



National Invitational Volleyball Championship

2017 Handbook

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Important Dates

- Selection: November 26
- Rounds 1 & 2: November 28-30 & December 1
- Round 3: December 1-3
- Round 4 : December 4-6
- Semifinals: December 7-9
- Championship – Tuesday, December 12, 7 p.m. ET (ESPN 3)

Tournament History

The 2017 Postseason National Invitational Volleyball Championship features 64 teams in a single-elimination championship format. The tournament is in its first year under Triple Crown Sports after rebirth. The Postseason NIVC originated in 1989 with 20 teams playing for a postseason crown. The event continued in this format until 1996 when it was dropped due to the NCAA expanding its field of teams to 64. The mission of this event is the same as in 1989 – to give deserving teams a quality opportunity to play exciting games for a postseason title.

Tournament Format

The 2017 Postseason National Invitational Volleyball Championship is an annual event for women's NCAA Division I volleyball involving 64 women's teams in a single elimination format. All NIVC games are played at the home facility or an acceptable alternate facility of participating schools.

Tournament Jurisdiction

The 2017 Postseason National Invitational Volleyball Championship is operated, supervised and directed by Triple Crown Sports, a sports event company based in Fort Collins, Colo.

Liability

Neither party to this agreement shall be held responsible for personal injury or property damage or other loss except resulting from its own negligence and/or willful misconduct, or the negligence of anyone within its control.

Selection and Bracketing Process

The NIVC committee uses three stages in this order to implement the final bracket: 1) Select teams; 2) Group teams according to team strength and geographical location; and 3) Bracket the selected teams.

Selection Procedures/Selection Day

The NIVC committee will choose 64 teams for the Postseason NIVC. The field will consist of 32 automatic berths – one for each established conference – and 32 at-large teams. The intention of the NIVC Selection Committee is to select the 32 best available at-large teams in the nation, regardless of conference affiliation or geographical location.

The field will be announced late Sunday, November 26. All information will be disseminated via the website at www.womensnivc.com that night, after the NCAA bracket is announced.

Selecting Teams: Automatic Berths

Thirty-two (32) spots in the Postseason NIVC will be filled automatically by the best team available in each of the nation's 32 conferences, after the NCAA Tournament committee makes its picks.

1. A team that is offered an automatic berth by the NIVC shall be the team that is a.) the highest-finishing team in its conference's regular-season standings, and b.) is then not selected for the NCAA Tournament. For the automatic qualifying berth, the NIVC believes that a team's conference record is a more fair comparison among teams within their own conference, and that the conference record should preempt overall records among teams from the same conference. The automatic qualifying team is rewarded with the AQ spot for its conference play.
2. Should a conference's automatic qualifier team decline the NIVC invitation, then the conference forfeits its AQ spot and that berth goes into the NIVC at-large pool.
3. In the event of a tie among teams under consideration for the NIVC automatic berth, the NIVC will abide by conference bylaws that have been set up specifically to address a tiebreaking situation in that specific conference.
4. In the event of a tie among teams with identical conference records and there are no specific conference bylaws to address it, the NIVC will recognize the conference tiebreaker, and select the team with the best seed for its conference tournament.
5. Multiple-division conferences receive one NIVC automatic berth. The qualifying process is the same as that for single-division conferences. However, if a conference designates more than one top seed (i.e. a No. 1 seed for each division), then the conference office shall determine, before its conference tournament begins, a seeding order for NIVC purposes.

Selecting Teams: At-large Berths

The remaining 32 team slots in the Postseason NIVC will be filled by the top teams available. Any team from a Division I conference, or a Division I independent team, shall be considered. Any team with an NCAA RPI of 90 or better is automatically in the NIVC as an At-large team, regardless of overall record. Anyone with an RPI of 91 or higher must have an overall record of .500 or better to be considered. Overall record includes conference tournament matches.

1. The NIVC committee will utilize several factors to select the final teams after 90 RPI for the At-large berths: the NCAA RPI; Pablo rankings, Nitty-Gritty; Massey rankings; last-10 matches; injuries and effects throughout the season; key wins and key losses.
2. Factors that will not be taken into consideration at any time during team selection are host bids, location of school, attendance history, NIVC history, ability to host, etc.

Tiered Grouping Procedures

The Process

After the NIVC committee chooses the 64 teams adhering to the above-mentioned selection process, the teams will be grouped into tiers. The system is used to establish teams' strengths to assist in the bracketing process.

