

2009-10 NCAA CHAMPIONSHIPS



CHAMPIONSHIPS

MEDIA COORDINATION HANDBOOK

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 Dave Worlock (dworlock@ncaa.org) for the Division I Men's Basketball Championship, Rick Nixon (rnixon@ncaa.org) for the Division I Women's Basketball Championships, and J.D. Hamilton (jhamilton@ncaa.org) for the Division I Baseball and Football Championships.

This publication should be used in conjunction with the specific championship's handbook and the NCAA Championship Handbook.

Media coordinators should work closely with the national office staff and the sports information directors of each participating team to provide smooth press operation 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 or the undersigned concerning any aspects of media operation. Expected duties of the media coordinator are included as Appendix A.

Comments and suggestions are always welcome.

Good luck.

Mark Bedics
Associate Director of Media Coordination and Championships
317/917-6541 – office
317/966-6762 – cell
mbedics@ncaa.org

Laurie Cannon
Assistant Director of Media Coordination for Championships
317/917-6547 – office
317/966-5249 – cell
lcannon@ncaa.org

Jennifer Gunnels
Administrative Assistant for Championships
317/917- 6491 – office
jgunnels@ncaa.org

Kristen Jacob Smith
Assistant Director of Media Coordination and Online Properties
317/917-6584 - office
317/363-6410 – cell
kjacob@ncaa.org

INDEX

	Page
All-Tournament Team	5
Championships Records.....	5
Communications Equipment.....	5
Complimentary Tickets.....	5
Credentials	6
Credential Qualifications and Acceptance.....	6-9
Credential Boards.....	9
Final Results Book and Statistics.....	9
Flip Cards.....	9
Game Films/Video Cassettes	10
Internet Policy	10-11
Media Guides and Postseason Guides	11
Media Hospitality and Entertainment	11
Media Hotel	11
Media Parking.....	11
Media Work Room	12
News Conferences.....	12-14
Individual Championships with No Post-Event News Conference	
Individual Championships with a Formal News Conference	
Team Championships with a Formal News Conference.....	
Moderator Duties	
News Conference Set-Up.....	14
News Film and Mini-Cams.....	14-15
Officiating Questions	15
Personnel.....	15-16
Photography Area Policies.....	16
Programs	16
Radio.....	17
Reporters Guide to the NCAA.....	17
Responsibility to NCAA	17
Seat Assignments	17
Security	18
Sports Information Directors	18
Strobe Lights.....	18
Telephones/Wireless.....	18-19
Television.....	19
Webcasting/ Live Stats.....	19

Duties of the Media Coordinator Appendix A
Sample All-Tournament Team Ballot..... Appendix B
Conditions Placed on Use of Credentials..... Appendix C
Sample Credential Form Appendix D
Sample Team Credential Form Appendix E
Sample Acceptance Letter..... Appendix F
Sample Flip Card Appendix G
Sample News Conference Name Tent Appendix H
Sample SID Meeting Agenda..... Appendix I
Guidelines for Credentialing..... Appendix J

ALL-TOURNAMENT TEAM

Please check the specific sport championship operations manual or handbook to determine if an all-tournament team is to be selected. The handbook also should explain who selects the team (media, sport committee, etc.), how many members should be on the team and if there is to be a Most Outstanding Player(s). The Most Outstanding Player(s) must always be included on the team and should never be an additional player. The all-tournament team will be recognized verbally on the playing surface following the championship game. The NCAA championships administrator will send two certificates for each student-athlete selected to the school following the championship, one for the student-athlete and one for the institution. A sample all-tournament team ballot is included as Appendix B.

CHAMPIONSHIP RECORDS

If the media coordinator needs copies of any championship records e-mailed for use in any publication or for distribution to the media, they should contact the specific championship's NCAA media coordinator or J.D. Hamilton jhamilton@ncaa.org or 317/917-6124. In addition, the records are available in PDF format via the internet at www.ncaa.org. Once at the site, highlight Media & Events from the blue-text options, and select NCAA Publications. Under Sports Related, select Records Books. Select Fall, Winter or Spring Championships Records Book, depending on the appropriate season of the championship.

