

INDEX OF SECTION

<u>30-Minute Rule</u>
<u>Audio/Video Distribution</u>
<u>Mult Box How To</u>
<u>Broadcast Announcer Audio</u>
<u>Camera Platform</u>
<u>Credentials</u>
<u>Feeds</u>
<u>Hand-Held Microphones</u>
<u>Interview Schedule</u>
<u>Natural Audio</u>
<u>NCAA Media Coordinator</u>
<u>Satellite Coordinates</u>
<u>Institution Videographer (Nonscouting).</u>
<u>News Videographer Access.</u>

30-Minute Rule. For championships where exclusive television rights have been given no television station other than the NCAA, the broadcast entity may broadcast live reports from the site of the competition from 30 minutes prior to the game until the broadcast entity has left the air. The site of competition includes the arena proper, concourses or hallways, and the interview, working press and locker rooms. All videotape cameras and recorders must leave the site of competition.

Audio/Video Distribution. The NCAA and its contracted primary broadcast entity shall be the only entities permitted to record an NCAA championship when exclusive television rights have been granted. All other media must utilize the network provided mult box for highlights. Exceptions to this are when the primary broadcast entity is not covering an event in an individual team championship. ENG crews may be permitted to shoot action. Usage guidelines still apply. Media entities must provide their own audio/video connectors.

NCAA Championship (Mult Box How To). NCAA Broadcast policy does not allow on site broadcast networks to make copies of NCAA championships games for teams even though, during the regular season and during conference tournaments this is process is permitted but not governed by the NCAA. At all NCAA championships, the NCAA National Office and Broadcast policy is to not allow CBS/ESPN/CBS College Sports to make or give copies of games to teams. All schools who wish to obtain footage on site must record their own footage via the network supplied broadcast mult box feed. If you wish to hook up a recording device (e.g. DVD burner, VCR, BETA, AVID, etc.) to the mult box, please follow these instructions. In order to hook up most VCR's (or recording devices) into a Broadcast mult box (audio and video) you will need to have the following cables and connectors for each single VCR.

1. RCA to RCA 3 color cable (6 feet long).
2. VIDEO connector (BNC male to RCA female).
3. AUDIO connectors (XLR female to RCA female).



You can purchase these at most electronic stores. The VIDEO connector is the smaller item on the left. The AUDIO connectors are the two bigger items on the right side of the picture. The normal "consumer twist on cable" that most people use to hook a VCR into the cable jack on the wall, will not work with the mult box! Other helpful tips:

1. Label your VCR (PROPERTY OF UNIVERSITY OF XXX).
2. Label your tapes (TEAM A vs. TEAM B, DATE, 1ST ROUND, TEAM C COPY).
3. Bring your remote control and fresh batteries.
4. Arrive at least three (3) hours before the first game of the session to get it properly hooked up. Your best bet is to ask for assistance from the network on site operations manager or truck EIC assistant. The earlier you arrive the better.

All schools who wish to obtain footage must fill out the online footage request form after the event (www.NCAA.com/broadcast).

Live Video and Audio Highlights. For selected championships, the NCAA or its designate will provide an audio and video feed in the media interview room or in close proximity to the broadcast entity's production truck. Television and radio stations may access and record game highlights. No game highlights may be aired under any circumstances until after live coverage of the championship has concluded.

Broadcast Announcer Audio. No announcer commentary may be used from any NCAA championship broadcast without the prior permission of the producing broadcast entity.

Camera Platform. The venue shall provide stable platform staging for two cameras, eight-feet by four-feet and the same height as the press conference dais not closer than 30 feet from the dais. The venue shall provide enough tables and chairs for the press conference participants on the dais in front of the camera platform.

Credentials. Credentials can be applied for all NCAA championships at ncaa.com/media.

Feeds. At selected championships, the NCAA will provide audio and video feeds of the news conferences and game "ambiance" audio to radio network announce positions. The selected championships are Division I Men's Ice Hockey, Men's And Women's College World Series, Division I Women's Basketball Regionals, Women's Final Four, and all Division I Men's Basketball games. The NCAA reserves the right to provide an audio/video feed for any press conferences at any additional championship it selects.

Hand-Held Microphones. At selected press conferences, the NCAA will supply hand-held microphones during these news conferences to permit the satellite audience to hear the questions being asked. The audio/visual production entity will identify two individuals to perform this task.

Interview Schedule. The NCAA media coordinator and the institution's sports information contact will determine the postgame interview schedule.

NCAA Interview Policies.

Halftime or Intermission Interviews. If requested by the broadcast entity, coaches from the game being played shall participate in an interview. One interview will be conducted prior to going into the locker room at intermission and the second will be conducted prior to the resumption of play.