The committee groups the 64 teams using a combination of tools, including the ranking systems and other criteria listed in the selection process.

These tiers are a general grouping of what is considered a distribution of the field strength.

The Bracket Process

Bracket guidelines

1. The committee makes every attempt to distribute the top schools evenly across the bracket.
2. First-round pairings will be determined initially on team strength (i.e. a top tier team plays a bottom tier team; a middle tier team plays a middle tier team) and then may be adjusted with consideration to school location, conference, and prior meetings among teams, among other factors. See below for details.
3. The bracket will follow a similar philosophy as the NCAA Tournament bracket, with emphasis given to geographical pairings.
4. Teams from the same conference will not meet in the first or second round, if possible.
5. Rematches of regular-season games shall be avoided, if possible, in the first round.
6. Some pairings are dictated by schools' ability to host. For example, two schools that cannot host will not be paired with each other.
7. Factors can preclude teams from being placed in their natural tiered grouping when it comes to bracketing. These factors include travel constraints, school location, facility availability, lodging constraints, previous games against NIVC opponents, etc.
8. The committee strives to achieve competitive balance within each quadrant of the bracket, as well as to try to limit teams' travel and missed school days.

Host Site Selection

Site selection for all tournament matches is the sole authority and decision of the NIVC.

Schools wishing to host

1. A host budget form is required of all institutions that desire to host tournament matches.
2. The host budget form is an Excel spreadsheet budget detailing game gate receipts and expenses. It must be filled out by an athletic department official with signing authority, and faxed or emailed to the NIVC.
3. Initial budget forms are not considered last and final.
4. Improved, refined budget forms may be submitted at any time prior to the announcement of the site selection for each round.

Factors in Host Site Selection

Determination of host sites shall be based upon several factors, among other criteria that the NIVC committee deems relevant:

- Attendance history (actual earlier round game attendance can be used in evaluating later round game sites)
- Host guaranteed amount/budget form
- Team travel expenses to a site/hotel availability
- Strength of teams
- Exciting women's volleyball atmosphere
- Honoring all event sponsor signage commitments (including scorer's table, floor, baskets, team seatbacks, etc.)
- Availability and size of facility
- Game expenses associated with using the facility
- Ticket prices
- Gate revenue potential above host guarantee
- Host school's ability to release TV rights to NIVC
- School's commitment to hosting more rounds in the tournament
- School vacation periods
- Other local events occurring at the same time
- TV appeal/presence/expenses/revenues

Host Institution

1. The NIVC will select participating institutions to use their home playing facility or an acceptable alternative facility for any and all tournament matches.
2. Selected institution agrees to act as host for the contest.
3. It is understood that the NIVC shall have no control over the personnel or the facility used by the institution in performing its duties in the production of the match.
4. As host, an institution is responsible for all activities normally associated with promoting and producing a college tournament volleyball match of this type.
5. The NIVC agrees to compensate each host as detailed in the host budget forms.
6. The host school agrees to compensate the NIVC a previously determined minimum guaranteed amount or a percentage of net gate receipts, whichever is greater.

Host Revenue Guarantee

An institution shall submit a host budget which is a financial guarantee to the NIVC. All rounds require a minimum guarantee for hosting and are detailed below. (Rounds 1 and 2 are combined on this form).

The host school shall guarantee the NIVC a percentage of net game revenue, which varies according to net game revenue amount. If the host school does not meet its revenue budget, the host school still guarantees the NIVC the guaranteed amount on the budget form.

- If the host school exceeds \$30,000 in net match revenue then the NIVC and host university split the revenue 55% (NIVC) and 45% (Host School).
- If the host school makes less than \$30,000 in net match revenue then the NIVC and host university split the revenue 85% (NIVC) and 15% (Host School).
- No matter what the net revenue is, all host schools are guaranteed to pay the NIVC the original guaranteed amount on the game host budget form, at the minimum.

