA.com/media for updated information related to the NCAA's television and video policies. Once on NCAA.com/media webpage, click on the "News, Media and Press Conferences" link to review information on the following topics:

- 30-Minute Rule
- Audio/Video Distribution
- Mult Box How To
- Broadcast Announcer Audio
- Camera Platform
- Credentials
- Feeds
- Hand-Held Microphones
- Interview Schedule
- Natural Audio
- Satellite Coordinates
- News Videographer Access

WEBCASTING

The NCAA encourages all hosting institutions to provide live stats/webcasting capabilities through NCAA.com. As a host SID, you will be contacted by NCAA.com personnel to verify connections and feeds prior to any round you are hosting. If you are planning to do either of these, you must do all games at your site and not just your own team.

NOTE - If you webcast during the regular season, we strongly encourage you to webcast all rounds hosted at your institution.

Apply for NCAA internet streaming rights online at NCAA.com/rights-request. If you have any questions about internet streaming, please contact Dustin Ovitz of Turner Sports at NCAASstreaming@turner.com.

WIRELESS INTERNET

Wireless internet access must be made available for media use at all championship rounds. The host institution may NOT assess an additional "Hookup Fee" to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

DUTIES OF HOST MEDIA COORDINATOR/CHAMPIONSHIPS ADMINISTRATORS

(NCAA - NCAA Championships Administrator; HMC - Host Media Coordinator)

CHAMPIONSHIPS

Duty	NCAA	HMC
Coordinate information sent to SIDs that make the finals so they know what to expect at the championships.		X
Handle all media credential requests		X
Handle hotel arrangements for media members (championships liaison should secure room block)	X	X
Send out confirmations to media members in regards to hotel, parking and credentials		X
Organize teleconference prior to championship, if necessary	X	X
Order credentials	X	X
Order credential envelopes, if necessary	X	
Order photo armbands, if necessary	X	
Order credential boards, if necessary	X	
Order media parking passes, if necessary	X	X
Organize all press conferences on site		X
Secure media parking	X	X
Coordinate flip cards		X
Create table tents for press conferences		X
Generate seat cards for press box or press row		X
Coordinate with tournament operations staff member the enforcement of the strobe light policy, if applicable.	X	X
Coordinate with host site the availability of phones and how a media member can obtain their own phone line.		X
Coordinate with the host a media shuttle and designate hours, if necessary.	X	X
Make sure there are media meals (and determine appropriate meal times), if necessary.	X	X
Coordinate all-tournament team balloting and selection.	X	X
Coordinate placement of photographers.		X
Oversee stat crew and make sure stats are delivered to media during games.		X
Oversee staff that handles quotes for pre-championship press conference.		X
Oversee staff that handles postgame notes and quotes.		X
Make sure NCAA.com website is updated.	X	X
Assign seats for media members and booths for radio stations.		X
Put together media information book.		X
Coordinate security in media area.		X

TELEVISION

Duty	NCAA	HMC
Arrange to get information to commentators/producers/directors.		X
Coordinate communication with broadcasting staff if no member is going to be present.	X	
Liaison to broadcast entity for sports information needs.		X

SAMPLE ALL-TOURNAMENT TEAM BALLOT



ALL-TOURNAMENT TEAM BALLOT

Please make your selection of seven players to the 2011 NCAA Division I Women's Volleyball Championship All-Tournament Team, one of whom will be named the most outstanding player. The selections do not need to be made by position.

The 2011 all-tournament team will be announced immediately after all votes have been tabulated at the conclusion of the match.

	Player	Position	School
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7. MOP:	_____	_____	_____

Media Representative: _____

Affiliation: _____

SAMPLE CREDENTIAL APPLICATION



MEDIA CREDENTIAL APPLICATION

Media Agency: _____

Sports Editor/Director Making Request: _____

Sports Editor/Director E-mail Address: _____

Sports Editor/Director E-mail Address Phone: _____

PRINT MEDIA

Name, Affiliation, Title, E-mail Address, Parking Y/N

1. *ex. Mark Bedics, NCAA, Beat Writer, mbedics@ncaa.org, Parking - Y*

2.

3.

STILL PHOTOGRAPHERS

Name, Affiliation, Title, E-mail Address, Parking Y/N

1.

2.

3.