COMMUNICATIONS EQUIPMENT

The media coordinator should have the following equipment available for the championship:

- At least one computer and appropriate software for in-game statistics.
- At least one computer for post-game notes and quotes.
- A photocopier for results (if this is a results heavy event or there is a significant amount of media, please make sure it is a high-speed copier). It also may be necessary for the copier to have collating and stapling capabilities as well.
- At least one printer on press row/press box for printing out statistics.
- At least one printer in the work room attached to the computer for notes and quotes.
- Two-way radios, if necessary.

Some electrical outlets will be required in the working press room (if applicable) and press box/row to assist media representatives utilizing transmission equipment requiring electricity. The host media coordinator is responsible for all office supplies (paper, pens, staplers, power strips, etc.).

COMPLIMENTARY TICKETS

No complimentary tickets are available at NCAA championship events. Members of the media desiring "media purchase" tickets should contact the host media coordinator or someone designated by the sports information director. Media coordinators wishing to make sure media members in the local market are allowed access to purchase tickets to the championships event should contact either the NCAA media coordinator or the NCAA championships staff administrator.

CREREDENTIALS

All media credentials are authorized and issued by the media coordinator. The NCAA provides credentials for all final championship sites and some selected preliminary rounds. Please contact the NCAA media coordinator or championships staff administrator to find out if you will be responsible for producing your own credentials. Do not hesitate to contact any member of the media coordination staff when planning a championship round or final site.

If you are producing your own credentials, the “conditions placed on use of credentials” that should be placed on the back of all credentials are attached to this document as Appendix C.

If you need the electronic version, please email someone on the media coordination staff.

The following is a sample of the types of credentials that could be produced, if applicable:

- 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.).
- 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 manager (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 (post game only), press box and media room).
- Staff – 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 pass).
- Television network – If the game is going to be televised by ESPN, College Sports TV, Fox, etc. Those entities should have their own credential to allow them to specific places such as the truck compound.
- VIP – (this is the only one that doesn’t get the person in for free) – This is to be used by athletics directors, conference commissioners, VIP, etc. who need to get to locker rooms and the media meals but should have to pay to get into the venue.

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

CREREDENTIAL QUALIFICATIONS AND ACCEPTANCE

The media coordinator should send a credential request form (a sample form is attached as Appendix D) to members of the local media to determine who will be covering the event. For team championships, the media coordinator should send a form (a sample is included as Appendix E) to the sports information directors of the teams that have qualified and have them list local media that will be in attendance to cover their team.

Media should be approved in accordance with the criteria listed below. The NCAA prohibits the issuance of credentials to professional scouts or scouting services.

The media coordinator should notify all media members who apply for credentials whether their request has been granted. If they are granted a credential, they should receive notification of any news conferences that are to be scheduled, time and location to pick up credentials, location of media parking, game times and how to order a phone line if they need their own (who to contact, price, etc.). The media coordinator should also notify media members who have been denied credentials and for what reason. See Appendix F for sample acceptance

letter.

Working credentials should not be mailed. The media coordinator should issue credentials individually at a designated headquarters hotel or other appropriate site at the venue. To receive a credential, each media representative must sign and show a government-issued photo ID. Due to security measures, each media member should pick up their own credential.

CREDENTIAL BOARDS

In most cases, the NCAA will be responsible for the development of credential boards. These are to advise security personnel at the competition venue to let them know 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 as necessary. For example, if VIP's are not allowed onto the playing surface, a credential board located at the entrance to the playing surface would have the VIP credential crossed out. If an NCAA media coordinator is working the event, the national office will provide these to the venue for its use.

FINAL RESULTS BOOK AND STATISTICS

The final results book for team championships should include at a minimum: final statistics and results as well as a quote sheet from 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 at least any individual champion(s) as well as the head coach of the team champion, if applicable. It is preferable to also include quotes from a student-athlete of the championship team and the head coach of the second place team. Additional information that may be included in the final book is a coversheet, recap, post game notes, and/or a play-by-play summary.

The host institution shall provide complete statistics of all NCAA Championships competition. Preference is for a computerized statistics program to be used as it makes all information more legible from a historical standpoint.

FLIP CARDS

These should be provided for easy reference for all media members. Photographers use these to identify players as opposed to having to carry programs. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The card should include team results as well as standard information regarding the game, such as date, location and opponent. For most sports, the card should include a place to keep score. A sample is included as Appendix G.

