

# CHAMPIONSHIP CONDUCT POLICIES

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## FACILITIES

If an institution has serious objection to playing at another member's facility because of safety concerns, the issue will be referred to the Executive Committee. The Executive Committee is charged with making a determination and following up with the issue.

## COMPETITIVE POLICY

Teams or individuals who qualify for BIG EAST Championship competition are required to participate in the respective championship event or events.

## SITES/DATES

Sites and dates for championships are determined by the SWAs. Recommendations by coaches groups and sport committees are taken into consideration, particularly regarding condition of facilities.

Approval of sites is done in advance on a two-year cycle.

If an adjustment in the date or site becomes necessary, the host institution is required to notify the Conference staff immediately so that the SWAs may make the appropriate change.

## TICKETS

At championships where admission is charged, BIG EAST students are admitted free whenever possible as determined on a case-by-case basis. Decisions regarding admission ticket prices are made by the Conference staff with consideration to the policy normally practiced at the host institution.

## CONFERENCE STAFF DUTIES

1. Review, approve and finalize budget submitted by the host institution within 10-12 days after receipt.
2. Conduct at least one meeting on site or via conference call with those involved in hosting the championship. If the host school and/or the Conference staff feel that more than one meeting is necessary, appropriate arrangements are made. The necessity for this meeting may be waived if a championship has been conducted by the same personnel at a site for a number of years.
3. Approve hotel selections and make all banquet and meeting room arrangements.
4. Mail information to all institutions regarding championship 4-5 weeks prior to the event.
5. Work with host school's championship manager to ensure all facilities, personnel, etc. are appropriate and prepared for the event.
6. Order all awards and gifts for the championship. Deliver awards to site.
7. Produce a pre-championship press release and championship program, when applicable.
8. Coordinate sports information duties with host SID office.
9. The Conference will secure the services of an official photographer at its league championships to capture images of the event and from the banquet, if applicable. (*see next page Internet Photostore*)
10. Work with host championship manager and his/her staff in handling any on-site problems during conduct of the event.

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## MEMBER INSTITUTIONS

1. Each institution is responsible for confirming the travel/lodging arrangements for its team. Travel arrangements are to be made so that the team and coaches are present for all events associated with the championship.
2. If a headquarters hotel is chosen for a championship, teams MUST reside at that specific hotel. If a headquarters hotel is not selected, teams may reside at a hotel of their choice.
3. Head coaches are responsible for the behavior of their team members while they are attending a championship.

## HOST INSTITUTION

1. Upon request by the Conference staff, submit tentative budget to Associate Commissioner for Olympic Sports three months prior to the championship for all costs which will be incurred by the host institution for the conduct of the championship (i.e., staffing, printing of tickets, promotional materials, etc.).
2. Work with the Associate Commissioner for Olympic Sports to ensure all facilities and appropriate equipment are prepared for the event.
3. Hire all personnel necessary for the conduct of the championship.
4. Have the Sports Information Director work with the Conference communications staff in coordinating publicity and the reporting of results during/after the event.
5. Work with the on site Conference staff to ensure that the championship is conducted appropriately.
6. Submit financial report and comments regarding the championship (i.e., problems, suggestions) to Associate Commissioner for Olympic Sports within one month after the event.

## HOST SPORTS INFORMATION DIRECTOR

1. Advance Publicity: Include championship dates prominently in weekly releases to keep media informed as championship approaches. The Conference staff is responsible for a pre-championship press release. Host SID also may produce a special release. Include dates, times, bracket information if applicable, admission/ticket information, etc.
2. Press Conference: If media interest warrants, the host SID may arrange for a pre-championship press conference at the site, with approval from the Conference staff.
3. Credentials: Credentials are printed and coordinated by the Conference staff. Media may request credentials directly through the Conference staff or participating SIDs may submit a list of their media covering the championship.

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## HOST SPORTS INFORMATION DIRECTOR *continued*

4. Telephone: Host SID should have a press row phone at the event and make this number available to other SIDs and media, if necessary.
5. Photography: The Conference staff will contract a local photographer to attend the championship banquet and championship competition. Expenses for championship event photography - for film, processing, on-site work and prints - are budgeted by the Conference. The Conference staff will also offer participating schools the opportunity to purchase photographs from the photographer.
6. Work Area Press Box: Regardless of whether the championship is on campus, there should be a work area accessible to SIDs and media. Area should have telephone lines, electrical power, internet access, table/chairs, etc. Due to media demand, extra phone lines may need to be installed in the media workroom at Conference expense and with Conference staff approval. Make arrangements to have copying equipment, FAX machines, etc., at the championship site. Press box should be equipped to handle live broadcasts. Only credentialed media and staff will be allowed in the press box.
7. Interview Area: Depending upon media attendance, it may be necessary to have a post-game interview area separate from the media/SID work area. Host SID and staff are responsible for coordinating interviews upon request.
8. Results: Host SID should work with the Conference staff to arrange the distribution of results to proper media outlets at the conclusion of competition each day of the championship. Results are available on the Conference's internet site ([www.bigeast.org](http://www.bigeast.org)) at the completion of each day of the event.
9. Staffing: The Conference will be responsible for payment of additional staff members when necessary, but the host institution may be required to help locate and coordinate additional staff.

## HOST CHAMPIONSHIP MANAGER DUTIES

The host championship manager works with the BIG EAST administrator(s) relative to remaining within budgetary guidelines, making on-site arrangements for conduct of the championship and determining facility and hotel accommodations.

The host championship manager is also responsible for directing the Conference staff regarding the awarding of the stipend among personnel at the host institution. Stipends are not issued until the host championship manager has completed all follow-up duties as determined by the Conference staff (i.e., financial report, final results, photography, etc.).