Minimum Guarantees by Round:

- a. Round 1 & 2 Guarantee: \$7,500 (Combined total for both rounds)
- b. Round 3 Guarantee: \$8,000
- c. Round 4 Guarantee: \$8,000
- d. Semifinal Round Guarantee: \$10,000
- e. Championship Round Guarantee: \$12,000

Match Revenue Disbursement Responsibilities

1. A complete disclosure is required for all revenues collected and expenses claimed for each round on the Host Game Budget Summary form.
2. The NIVC will provide the requisite revenue/expense forms to the host institution.
3. Expenses contained in host budget expense forms that are not approved prior to the match by the NIVC will not be honored.
4. An initial revenue disbursement is required within five (5) days from the completion of the tournament. This amount shall be the full amount of the host budget guarantee.
5. The remainder of any additional net proceeds from a match must be received by the NIVC within thirty (30) days after the day of the game. All checks should be made payable to Triple Crown Sports.
6. A penalty charge of one (1) percent per month may be charged against an institution's share for any payments made after 30 days.

Facility and Equipment Responsibilities of the Host School

1. Provide the appropriate facilities and equipment necessary to conduct a collegiate volleyball match in accordance with NCAA regulations. This is to cover equipment and facilities necessary for the teams, game officials, fans, and members of the media.
2. Provide priority status for the scheduling of practice times in the game facility for the visiting team. Practice times must be at a reasonable hour. A team will not be required to start a practice session later than 9 p.m. on days prior to a tournament game. The visiting team will be given equal practice time and court advantage as given to the host team.
3. All efforts should be made by the host school to provide practice on the game floor for both teams the day of the match. However, this is not required.
4. Provide adequate liability insurance coverage for an event of this type.
5. Provide adequate security for crowd control which shall include adequate police and fire protection as required by local and state ordinances. Additionally, a trainer shall be present at courtside during all tournament matches.
6. Host schools are not required to have CRS (Challenge Review System) in order to host. If schools have the CSR capability they can use it during matches at their university.

Ticket Responsibilities

1. School shall provide for the printing and sale of game tickets along with proper accounting of all ticket sales.
2. All tickets should go on sale as early as possible.
3. Ticket allocation for the visiting team shall be no less than ten (10) percent of the total number of tickets to be sold and must represent a fair distribution of quality locations. A smaller disbursement of tickets may be allowed if the NIVC director agrees.
4. Tickets must be made available for sponsors and advertisers at the request of the NIVC. These tickets must be in a quality location and are not to be charged as income for the host site. The NIVC may request up to five hundred (500) for local sponsorship commitments and fifty (50) for national sponsorship. Host institutions will be notified to the number of tickets to be made available. If host institutions are not notified by 48 hours prior to the match, these tickets are released to the school.
5. Space for NIVC tournament personnel shall be provided at either the press table or score table.
6. The NIVC may authorize the exchange of game tickets for media and/or other game promotion activities. These tickets shall not be charged as income for the host site.
7. The NIVC may at its discretion elect to utilize up to 500 of the least utilized seats in the facility for special game promotions. These tickets may be offered at a discounted rate in a large block as a component of a promotion package. Revenue credit for the host institution shall be 15% of the regular face value of the ticket with the credit not to exceed 50% of the cash received from the sponsor. Should no cash be involved then no credit will be allowed.

Complementary Tickets

Each competing team may request up to forty (40) complementary tickets for use by friends and family of coaches, players, etc.

Ticket Prices

1. Ticket pricing must be approved by the NIVC. Established ticket pricing at each host site will be reviewed and taken into consideration.
2. When a host school submits a host budget form, it should provide details of various ticket pricing levels. Once those ticket prices are submitted to the NIVC, no changes may be made to the ticket prices without prior approval of the NIVC.
3. For Rounds 1 & 2, host schools have flexibility in setting their ticket prices for individuals and groups. Free tickets may be given away only in Round 1 & 2.
4. Starting no later than Round 3, prices shall be a minimum of \$1.00 premium over regular season ticket prices. Prices shall be a minimum of \$4.00 for students (student tickets can be free in Round 1 & 2), \$5.00 for general admission, and \$6.00 for reserved. Rates for other special tickets such as group packages, etc. may be set with the approval of the NIVC.
5. Semifinal Round 5 minimum ticket pricing shall be \$5.00 for students, \$7.00 for general admission, and \$9.00 for reserved.
6. Championship game ticket pricing will, at minimum, have a \$2.00 premium over regular season ticket prices at the host school. Minimum ticket pricing shall be \$6.00 for students, \$8.00 for general admission, and \$10.00 for reserved.

Host Compensation

In return for taking on the responsibilities detailed in this handbook and after meeting the host guarantee, the NIVC agrees to compensate the host institution fifteen (15) percent of that school's net game receipts. Net game receipts is defined as gross game revenue less authorized game expenses.

