



***MEDIA COORDINATION  
MANUAL***

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# ***MEDIA COORDINATION AND STATISTICS INTRODUCTION***

The purpose of this section is to highlight the responsibilities of the media coordinator at NCAA championship competition and should be used in conjunction with the sports-specific NCAA host operations manual. In addition, the NCAA media coordinator will share sport-specific information as needed.

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, for the media, the coaches and the 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 on page 13](#).

Comments and suggestions are always welcome.

Best of luck with your championship event.

**NCAA Media Coordination and Statistics Staff**

## ***NCAA MEDIA COORDINATION AND STATISTICS CONTACTS***

For a complete list of NCAA media coordination and statistics duties, please click [here](#).

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Phil Pierce	317-917-6976	317-263-4475	<a href="mailto:ppierce@ncaa.org">ppierce@ncaa.org</a>
Jenn Rodgers	317-917-6109	317-361-0184	<a href="mailto:jrogers@ncaa.org">jrogers@ncaa.org</a>
Sean Straziscar	317-917-6122	317-614-5410	<a href="mailto:sstraziscar@ncaa.org">sstraziscar@ncaa.org</a>
Marcus Thatcher	317-917-6949	463-230-5701	<a href="mailto:mthatcher@ncaa.org">mthatcher@ncaa.org</a>
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General Inquiries	317-917-6222	N/A	<a href="mailto:ncaastats@ncaa.org">ncaastats@ncaa.org</a>

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# GENERAL INFORMATION

## 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 on page 14](#).

## CHAMPIONSHIP RECORDS AND STATISTICS

NCAA championship records and statistics are available at [ncaa.org](http://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 championship websites for all 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. NCAA championship hosts/local organizing committees have the opportunity to build their own championship micro-site to house information about local events, restaurants, volunteer information, etc. Please see the [Championship Microsite Guidelines](#) for complete details.

For preliminary or regional round hosts that would like to develop their own championship websites, all content should be approved through Anne Clendenin ([aclendenin@ncaa.org](mailto:aclendenin@ncaa.org) or 317-917-6643).

## 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 round sites. Please contact the NCAA media coordinator or championships 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](http://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 (for example: 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 (including: press box, media room, interview room, locker rooms [postgame 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 access to specific places such as the television truck compound.

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

## ***CREENTIAL REQUESTS, QUALIFICATIONS AND ACCEPTANCE***

### ***FINAL-ROUND SITE***

Approximately one month before 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](http://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 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 E on page 17](#).

*\*\* 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 or media 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 pick-up for others is not allowed.*

## ***CREENTIAL 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 that are 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, all-tournament team, and/or a play-by-play summary.

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## **FLIP CARDS**

For specific sports, 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, such as date, location and opponent. A sample flip card is included in [Appendix C on page 15](#).

## **LIVE VIDEO STREAMING**

NCAA Digital owns the exclusive rights to stream all NCAA championship events live via the internet, mobile applications, and related devices, except for those Championships which fall under a prior national television and/or digital rights agreement (in other words, select ESPN broadcasts). NCAA Digital will publish a live video streaming schedule during each Championship season (fall, winter spring) at [ncaa.com/liveschedule](http://ncaa.com/liveschedule). Live video streams will also be accessible via the NCAA Sports iPhone app.

For those NCAA championship events in which NCAA Digital elects NOT to exercise its rights, member schools and/or media outlets may request live video streaming rights. The request form and live video streaming policy can be accessed at [ncaa.com/rights-request](http://ncaa.com/rights-request).

## **MEDIA GUIDES AND POSTSEASON GUIDES**

The NCAA or host media coordinator shall 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 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 member.

## **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 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—including: statistics, game notes, quotes, etc.—should be located in this area.

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## **NCAA.COM STATISTICS**

NCAA.com is the official destination for live scores and statistics from NCAA Championships. NCAA Digital will provide a live data feed from all rounds of Division I Championships and final-site rounds of Divisions 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](http://ncaa.com). For early rounds of Divisions II and III Championships, live statistics may be displayed on a participating school's official website provided a deep-link URL to the statistics 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 statistics feed and testing schedule. Note: For select Division I Championships, StatBroadcast has been contracted to provide in-arena live statistics display for the media. Instructions on setting up the StatBroadcast feed will be included in the statistics feed transmission instructions distributed by NCAA Digital. 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)).

## **NCAA LIVESTATS**

All hosts at predetermined championship sites are required to use NCAA LiveStats software for sports in which the product is available.