GAME FILMS/VIDEO CASSETTES

Generally, each participating team is permitted to staff its own games with a single (videotape or film) camera person (there are exceptions based on the championship; please verify this with the NCAA representative). Several championships offer an exception and allow two people to videotape. The team representative is not permitted to have an assistant during filming/videotaping. Each participating institution is allowed one "Team Videographer" to take video for institutional purposes only (i.e. banquet video, highlight video). The sport committee per championship will determine the location of the team videographer. Also paperwork from the media coordinator to the videographer must be completed prior to the championship.

Further, upon completion of the game being filmed/videotaped, the representative will be required to immediately depart the photography area in order for other photographers to establish their shooting positions.

If a participating institution chooses not to film or videotape its own game(s), it may make other arrangements with the host institution or other competing teams.

For selected contests that are being televised, the NCAA may provide access to a mult-box where participants may tape games through a standard video three-pin BNC connections and standard twist-on XLR audio connections. Local stations or schools wishing to plug into the mult-box must bring proper cable connectors. Participating schools choosing to bring VCRs are especially encouraged to bring all the proper cables.

INTERNET POLICY

The NCAA Web site, www.ncaa.com, serves as the official online resource for NCAA championships.

The NCAA owns the Internet rights to all of its 88 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA owns all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA Web site.

a. Internet Live Stats

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

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

Once it is determined that neither the NCAA, nor the host institution, plan to exercise their exclusive rights, the ability to produce live statistics - on a non-exclusive basis - will be granted to each participating school. The definition of a participating school constitutes a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window. Any questions pertaining to live statistics should be sent to Jeramy Michiaels, NCAA Manager of Broadcasting (jmichiaels@ncaa.org).

Championship Web Site Guidelines. An acceptance form must be completed by the host institution and Web site manager PRIOR to the creation of an unofficial championship Web site. Contact your NCAA championships staff liaison for more information contact Durenka Robie (drobie@ncaa.org) of the NCAA staff for any internet-related questions.

Blogging from media members. – See Appendix C for information on blogging at NCAA Championships.

In the interest of protecting the integrity of NCAA championships, the NCAA has established guidelines pertaining to Web site management for host institutions, conferences and sponsoring agencies that will administer NCAA championship competition. The general guidelines for administration of an NCAA championship Web site are listed in the NCAA Broadcast manual located at <http://www.ncaa.com/broadcast>. Please visit this Web site.

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA HOSPITALITY AND ENTERTAINMENT

Media hospitality (meals) and entertainment are desirable, but not required at all championships; disbursements for these items should be guided by the budget which originally was submitted by the tournament manager and approved by the NCAA national office. If the event is lengthy in nature or has multiple contests, the host institution is encouraged to provide meal(s) for the media. Budgets can only be changed with the prior approval of the governing sport committee and the NCAA staff liaison.

MEDIA HOTEL

The Media Coordinator should arrange for a block of rooms to be set aside for media, if necessary, preferably at the headquarters hotel. Media members should be given a contact for the hotel that 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 PARKING

Media parking is desired at each site, and required at most. If the host determines that media must pay for parking, consideration should be given to the local media who might not have the opportunity to walk to the venue as do media members who are staying in the media hotel. 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. If media parking is limited, "car pools" should be encouraged to permit the greatest use of the parking area. When determining whether to mail or pass out parking passes, keep security issues in mind. Media shuttle systems also may be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

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 number of electrical outlets.

Each school's media guides, stats, notes and postseason guides shall be located in this room, in addition to any materials the host institution distributes (statistics, game notes, quotes, etc.).

NEWS CONFERENCES

The media coordinator, or a member of his or her staff, shall attend all news conferences, including any conducted prior to the start of championship play. A media coordinator can decide to have a pre-championship

news conference if the number of media or the interest in the championship warrants it. If a formal news 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. The tents should be large enough so people attending the news conference can identify the person and the institution. An example of a name tent can be seen as Appendix H.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. The open locker room policy applies to the formal post-competition news conference and to special interview requests for coaches and/or student athletes not involved in the news conference. The special interviews include those during the open-locker room period after the competition.

All coaches and student-athletes must be made available for post-competition interviews following the “cooling off” period. This not only applies to formal news conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the news conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

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

Media members are encouraged to be prompt in respect to conducting post-competition interviews.