TELEVISION STATIONS **** Please indicate which individuals are talent, videographers, producers, etc. ****

Name, Affiliation, Title, E-mail Address, Parking Y/N

1.

2.

3.

RADIO

Name, Affiliation, Title, E-mail Address, Parking Y/N

1.

2.

3.

WEBSITES

Name, Affiliation, Title, E-mail Address, Parking Y/N

1.

2.

3.

**** Please return this application to Mark Bedics (mbedics@ncaa.org) no later than Monday, December 2, 2011. ****

SAMPLE FLIP CARD

NCAA National Championship Game

Monday, April 8, 2013 • Louisiana Superdome • New Orleans, La.

SYRACUSE ORANGEMEN (No. 3 Seed)

Coach: Jim Boeheim • Career Record: 27th year, 652-226 • at Syracuse: 27th year, 652-226

2012-13 RESULTS
Won 29, Lost 5

No.	Name	Field Goals	Free Throws	Fouls	Points
1	Hakim Warrick, F So. • 6-8 • 205 • Philadelphia, Pa.				
2	Tyrone Albright, G Jr. • 5-11 • 165 • Syracuse, N.Y.				
3	Gerry McNamara, G Fr. • 6-2 • 172 • Scranton, Pa.				
5	Josh Pace, G So. • 6-5 • 190 • Griffin, Ga.				
10	Andrew Kouwe, G Jr. • 6-0 • 170 • Tampa, Fla.				
11	Ronnel Herron, G Sr. • 5-11 • 158 • Warner Robins, Ga.				
13	Kueth Duany, G Sr. • 6-6 • 185 • Bloomington, Ind.				
14	Billy Edelin, G Fr. • 6-4 • 195 • Silver Spring, Md.				
15	Carmelo Anthony, F Fr. • 6-8 • 220 • Baltimore, Md.				
21	Josh Brooks, F Jr. • 6-5 • 180 • Saranac, N.Y.				
23	Gary Hall, F Jr. • 6-5 • 220 • Tully, N.Y.				
24	Matt Gorman, F Fr. • 6-9 • 235 • Watertown, N.Y.				
34	Jeremy McNeil, F Jr. • 6-8 • 257 • San Antonio, Texas				
51	Craig Forth, C So. • 7-0 • 265 • East Greenbush, N.Y.				

vs. Memphis L, 63-70
 Valparaiso W, 81-66
 Colgate W, 98-68
 Cornell W, 85-62
 UNC Greensboro W, 92-65
 Binghamton W, 94-58
 Georgia Tech W, 92-65
 Albany (N.Y.) W, 109-79
 Canisius W, 87-69
 at Seton Hall W, 70-66
 Boston College W, 82-74
 Missouri W, 76-69
 at Pittsburgh L, 60-73
 Seton Hall W, 83-65
 at Miami (Fla.) W, 54-49
 at Rutgers L, 65-68
 Pittsburgh W, 67-65
 Georgetown W, 88-80
 at West Virginia W, 94-80
 at Connecticut L, 61-75
 Notre Dame W, 82-80
 St. John's (N.Y.) W, 66-60
 at Michigan St. W, 76-75
 West Virginia W, 89-51
 at Georgetown W, OT 93-84
 at Notre Dame W, 92-88
 Rutgers W, 83-74
 vs. Georgetown W, 74-69
 vs. Connecticut L, 67-80
 vs. Manhattan W, 76-65
 vs. Oklahoma St. W, 68-56
 vs. Auburn W, 79-78
 vs. Oklahoma W, 63-47
 vs. Texas W, 95-84

KANSAS JAYHAWKS (No. 2 Seed)

Coach: Roy Williams • Career Record: 15th year, 418-100 • at Kansas: 15th year, 418-100