## **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 judgment call.

The pool reporter shall accompany a member of the sport committee (or the NCAA site representative) 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 on-site, 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. 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 contests/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 (for example: stats, notes, quotes, etc.).
- **Credential Distribution** – Pass out credentials to the media; check government-issued photo ID.

- **External Public Address (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 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, etc., through appropriate delivery means (for example 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 statistics.
- **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 the NCAA staff or the NCAA 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 D on page 16](#).

***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/team 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 locker room, 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.

- b. **Individual/team 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/team 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 team order for press conferences. Please refer to the participant 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 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 should first conduct interviews with the rights holding television or radio networks prior to the press conference following the conclusion of the game (ESPN, Westwood One Radio or Turner Sports). 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 Radio; **(3)** Turner Sports; **(4)** Participating team radio. 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 contest/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 SET-UP**

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, if possible.

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.

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

- Seating for a minimum number of media and/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 four to six interviewees
- Podium or space for moderator
- Sufficient electrical outlets
- Sufficient lighting for dais and work spaces
- Mult box
- Wireless microphones
- Polycom (if needed for quotes)

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 Learfield IMG College Publishing to provide championship programs for all NCAA championships. This includes all final and preliminary sites; predetermined and non-predetermined.

Programs will be provided in either a print or digital format. For information on the format for each championship, please see [Appendix F on page 19](#). For those sites receiving printed programs, Learfield IMG College will handle the shipment. The championship programs should arrive 24 hours before the start of competition. Learfield 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 before your championship and Learfield 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 (unless otherwise noted). The championships staff administrator will confirm the complimentary program distribution plan with the host site.

Championship sites with digital programs can find them online at [ncaa.com/gameprograms](http://ncaa.com/gameprograms). The NCAA/Learfield IMG College will provide to participating schools a one-sheet PDF to be printed and distributed on site; this PDF will feature a QR code and URL where the digital program can be accessed. This handout, QR code and/or URL should also be printed and used on signage to direct fans to the digital program.

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: team rosters, statistics 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 ([chad.laytham@learfieldimgcollege.com](mailto:chad.laytham@learfieldimgcollege.com)) at Learfield IMG College.

## **RADIO**

Please visit [ncaa.com/media](http://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, go to [ncaa.com/media](http://ncaa.com/media) and click on the "Audio Policy (Radio and internet)" link.

## **SEAT ASSIGNMENTS**

Media coordinators should ensure media agencies that regularly staff contests/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 contest. 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 all sports, Email one set of complete results, as well as the all-tournament and most outstanding player selections to the NCAA statistics Department ([ncaastats@ncaa.org](mailto:ncaastats@ncaa.org)).

The host sports information director, media coordinator or other designee is responsible for reporting official championship results to the Association's website, [ncaa.com](http://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](mailto: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.

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## **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 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 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 his/her contests ONLY from a designated area(s) which serves all still photographers. During the contest, 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.

## **TELECOMMUNICATIONS/DATA SERVICES/WIRELESS INTERNET**

Hosts should check with the NCAA before installing additional telephone lines. Telecommunications support in the installation and provision of telephone lines, hard-wired and wireless data services and related equipment will be provided by the host institution/conference/facility.

The host may NOT assess an additional fee for establishing service to any media agency, and collection of payment or charges should be reflected in the proposed championship budget.

## **TELEVISED 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

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the host media coordinator such as power, press row space, etc. Information about NCAA broadcasts can be found online at [ncaa.com/media](http://ncaa.com/media).

## ***TELEVISION POLICIES***

Please visit [ncaa.com/media](http://ncaa.com/media) for updated information related to the NCAA's television and video policies. Once on the [ncaa.com/media](http://ncaa.com/media) webpage, click on the "Broadcast Media Coverage" link to review information on the following topics:

- Live Coverage
- Videographer Access
- 30-Minute Rule
- Audio/Video Distribution and Usage
- Mult Box How To
- Broadcast Announcer Audio
- Natural Audio
- Satellite Coordinates
- News Videographer Access

# **APPENDIX A • DUTIES OF HOST MEDIA COORDINATOR/ CHAMPIONSHIPS ADMINISTRATORS**

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

## **CHAMPIONSHIPS**

<b>Duty</b>	<b>NCAA</b>	<b>HMC</b>
Coordinate information sent to SIDs with teams in the finals so they know what to expect at the championship.		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	X
Generate seat cards for press box or press row.	X	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	X
Oversee stat crew and make sure statistics are delivered to media during the contests.		X
Oversee staff who handle quotes for the pre-championship press conference.		X
Oversee staff who handle 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
Assemble media information book.		X
Coordinate security in media area.		X
Coordinate selection of pool reporter and meeting with official, if necessary.	X	X