- a. **Individual championships with no post-event news conference** – Student-athletes are allowed a maximum 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.

- b. **Individual championships with a formal news 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 news 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 news 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 entered the locker room. The winning team will report to the interview room immediately following the completion of the losing team’s news conference. *** In a few instances, the governing sport committee has determined the winning team should go first to the press conferences before the losing team. Please refer to championship manual for that sport. ***

It is mandatory for the head coach and at least one student-athlete to report to the news conference following the “cooling off” period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the 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.

Except at Division I Men's Basketball, 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 rightsholding television or radio networks prior to the news conference following the conclusion of the game (these are for ESPN or Westwood One, not school radio stations). These interviews are permitted within a FOUR-MINUTE period immediately after the game. 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 post-game radio interviews at any time 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 and coaches and student-athletes as soon as they arrive.
- Sports information representatives should get the names of the student-athletes who will attend the news conference and give the names to the moderator so that they can be announced in advance.
- The moderator should repeat all questions from the media, even if he/she thinks that everyone might have heard the question.
- As the coaches and student-athletes are seated, the moderator should inform them that he/she will repeat all the questions before the coaches and student-athletes attempt to answer them.
- The moderator should open the news conference by asking the head coach for his/her thoughts on the game.
- After the coach's comments, the moderator should open the floor for media 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 news 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).

NEWS CONFERENCE SETUP

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

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

Following is a quick checklist of suggested minimum requirements for the interview room:

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

For selected NCAA Championships, news conference backdrops will be sent to the institution, and microphone flags will be hand delivered by the NCAA. Quotes shall be distributed to the media immediately following each news conference.

NEWS FILM AND MINI-CAMS

Please visit <http://ncaa.com/broadcast> for updated information related to television, video and ENG policies.

Additionally, at selected championships, the NCAA will uplink news conferences and/or news highlights to a satellite for all national and local television and cable networks and stations. Such material may be used for up to three minutes of highlights in a 72-hour window for their regular newscasts. The satellite coordinates of the news conference and/or news highlights will be located on the NCAA Web site at www.ncaa.com

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 in the absence of one, by the NCAA championships staff liaison.

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 on site, they are able to answer the questions instead.

The pool reporter 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 press operation 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 relations volunteers have experience with sports information or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator's knowledge of the area media will help with advance planning.

The following is a basic list of duties for the volunteers:

- News Conference Moderator - Introduces players and coach; directs questions from media.
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Note Takers – Compiles worthy notes during and after the game or day.
- Quote takers – Records post game quotes from the news 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.
- Stat crew – Records the official stats.
- Spotter - Helps the official scorer identify assists and provides any other assistance for official scorer. Also may spot for play-by-play typist.
- Copy machine personnel – Photocopies materials (stats, notes, quotes, etc.).
- External PA - Announcer for fans.
- Photo marshall - Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
- Results disseminator – Transmits stats, notes, quotes, through appropriate delivery means (fax, email, etc.).
- Mixed Zone Coordinator (if applicable) – Coordinate interviews in 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.
- Internal PA (if applicable) – Announcer for media.
- Locker room attendant – Person to identify when locker room is open and closed to media.
- Escorts – People to escort the coaches and student-athletes to the post-game news conference.
- Credential Distribution – Pass out credentials to the media; checking government-issued photo ID.
- Interview Room Steward – Assist security in allowing only credentialed media into the interview areas.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate "photographer's 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 specific sport committee.

PROGRAMS

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

IMG College will produce the official program for the championship site; it is the only program that should be sold. IMG College will gather rosters and other pertinent information for every team that will participate in the

championship and IMG College will handle the shipment. If you have any questions regarding the content of this publication or want to inquire about supplementing the official program with additional team information you are preparing such as game notes, please contact Brad Johnson by phone at 859/226-4536 or by email at brad.johnson@hostcommunications.com.

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. Also, please be sure to contact IMG College on the arrival of your programs to confirm they made it to the desired location.

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.

RADIO

Please visit <http://ncaa.com/broadcast> for updated information related to radio policies.

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio / Internet streaming on line form. To access the form, log onto www.ncaa.com then click “Broadcast Info” in the bottom right of the page. Click “Radio / Internet Streaming Info,” then click “Radio / Internet Streaming Rights Request Form.”