2012-13 RESULTS
Won 30, Lost 7

No.	Name	Field Goals	Free Throws	Fouls	Points
1	Jeff Hawkins, G Fr. • 5-11 • 175 • Kansas City, Kan.				
3	Brett Olson, F Sr. • 6-7 • 213 • Chanute, Kan.				
4	Nick Collison, F Sr. • 6-9 • 255 • Iowa Falls, Iowa				
5	Keith Langford, G So. • 6-4 • 205 • Fort Worth, Texas				
10	Kirk Hinrich, G Sr. • 6-3 • 190 • Sioux City, Iowa				
11	Aaron Miles, G So. • 6-1 • 175 • Portland, Ore.				
20	Stephen Vinson, G Fr. • 6-2 • 185 • Lawrence, Kan.				
23	Wayne Simien, F So. • 6-9 • 255 • Leavenworth, Kan.				
25	Michael Lee, G So. • 6-3 • 215 • Portland, Ore.				
33	Bryant Nash, F Jr. • 6-6 • 205 • Carrollton, Texas				
34	Christian Moody, F Fr. • 6-7 • 205 • Asheville, N.C.				
42	Jeff Graves, F Jr. • 6-9 • 275 • Lee's Summit, Mo.				
55	Moulaye Niang, F Fr. • 6-10 • 215 • El Cajon, Calif.				

Holy Cross W, 81-57
 UNC Greensboro W, 105-66
 vs. North Carolina L, 56-67
 vs. Florida L, 73-83
 Central Mo. St. W, 97-70
 vs. Oregon L, 78-84
 at Tulsa W, 89-80
 Emporia St. W, 113-61
 UCLA W, 87-70
 vs. California W, 80-67
 UNC Asheville W, 102-50
 vs. UMKC W, 100-46
 at Iowa St. W, 83-54
 Nebraska W, 92-59
 Wyoming W, 98-70
 Kansas St. W, 81-64
 at Colorado L, 59-60
 Arizona L, 74-91
 Texas W, 90-87
 at Nebraska W, 81-51
 Missouri W, 76-70
 at Kansas St. W, 82-64
 at Baylor W, 79-58
 Iowa St. W, 70-51
 Colorado W, 94-87
 at Oklahoma L, 70-77
 Texas A&M W, 85-45
 Oklahoma St. W, 79-61
 at Texas Tech W, 65-56
 at Missouri W, 79-74
 vs. Iowa St. W, 89-74
 vs. Missouri L, 63-68
 vs. Utah St. W, 64-61
 vs. Arizona St. W, 108-76
 vs. Duke W, 69-65
 vs. Arizona W, 78-75
 vs. Marquette W, 94-6

SAMPLE TABLE TENT



JOHN SMITH
Purdue



JOHN SMITH
Purdue

NCAA GUIDELINES FOR CREDENTIALING

MEDIA

A “media agency” for purposes of these criteria shall mean a daily or weekly publication, cable system, radio station, television station or television network, or online entity requiring immediate news coverage.

More than one representative per “media agency” may be authorized by the media coordinator.

Subject to limitations of space, credentials at all sites should be assigned as follows:

- A representative of a national newspaper (e.g. with circulation greater than 60,000).
- A media agency in the geographic area of the host city.
- A media agency in the geographic area and/or locale of a participating institution that has staffed its games on a consistent basis throughout the season.
- Individuals, certified by a participating institution, who will represent specific campus-related entities.
- The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program and daily circulation newspapers that do not otherwise meet the aforementioned criteria.

PHOTOGRAPHERS

Subject to limitations of space, photography credentials shall be assigned as follows:

- A photographer from a media outlet that covers the collegiate sport consistently on a national basis.
- A photographer from a media agency in the geographic area of the host city.
- A newspaper photographer from the locale of a participating institution that has consistently staffed its games throughout the season.
- A photographer, certified by a participating institution, who will represent campus-related entities.

TELEVISION

Subject to limitations of space, television credentials shall be assigned as follows:

- An individual or crew designated by a national television network or cable system that originates daily sports news programs.
- An individual or crew from a television affiliate in the geographic area of the host city.
- An individual or crew from the locale of a participating institution that has regularly staffed its games throughout the season.
- An individual or crew, certified by a participating institution, who will represent campus-related entities.
- Each participating institution may be represented by a maximum of one crew for a “coach’s show.”

ONLINE

Subject to limitations of space, credentials for online entities shall be assigned as follows:

- An online entity may receive a credential only if its own staff writes an overwhelming percentage of that site's material.
- The website is regularly credentialed and covers the sport at the college level on a consistent basis.
- The official website of a competing institution, as approved by that school's sports information department.

AGENCIES NOT ELIGIBLE

- Credentials will not be issued to persons solely for the purpose of writing or gathering material for books, movies or documentaries.
- Credentials shall not be issued to representatives of professional sports organizations, scouting services or to other publications devoted solely to gambling.
- Any online service that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes will not qualify for credentials.