Gross Match Revenue

Gross game revenue is money received from the sale of admission tickets for tournament games and matches sponsorship revenue secured by the host institution.

Match Expenses

Game expenses are costs directly related to the administration and production of a tournament game. Expenses not included in the original budget form submitted to the NIVC are not allowed, unless the school receives written approval from the NIVC. Specifically, game expenses shall include the following:

1. Printing and selling of game tickets
2. Game officials' fees and travel expenses
3. Scorekeeper, timers, statisticians, etc.
4. Security and ushers
5. Printing of tournament related materials

6. Promotional and marketing activities pre-approved by the NIVC

Exclusions

Items that are not to be included as game expenses are:

1. Purchases of any permanent equipment
2. Rental Charge for use of a host's home court regardless of the facility's location
3. Any fee or bonus payment to members of the athletic department staff
4. Payment for parking personnel if any revenue is collected for game parking.
5. Gifts for the home or visiting team
6. Food or other items purchased for the benefit of school sponsors or game staff
7. Costs associated with the use of the facility and equipment, such as scoreboards, advertising signage, or videoboards

Parking and Concessions

All revenues from concessions and parking may be retained by each host institution. If revenue is collected from concessions or parking, then no expenses related to these items may be passed on to the NIVC or the tournament. The NIVC does not restrict the sale of alcohol.

Programs and Tournament Merchandise

A percentage of commission received from the sale of tournament merchandise on-site under contract with the NIVC may be retained by each host institution. A commission of twenty (20) percent of net sales (gross sales less sales tax) will be paid to the host institution for handling the on-site sales merchandise directly from the NIVC.

For all rounds, the host school may print and/or sell programs at their discretion, and keep all revenue.

A host school may sell its own merchandise, with no commission returned to the NIVC. If a school chooses to sell merchandise with any reference to the NIVC on it, the school must pay the NIVC a commission of 7% of gross sales.

Travel

General Information

1. Teams must make air and hotel reservations through the NIVC travel partners (details are below). Teams make their own bus reservations.
2. The NIVC assumes the financial risk for all traveling teams. For example, a team pays the first \$15,000 of its travel expenses (air, hotel, bus, allotted per diem) during the tournament and the NIVC reimburses the team for all expenses above that level. It does not matter how many matches that includes; once the \$15,000 has been met, the reimbursement kicks in and covers the entire tournament.
3. Participating schools pay up front for their travel expenses, and then are reimbursed according to the guidelines below.
4. Teams should file for reimbursement upon conclusion of their games in the NIVC.

- All teams should be prepared to immediately travel once the Postseason NIVC field is announced on Selection Night. Teams should pack for two matches, due to the quick turnaround required at times and an inability to return to campus between games.

Travel Party

- Expense reimbursement is based on a maximum travel party of eighteen (18) people for all rounds.
- No reimbursement is allowed for expenses incurred more than the day prior to or more than the day following a tournament game, unless approved by the NIVC.

Travel Reimbursement for Airfare, Ground Transportation, Lodging, & Per Diem

- The traveling school pays the first \$15,000 incurred in air/bus/hotel/allotted per diem expenses for its entire tournament travel; then pays 0% of any amount above \$15,000 for the entire tournament. **The maximum out-of-pocket contribution by a participating school is fifteen thousand dollars (\$15,000.00) for the official travel party size of 18 individuals for the entire tournament.** Air travel is reimbursed at the best available commercial fare. Reimbursement for charter air transportation is only allowed if no commercial air space is available.
- Airline baggage fees are not included in reimbursable costs.
- Expenses for travelers over the party size of 18 are not eligible for reimbursement.
- The NIVC allocated a per diem amount of \$500 per team for each full day a team is away from home, while \$250 reimbursed for travel days. You will add this into your first \$15,000 travel expense.

Travel Arrangement Responsibilities

- All travel arrangements for **air transportation** and **lodging** must be made through the resources identified in this handbook in order for teams to be eligible to receive reimbursement for these expenses.
- All ground/bus arrangements are made by the traveling team.