RESPONSIBILITY TO 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 e-mail Kevin Buerge, Staff Assistant for Statistics, at kbuerge@ncaa.org the Stat Crew packed file from each NCAA Tournament game/match after each completed day of competition. On the final day, please include in the e-mail the all-tournament and most outstanding player selections.

For all other sports not listed above, mail one set of complete results, all-tournament and most outstanding player information to: Kevin Buerge, National Collegiate Athletic Association, P.O. Box 6222, Indianapolis, Indiana 46206-6222.

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

Institutions should send all information in the following manner:

- E-mail the information to updates@ncaa.com;
- Specify the division, sport, round and region in the subject area;
- Paste the text (official results, including date of competition, round, etc.) directly into the message box;
- Attach box score, if available;
- Please convert photos to JPEG format and attach to e-mail or;
- Send the MS Word document or Windows Notepad text document as an attachment.

SEAT ASSIGNMENTS

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

Often a media agency does not continue to staff competition once the team it primarily covers has been eliminated from the championship. These seats can be reassigned to media representatives staffing the final competition. A media agency installing a telephone at a designated seat should not be reassigned unless it will not staff the final day of competition.

SECURITY

Security personnel should be instructed to protect the working media areas and interview area especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent upon the media coordinator to emphasize the **NECESSITY TO PROTECT THE WORKING PRESS AREAS** from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each event.

SPORTS INFORMATION DIRECTORS

The sports information director representing each participating institution shall provide the host media coordinator with a list of media representatives from the institution's geographic area who will staff the event.

Game notes provided by the participating SIDs and the media coordinator are encouraged but not required. Each participant's sports information director should update team and individual statistics after each game, and the statistics should be reproduced and distributed before the team's next competition in the championship. The media coordinator should contact each participating SID to let them know what to expect in terms of media attendance. Also, it is preferable to have a meeting with the sports information directors on-site to address questions and provide necessary information. A sample agenda is provided as Appendix I.

STROBE LIGHTS

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

Any installed strobe unit must not exceed four clusters of strobe lights producing a maximum of 3,200 watt-seconds at any championship site. All strobes must flash at a duration less than 1/2,000th of a second. 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.

TELEPHONES/ WIRELESS

At each site except for Division I Men's and Women's Basketball, a minimal number of telephones should be installed in a designated 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 press credentials.

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

Phones also may be installed in the press box as determined 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 their own phone line they shall be charged the exact cost of the installation. The host institution may NOT assess an additional "Hookup Fee" to any press agency. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.

TELEVISION

If an NCAA Championship is to be televised, the media coordinator will be notified by the NCAA championships liaison or a member of the Corporate and Broadcast Alliances staff. This person will relay any needs specific to television to the host media coordinator such as power, press row space, etc. Questions about NCAA Productions should be directed to the NCAA CBA staff (317/917-6222). The Broadcasting manual can be found online at <http://www.ncaa.com/broadcast>.

WEBCASTING/ LIVE STATS

The NCAA encourages all hosting institutions to provide live stat/ webcasting capabilities through ncaasports.com and CBS College Sports Network Gametracker. As a host SID, you will be contacted by CBS College Sports 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 rounds 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.

To apply for NCAA Internet streaming rights, please submit a written document to the NCAA for approval. [Click here for a detailed outline of the specific information required for processing](#). If you have any questions about Internet streaming, please contact Jeramy Michiaels (phone: 317/917-6523 or email: jmichiaels@ncaa.org).

DUTIES OF HOST MEDIA COORDINATORS/CHAMPIONSHIPS ADMINISTRATORS

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

* Not for use at the Division I Men's or Women's Basketball Championships.