## **TELEVISION**

<b>Duty</b>	<b>NCAA</b>	<b>HMC</b>
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

# APPENDIX B • 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.

	<b>Player</b>	<b>Position</b>	<b>School</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	MOP: _____	_____	_____

Media Representative: \_\_\_\_\_

Affiliation: \_\_\_\_\_

# APPENDIX C • SAMPLE FLIP CARD

## Championship Game • Mississippi State vs. South Carolina

April 2, 2017 • American Airlines Center • Dallas

### MISSISSIPPI ST. BULLDOGS • Head Coach: Vic Schaefer

<b>00</b>	<b>DOMINIQUE DILLINGHAM, Guard</b> Sr. • 5-9 • Spring, Texas					<b>1 2 3 4 5</b>
<b>1</b>	<b>BLAIR SCHAEFER, Guard</b> Jr. • 5-7 • Starkville, Miss.					<b>1 2 3 4 5</b>
<b>2</b>	<b>MORGAN WILLIAM, Guard</b> Jr. • 5-5 • Birmingham, Ala.					<b>1 2 3 4 5</b>
<b>3</b>	<b>BREANNA RICHARDSON, Forward</b> Sr. • 6-1 • Conyers, Ga.					<b>1 2 3 4 5</b>
<b>4</b>	<b>AMESHYA WILLIAMS, Forward</b> Fr. • 6-2 • Gulfport, Miss.					<b>1 2 3 4 5</b>
<b>10</b>	<b>JAZZMUN HOLMES, Guard</b> So. • 5-8 • Gulfport, Miss.					<b>1 2 3 4 5</b>
<b>11</b>	<b>ROSHUNDA JOHNSON, Guard</b> Jr. • 5-7 • Little Rock, Ark.					<b>1 2 3 4 5</b>
<b>12</b>	<b>JACAIRA "IGGY" ALLEN, Guard</b> Fr. • 5-10 • Pompano Beach, Fla.					<b>1 2 3 4 5</b>
<b>13</b>	<b>KETARA CHAPEL, Forward</b> Sr. • 6-1 • Temple, Texas					<b>1 2 3 4 5</b>
<b>15</b>	<b>TEAIRA MCCOWAN, Center</b> So. • 6-7 • Brenham, Texas					<b>1 2 3 4 5</b>
<b>25</b>	<b>ZION CAMPBELL, Center</b> Fr. • 6-3 • Washington, D.C.					<b>1 2 3 4 5</b>
<b>35</b>	<b>VICTORIA VIVIAN, Guard</b> Jr. • 6-1 • Carthage, Miss.					<b>1 2 3 4 5</b>
<b>45</b>	<b>CHINWE OKORIE, Center</b> Sr. • 6-5 • Lagos, Nigeria					<b>1 2 3 4 5</b>

**Bulldogs Staff:** Associate Coach – Johnnie Harris; Assistant Coaches – Dionnah Jackson-Durrett, Carly Thibault;  
Athletic Trainer – Mary McClendon; Director of Operations – Maryann Baker.