Post Game. A 10-minute cooling-off period has been set aside for each coach to be with the student-athletes in the locker room after each game. The coach and student-athletes must report to the interview room after the cooling-off period ends. A coach may shorten the cooling-off period, but may not extend it.

For all games, the period begins when the coach enters the locker room after the game. The NCAA media coordinator should limit the time that teams wait in the holding area, keeping them in the locker room until the first team is nearly finished in the interview room.

Additional Interviews. These will be conducted at the discretion of the broadcast entity and participating institutions.

Obligation of Coach. Regardless of any personal regular-season radio or television contracts, the coach is first obligated to the entire media staffing the championship and must report to the interview room immediately after the cooling-off period ends. After fulfilling this commitment to the media staffing the championship, the coach and student-athletes may participate in other interviews.

The coach cannot delay a post-game interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview by television rights-holder or the radio network as noted

herein.

Participating Student-Athletes. The institution's sports information contact, working with the head coach and a designated media coordinator, shall designate a minimum of two student-athletes to participate in the postgame news conference. Primary consideration will be given to student-athletes who had the biggest impact on the game.

Television and Radio Rights-Holders. If requested, the winning coach, losing coach and winning student-athletes shall grant post-game interviews, not to exceed four minutes, to the television rights-holder and/or Westwood One provided the networks are still providing live coverage from the venue. The NCAA media coordinator will be responsible for terminating the four-minute interview period, not the television or radio network.

Coaches and student-athletes who are not being interviewed may conduct interviews with the institution's radio network during the four-minute period.

The television rights-holder will have the first choice of individuals to interview, then Westwood One, then the institution's network.

The networks cannot inordinately delay the coaches' and student-athletes' return to the locker room. If the networks are not prepared to conduct live interviews immediately, it will be necessary for the interviews to be taped. The interview with the losing coach should be conducted off the court, near the locker room.

Natural Audio. For the Men's and Women's Final Four, Division I Women's Basketball Regionals and the College World Series, the NCAA will provide feeds of crowd noise (international sound) and audio from postgame news conferences to designated radio broadcast locations.

NCAA Media Coordinator. The NCAA media coordinator or delegate is the primary contact for media related questions.

Satellite Coordinates. Satellite coordinates for the Division I Men's Basketball Championship, Division I Women's Basketball Regionals, Division I Women's Final Four, Men's Frozen Four and the Men's College World Series championships press conference news feeds will be posted on www.ncaa.com/media in a timely fashion. The satellite coordinates will be available in Eastern Standard Time and will include downlink and audio frequencies as well as a trouble number.

Statistics Reporting. In an effort to use uniformity in the language in the championship hosting manual, please use the following language in your championship host manuals for the sections regarding statistics requests. If you have different language in your manual(s), please replace it with the appropriate language below.

Regional/championship sites that use Stat Crew programs (m/w volleyball, m/w soccer, field hockey, football, m/w basketball, m/w ice hockey, baseball, softball, m/w lacrosse):

“All host sites should use Stat Crew programs to submit statistics for the contests. At the end of each game of day of competition, a packed file from each regional/championship contest must be sent to J.D. Hamilton (jhamilton@ncaa.org) and Kevin Buerge (kbuerge@ncaa.org) at the NCAA national office. These files should be sent immediately following each contest or day of competition.”

Note: The packed file for each program that is used for each different sport has a different extension. Please checked with J.D. or I for that extension as it will go immediately after “a packed file” in the second sentence.

Regional/championship sites that do not use Stat Crew programs (m/w cross country, m/w water polo, bowling, fencing, m/w gymnastics, rifle, skiing, m/w swimming & diving, m/w indoor track & field, wrestling, m/w golf, rowing, m/w tennis, m/w outdoor track & field):

“At the end of each day of competition at the championship, an electronic copy of the results for all regional/championship competition must be sent to J.D. Hamilton (jhamilton@ncaa.org) and Kevin Buerge (kbuerge@ncaa.org) at the NCAA national office. A complete set of results should also be sent immediately following the end of the competition as well.”

Videographer Access

- A. Institutional (Nonscouting).** The NCAA championship institutional videographer policy is intended to protect the broadcast rights sold to the NCAA network partners, while providing NCAA institutions the ability to capture and use championship footage.

- B. Local News.** For nontelevised championships, all cameras granted access must shoot from a designated area determined by the championship’s media coordinator.

For certain NCAA championships, exclusivity will be granted. For those championships, the NCAA and/or exclusive broadcast partners will be the only entities authorized to use ENG cameras to record action in the playing area during the competition. The NCAA and/or exclusive broadcast partners have no time restrictions except when the area is closed for team practices or other activities designated by the sports committee. All other media outlets requesting championship video must take a feed from the exclusive broadcast partner production truck and may not air any highlights until the championship has gone off the air.