Championships

Duty	CA	HMC
Coordinate information to send to SIDs that make the finals so they know what to expect at the championship.		X
Handle all media credential requests		X
Handle hotel arrangements for media members (Champs 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 news conferences on site		X
Secure media parking	X	X
Coordinate flip/speed cards		X
Coordinate to make sure tent cards are done for news conferences.		X
Generate seat cards for press box or press row.		X
Coordinate with championships liaison the enforcement of the strobe light policy, if applicable.	X	X
Coordinate with host site the availability of phones and how a media representative can obtain their own phone line.		X
Coordinate with host a media shuttle and designate hours, if necessary.	X	X
If necessary, make sure there are media meals (and determine appropriate meal times).	X	X
Coordinate all-tournament team balloting and selection		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 from pre-championship news conference		X
Oversee staff that handles post game notes and quotes		X
Make sure NCAAAsports.com Web site is updated	X	X
Assign seats for media members and booths for radio stations		X
Put together media information book or pamphlet.		X
Coordinate security in media area		X
Coordinate selection of pool reporter and meeting with official, if necessary.	X	X

TELEVISION

Duty	CA	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 CBS/ESPN/CBS College Sports for sports information needs		X

NCAA 2009 FROZEN FOUR**All-Tournament Team Ballot**

<u>Position</u>	<u>Player</u>	<u>School</u>
Forward	_____	_____
Forward	_____	_____
Forward	_____	_____
Defenseman	_____	_____
Defenseman	_____	_____
Goalie	_____	_____
*MOP	_____	_____

Ballots will be collected with approximately five minutes remaining in the contest. A representative from the host sports information department will collect them.

*The Most Outstanding Player MUST BE one of the six players named to the team.

The following should be printed on the back of all credentials:

Each Individual or entity signing for or using a credential for access to any NCAA championship games practice, press conference, or other in-venue activity associated with the championship (the "Events") and his/her/its employers (each signer, user and employer, a "Bearer") agrees to the following:

General

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

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

While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

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

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

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

Media

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

If the event is televised by an NCAA broadcast rights holder, authorized media entities shall use the network feed via the video and audio distributing facilities provided by the NCAA to acquire video. If the event is not televised by an NCAA broadcast rights holder, media entities may shoot ENG highlights from the designated area(s). These media entities recognize that any videos may be used within a 72-hour period after the game and the film clip or video portion of each such showing shall not exceed three minutes in length for regularly scheduled, televised news programs and 60-seconds of editorial coverage on the media entities' official Web site. A media entity cannot charge a subscription or any other fee to the end user specifically for viewing highlights of NCAA championships. Media entities shall adhere to the specific policies that govern the length of video and times that it may be aired. If the event has live-television coverage, television entities may not air highlights of a game until the network's broadcast of that event has been completed.

All credentialed media, including television stations, networks, cable systems, participating institutions or their designees, are prohibited from making available game film or video to any other organization without advance written permission from the NCAA, even though the planned use may be editorial in nature. Such film or video may be aired

only by the specific station or entity to whom this credential is issued. These rights may not be assigned, transferred or otherwise disposed to any person, firm or corporation. Any agency wishing to use NCAA film or video in any other manner must obtain written permission for such usage from the NCAA.

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

Each Credential Holder (including institutional, television, Internet, new media, and print publications) has the privilege to blog during competition through the Credential Entity. However, the blog may not produce in any form a "real-time" description of the event. Periodic updates of scores, statistics or other brief descriptions of the competition throughout the event are acceptable. Credential Holder agrees that the determination of whether a blog is posting a real-time description shall be in the NCAA's sole discretion. If the NCAA deems that a Credential Holder is producing a real-time description of the contest, the NCAA reserves all actions against Credential Holder, including but not limited to the revocation of the credential.

If media intend to blog at an NCAA championship event, the media entity must indicate so through the credentialing process. Any media entity posting a blog during an NCAA championship must submit a direct link to the blog to NCAA.com Blog Central. In return, all media entities entering a blog must post the NCAA.com logo/link on their site. All blogs must be free of charge to readers. All must adhere to the conditions and limitations of this NCAA Blogging Policy.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights connected to the championship. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes and consistent with the First Amendment.

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

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

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

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

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

**2004 NCAA
MEN'S FROZEN FOUR
APRIL 8-10
BOSTON**



CREDENTIALS APPLICATION

Press Agency:		Telephone:	
Address:		Fax No.:	
City:	State/Zip:	Email:	
Sports Editor/Director Making Request:			

Please forward this application by **no later than Friday, March 12, 2004**. Apply for working press credentials to the **2004 NCAA Men's Frozen Four** only if you will attend regardless of which teams advance to Boston. Requests for special or additional credentials desired by a press agency if a specific team reaches the national semifinals should be made to the participating institution's sports information director prior to its regional championship game. Each sports information director will apply for these credentials on behalf of the press agencies in that participating institution's geographic area.