### 2016-17 Results Won 34, Lost 4

11/11/2016	vs. Villanova.....	W, 108-62
11/12/2016	at Maine.....	W, 87-43
11/16/2016	vs. Tulane.....	W, 66-49
11/20/2016	TEXAS.....	W, 79-68
11/25/2016	vs. Oregon.....	W, 75-63
11/26/2016	vs. San Jose St.....	W, 88-51
11/27/2016	at Hawaii.....	W, 66-41
12/3/2016	at Iowa St.....	W, 85-81 (OT)
12/9/2016	at Southern Miss.....	W, 72-50
12/13/2016	at Little Rock.....	W, 58-44
12/16/2016	vs. SMU.....	W, 91-42
12/18/2016	at Southern California.....	W, 76-72
12/20/2016	ALABAMA STATE.....	W, 90-47
12/28/2016	NORTHWESTERN ST.....	W, 106-30
1/1/2017	LSU *.....	W, 74-48
1/5/2017	at Arkansas *.....	W, 59-51
1/8/2017	at Tennessee *.....	W, 74-64
1/12/2017	FLORIDA *.....	W, 82-49
1/16/2017	OLE MISS *.....	W, 73-62
1/19/2017	at Alabama *.....	W, 67-54
1/23/2017	at South Carolina *.....	L, 61-64
1/29/2017	TEXAS A&M *.....	W, 71-61
2/2/2017	at Auburn *.....	W, 77-47
2/5/2017	MISSOURI *.....	W, 70-53
2/9/2017	VANDERBILT *.....	W, 86-41
2/12/2017	at Ole Miss *.....	W, 66-44
2/16/2017	GEORGIA *.....	W, 58-49
2/19/2017	at Texas A&M *.....	W, 72-67
2/23/2017	at Kentucky *.....	L, 75-78 (OT)
2/26/2017	TENNESSEE *.....	L, 64-82
3/3/2017	vs. LSU.....	W, 78-61
3/4/2017	vs. Texas A&M.....	W, 66-50
3/5/2017	vs. South Carolina.....	L, 49-59
3/17/2017	TROY %.....	W, 110-69
3/19/2017	DEPAUL %.....	W, 92-71
3/24/2017	vs. Washington %.....	W, 75-64
3/26/2017	vs. Baylor %.....	W, 94-85 (OT)
3/31/2017	vs. UConn %.....	W, 64-62 (OT)

\*Conference Games

%NCAA Tournament Games

### South Carolina Gamecocks • Head Coach: Dawn Staley

<b>0</b>	<b>VICTORIA PATRICK, Guard</b> Fr. • 5-8 • Orlando, Fla.					<b>1 2 3 4 5</b>
<b>1</b>	<b>BIANCA CUEVAS-MOORE, Guard</b> Jr. • 5-6 • Bronx, N.Y.					<b>1 2 3 4 5</b>
<b>3</b>	<b>KAELA DAVIS, Guard</b> Jr. • 6-2 • Suwanee, Ga.					<b>1 2 3 4 5</b>
<b>4</b>	<b>DONIYAH CLINEY, Guard</b> R-So. • 6-0 • Newark, N.J.					<b>1 2 3 4 5</b>
<b>10</b>	<b>ALLISHA GRAY, Guard</b> Jr. • 6-0 • Sandersville, Ga.					<b>1 2 3 4 5</b>
<b>12</b>	<b>ARAION BRADSHAW, Guard</b> Fr. • 5-6 • Boston, Mass.					<b>1 2 3 4 5</b>
<b>15</b>	<b>TIFFANY DAVIS, Guard</b> Sr. • 5-7 • Houston, Texas					<b>1 2 3 4 5</b>
<b>21</b>	<b>MIKIAH HERBERT HARRIGAN, Forward</b> Fr. • 6-2 • Pembroke Pines, Fla.					<b>1 2 3 4 5</b>
<b>22</b>	<b>A'JA WILSON, Forward</b> Jr. • 6-5 • Hopkins, S.C.					<b>1 2 3 4 5</b>
<b>41</b>	<b>ALAINA COATES, Center</b> Sr. • 6-4 • Irmo, S.C.					<b>1 2 3 4 5</b>
<b>52</b>	<b>TYASHA HARRIS, Guard</b> Fr. • 5-10 • Noblesville, Ind.					<b>1 2 3 4 5</b>

**Gamecocks Staff:** Associate Head Coach – Lisa Boyer; Assistant Coaches – Nikki McCray-Penson, Fred Chmiel;  
Athletic Trainer – Marcella Shorty.