Press Seat Credentials

Name:	Name:
Name:	Name:
Name:	Name:

Please check the appropriate blank:

_____ Install own phone. Press row _____ press room _____ (Contact Mark Bedics for cost).

Photography Credentials

Name:	Name:
Name:	Name:

The media headquarters hotel is the Westin Copley Place, 10 Huntington Avenue, 617/262-9600, (\$139 single/double). All hotel reservations must go through Mark Bedics of the NCAA staff.

Name(s)	Type of Room	Arrival Date	Departure Date

Please list type of charge card:

Card Holder's Name:	
Account Number:	Expiration Date:

PLEASE RETURN THIS FORM TO MARK BEDICS (mbedics@ncaa.org), NCAA, P.O. BOX 6222, INDIANAPOLIS, INDIANA 46206-6222 OR FAX TO 317/917-6826

APPENDIX E
NCAA FAX: 317/917-6826

2010 DIVISION I ICE HOCKEY CHAMPIONSHIP CREDENTIAL LIST

Institution

Sports Information Director

SPORTS INFORMATION STAFF IN DETROIT (Maximum of three individuals)

Name, Title

CAMPUS MEDIA (Print)

Name, Affiliation

(Main Contact)

CAMPUS MEDIA (Still Photography)

Name, Affiliation

(Main Contact)

CAMPUS MEDIA (Television)

Name, Affiliation

(Main Contact)

2010 DIVISION I ICE HOCKEY CHAMPIONSHIP CREDENTIAL LIST – Page 2

_____ Institution

**OFFICIAL RADIO PLAY-BY-PLAY (Maximum of three individuals)
Press Box Space Guaranteed**

Call Letters and City _____

_____ (Main Play by Play Announcer)

**OTHER RADIO PLAY-BY-PLAY (Maximum of three individuals)
Press Box Space NOT guaranteed**

Call Letters and City _____

_____ (Main Play by Play Announcer)

PRINT MEDIA

Name, Affiliation, AM/PM/WEEKLY

STILL PHOTOGRAPHERS

Name, Affiliation, AM/PM/WEEKLY

2010 DIVISION I ICE HOCKEY CHAMPIONSHIP CREDENTIAL LIST – Page 3

_____ Institution

TELEVISION STATIONS (Maximum of three individuals per station)

Indicate which individual(s) are talent

Call Letters, City and State _____

Call Letters, City and State _____

Call Letters, City and State _____

Call Letters, City and State _____

CONFERENCE INFORMATION REPRESENTATIVE

NOTE: Should anyone not already listed under still photographers have dual responsibilities that include photography (one of your SID staff, for example), please indicate that by their name(s).

NCAA FAX: 317/917-6826

MEMORANDIUM

December 2, 2007

TO: NAME

FROM: Kristen Jacob
NCAA media coordinator, Men's College Cup.

SUBJECT: 2007 Men's College Cup Media Credentials.

This will acknowledge your request for working press credentials to the 2007 Men's College Cup at SAS Stadium on December 5 and 7, 2007. You will receive the following credential(s):

NAME

One parking pass.

You will be required to provide identification to obtain your credential. Credentials may be used only by the individual to whom they are issued.

Please find attached general information, including directions, media credential pickup times, news conference times, media policies and other information. Please also note information specific to local television media.

If you wish to make hotel arrangements, please call the Raleigh Marriott Crabtree Valley at 919/781-7000 (Contact: Heather Ghoens). Request the NCAA media block for the 2003 Women's College Cup. The room rate is \$79 per night.

Should you need to make changes to your application or you will not be covering the event, please contact me at 317/917-6121.

I look forward to working with you in Cary.

NCAA National Championship Game

Monday, April 7, 2003 • 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

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, NY				
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, FL				
11	Ronneil Herron, G Sr. • 5-11 • 158 • Warner Robins, GA				
13	Kueth Duany, G Sr. • 6-6 • 185 • Bloomington, IN				
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, NY				
23	Gary Hall, F Jr. • 6-5 • 220 • Tully, NY				
24	Matt Gorman, F Fr. • 6-9 • 235 • Watertown, NY				
34	Jeremy McNeil, F Jr. • 6-8 • 257 • San Antonio, TX				
51	Craig Forth, C So. • 7-0 • 265 • East Greenbush, NY				

2003 Results Won 29, Lost 5

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

No.	Name	Field Goals	Free Throws	Fouls	Points
1	Jeff Hawkins, G Fr. • 5-11 • 175 • Kansas City, KS				
3	Brett Olson, F Sr. • 6-7 • 213 • Chanute, KS				
4	Nick Collison, F Sr. • 6-9 • 255 • Iowa Falls, IA				
5	Keith Langford, G So. • 6-4 • 205 • Fort Worth, TX				
10	Kirk Hinrich, G Sr. • 6-3 • 190 • Sioux City, IA				
11	Aaron Miles, G So. • 6-1 • 175 • Portland, OR				
20	Stephen Vinson, G Fr. • 6-2 • 185 • Lawrence, KS				
23	Wayne Simien, F So. • 6-9 • 255 • Leavenworth, KS				
25	Michael Lee, G So. • 6-3 • 215 • Portland, OR				
33	Bryant Nash, F Jr. • 6-6 • 205 • Carrollton, TX				
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, CA				

2003 Results Won 30, Lost 7

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



MARK BEDDICS
PURDUE



MARK BEDDICS
PURDUE

AGENDA
Sports Information Contacts Meeting
Specific NCAA Championship

Site of Meeting	Day and Date
1. Introductions and contact information. <ul style="list-style-type: none">a. NCAA Media Coordinator.b. Other NCAA staff.c. Host media coordinator.d. Rest of media coordination staff.e. Other introductions.	
2. Television (if being covered by ESPN, CBS, CBS College Sports, etc.) <ul style="list-style-type: none">a. Contact information/ crew and talent assignments.b. Interview requests/access.c. Pre-Game timing.d. Practice day interviews.e. Postgame interviews.f. Additional requests.	
3. Media areas at the venue. <ul style="list-style-type: none">a. Media coordination work area.b. Media work room.c. Interview room.d. Pregame meals/hospitality area.e. Locker rooms.f. Specific sport committee room.	
4. News Conferences. <ul style="list-style-type: none">a. Attendance.b. Cooling-off period.c. Format.d. Locker rooms.	
5. Questions.	

- **Guidelines for Credentialing:**

- **Criteria for Media Credentials.** A "media agency" for purposes of these criteria shall mean a daily or weekly publication, cable system, radio or television station and network requiring immediate news coverage. "Immediate news coverage" for purposes of these criteria shall mean that the editorial, audio and/or visual deadline for the tournament action being documented occurs no later than 48 hours after the competition at the site has been completed.
- 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 to the working media in accordance with the following priorities:
- Individuals, certified by the director of athletics and/or the sports information director of each participating institution, who will represent specific campus-related publications and departments.
- A media agency in the geographic area and/or locale of a participating institution that has staffed its games on a regular basis throughout the season.
- A media agency in the geographic area of the host city if the event is being held at a neutral site.
- A representative of a national newspaper (e.g. with circulation greater than 60,000)
- 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.
- Space permitting, representatives of other weekly, specialty or college newspapers of the host or participating teams or magazines, telephone reporting services and AM/FM radio or public/commercial television stations.
- **Criteria for Photography Credentials.** Subject to limitations of space, photography credentials shall be assigned in accordance with the following priorities:
- A photographer, certified by the director of athletics and/or the sports information director of each participating institution, who will represent campus-related publications and departments.
- A newspaper photographer from the locale of a participating institution that has regularly staffed its games throughout the season.
- A photographer from a media agency in the geographic area of the host city if the event is being held at a neutral site.
- A photographer from a media outlet that covers the collegiate sport regularly on a national basis.
- An individual or crew designated by a national television network or cable system that originates daily

sports news programs.

- Television videographers should be credentialed on the same basis as newspaper photographers. However, if television rights have been granted to a specific entity than the television videographers are bound by strict taping rules (see News Film and video-cam section for more information).
- **Criteria for Internet Credentials.** Subject to limitations of space, internet credentials shall be assigned in accordance with the following priorities:
 - An online entity may receive a credential only if its own staff writes an overwhelming percentage of that site's material.
 - The official Web site 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.
 - Credentials shall not be issued to representatives of professional sports organizations, not to telephone reporting services, nor to obligations normally identified as "tout sheets," not 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.