### 2016-17 Results Won 32, Lost 4

11/14/2016	at Ohio St.....	W, 92-80
11/20/2016	HAMPTON.....	W, 92-38
11/21/2016	MAINE.....	W, 79-42
11/22/2016	SAINT PETER'S.....	W, 93-38
11/27/2016	vs. Louisville.....	W, 83-59
12/1/2016	at Texas.....	W, 76-67
12/4/2016	at Duke.....	L, 74-63
12/11/2016	MINNESOTA.....	W, 98-58
12/15/2016	CLEMSON.....	W, 83-61
12/18/2016	UCLA.....	W, 66-57
12/21/2016	at Savannah St.....	W, 70-30
1/1/2017	ALABAMA *.....	W, 93-45
1/5/2017	at Auburn *.....	W, 73-47
1/8/2017	at Florida *.....	W, 81-62
1/12/2017	GEORGIA *.....	W, 66-63
1/15/2017	at LSU *.....	W, 84-61
1/19/2017	OLE MISS *.....	W, 65-46
1/23/2017	MISSISSIPPI ST. *.....	W, 64-61
1/26/2017	at Georgia *.....	W, 62-44
1/30/2017	TENNESSEE *.....	L, 76-74
2/2/2017	at Kentucky *.....	W, 75-63
2/5/2017	at Arkansas *.....	W, 79-49
2/9/2017	AUBURN *.....	W, 60-41
2/13/2017	at UConn.....	L, 66-55
2/16/2017	VANDERBILT *.....	W, 82-51
2/19/2017	at Missouri *.....	L, 62-60
2/23/2017	at Texas A&M *.....	W, 80-64
2/26/2017	KENTUCKY *.....	W, 95-87
3/3/2017	vs. Georgia.....	W, 72-48
3/4/2017	vs. Kentucky.....	W, 89-77
3/5/2017	vs. Mississippi St.....	W, 59-49
3/17/2017	UNC ASHEVILLE %.....	W, 90-40
3/19/2017	ARIZONA ST. %.....	W, 71-68
3/25/2017	vs. Quinnipiac %.....	W, 100-58
3/27/2017	vs. Florida St. %.....	W, 71-64
3/31/2017	vs. Stanford %.....	W, 62-53

\*Conference Games

%NCAA Tournament Games



**APPENDIX D • SAMPLE TABLE TENT**



**NAME**  
**AFFILIATION**

**NAME**  
**AFFILIATION**



# **APPENDIX E • 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 (such as one 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 contests 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 contests 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 contests 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.

# **APPENDIX F • CHAMPIONSHIP PROGRAM FORMATS**

Each championship will either have a digital program, a printed program or a combination of digital and printed programs (digital for preliminary rounds and printed for championship). See below for the complete list.

## **PRINTED PROGRAMS**

### ***Fall Sports***

- Division I Football
- Division I Women's Volleyball
- Division II Football
- Division III Football

### ***Winter Sports***

- Division I Indoor Track and Field
- Division I Men's Basketball
- Division I Men's Ice Hockey
- Division I Women's Basketball
- Division I Wrestling
- National Collegiate Men's Gymnastics
- National Collegiate Women's Gymnastics

### ***Spring Sports***

- Division I Baseball
- Division I Men's Lacrosse
- Division I Softball
- National Collegiate Beach Volleyball
- National Collegiate Men's Volleyball

## **COMBINATION PROGRAMS**

### ***Fall Sports***

- Division I Field Hockey
- Division I Men's Soccer
- Division I Women's Soccer

### ***Winter Sports***

- Division II Men's Basketball
- Division II Women's Basketball
- Division III Men's Basketball
- Division III Women's Basketball

### ***Spring Sports***

- Division I Outdoor Track and Field
- Division I Women's Lacrosse
- Division II Men's Lacrosse
- Division II Women's Lacrosse
- Division III Men's Lacrosse
- Division III Women's Lacrosse

## **DIGITAL PROGRAMS**

### ***Fall Sports***

- Division I Cross Country
- Division II Cross Country
- Division II Field Hockey

- Division II Men's Soccer
- Division II Women's Soccer
- Division II Women's Volleyball
- Division III Cross Country
- Division III Field Hockey
- Division III Men's Soccer
- Division III Women's Soccer
- Division III Women's Volleyball
- National Collegiate Men's Water Polo

### ***Winter Sports***

- Division I Men's Swimming and Diving
- Division I Women's Swimming and Diving
- Division II Indoor Track and Field
- Division II Swimming and Diving
- Division II Wrestling
- Division III Indoor Track and Field
- Division III Men's Ice Hockey
- Division III Swimming and Diving
- Division III Women's Ice Hockey
- Division III Wrestling
- National Collegiate Bowling
- National Collegiate Fencing
- National Collegiate Rifle
- National Collegiate Skiing
- National Collegiate Women's Ice Hockey
- NIT Postseason

### ***Spring Sports***

- Division I Men's Golf
- Division I Men's Tennis
- Division I Women's Golf
- Division I Women's Tennis
- Division II Baseball
- Division II Men's Golf
- Division II Men's Tennis
- Division II Outdoor Track and Field
- Division II Women's Golf
- Division II Women's Softball
- Division II Women's Tennis
- Division III Baseball
- Division III Men's Golf
- Division III Men's Tennis
- Division III Men's Volleyball
- Division III Outdoor Track and Field
- Division III Women's Golf
- Division III Women's Softball
- Division III Women's Tennis
- Divisions I/II/III Rowing
- National Collegiate Women's Water Polo