Air Travel Arrangements

- All air travel arrangements must be made through Vista Travel. Please contact Peter Scocca II at: (Ph) 732-574-1100, ext. 118; (Fax) 732-388-2241; or (e-mail) peter@travelwithvista.com
- At least two weeks prior to the start of the NIVC, prospective teams should communicate with Vista Travel and email them the NIVC Team Travel Roster. Adjustments to names and details can be made before each round of travel by directly contacting Vista Travel.
- Following each round, Vista Travel is available to finalize air travel arrangements for schools having to travel to a next round site. This will ensure that a travel professional is available between rounds of the tournament when arrangements often are made late at night or on the weekend.

- It is necessary for teams to have a credit card available to pay for or at least guarantee travel arrangements up front.
- Air travel will be at the best available commercial fare and no allowance will be made for first class travel or charter flights, unless the NIVC deems that there are no commercial flights available.
- Institutions that fly should be prepared to have connecting flights, and/or split their travel party, and adjust departure and return times to allow for commercial travel.
- If a team decides to charter instead of fly commercially, the reimbursement will be calculated at a prorated amount for 18 people at the commercial fare. Vista Travel works with charter companies and will provide the best quote possible for a chartering team. Teams wishing to charter should contact Vista Travel as early as possible to talk about securing a charter plane in later rounds.

Lodging Arrangements

- All lodging arrangements must be made through Southwest Host Services. Please contact Lisa Dixon at: (Ph) 970-223-6665; or (e-mail) swhost@comcast.net.
- A headquarter hotel will be established for each host site. If a team wishes to use a different hotel, they must first contact Southwest Host Services and work through them, with final approval by the NIVC. The traveling team may be required to use the headquarter hotel or be responsible for a price variance.
- At least two weeks prior to the start of the NIVC, prospective teams should communicate with Southwest Host Services and email them the Team Rooming List form, including all contact information and a team credit card for guarantee purposes. Adjustments to names and details can be made before each round of travel directly with Southwest Host.
- It is necessary for teams to have a credit card available to pay for or at least guarantee hotel rooms up front.
- Lodging reimbursement is based on nine rooms of lodging, as included with air and ground transportation above. If the NIVC has negotiated a comp room for the team's head coach, then the NIVC will reimburse that team for eight rooms.

Ground Travel Arrangements

Schools should make their own arrangements for ground transportation to a game site or between the airport and a game site, and include that cost in the reimbursement package.

Filing for Reimbursement

- Once teams conclude their tournament play, all approved air, ground, lodging, and per diem expenses should be itemized on the Team Travel Reimbursement form. In order to be eligible for reimbursement for air, ground, lodging, and per diem teams must have used the services of Vista Travel and Southwest Host Services.
- Email or fax the reimbursement form with copies of invoices/receipts verifying air/bus/lodging expenses to NIVC Director Sean Hardy at sean@triplecrownsports.com or Jared Rudiger at jared@triplecrownsports.com. The fax number is 970-223-3636.

General Guidelines

Player Eligibility

A participating institution guarantees that all of its players are eligible at the time of the tournament, as defined by the NCAA and/or its member conference. Should an institution or any of its players be declared ineligible by an appropriate authorizing body (i.e. NCAA or conference, etc.), or be barred from appearing on television, the NIVC reserves the right to withdraw its invitation.

Playing Rules

Playing rules for all matches shall be the most current official NCAA regulations.

Official Ball

Host teams shall provide game-ready volleyballs for NIVC matches and practices.

Site Surveying

The NIVC reserves the right to administer spectator surveys at game sites. Any demographic information generated from surveys will be shared with the host institution.

Site Sampling

The NIVC retains the right to on-site sampling of products and/or services.

Marketing

For marketing purposes, the athletic department agrees to utilize its emailing lists to distribute tournament-only promotional material for the NIVC, if asked.

Match Film Exchange

Each team is required to make at least one game digitally available to the opposing team. NCAA guidelines must be followed. Failure to exchange game film as soon as possible could negatively affect hosting a NIVC match, or affect eligibility for travel reimbursement.

Postgame Press Conference

A postgame press conference shall be arranged by the host institution in an appropriate meeting area immediately after the teams' dressing rooms open. This should occur no more than 15 minutes after the head coach enters the dressing room for the team's postgame meeting. Each head coach will make himself or herself available to the media covering the tournament.

Media Accommodations

1. Seats at the press table shall be made available to the press working the game
2. Should seat availability be limited then priority should be given as indicated below:
3. Media who have regularly covered the team throughout the season
4. Working press from the immediate vicinity of the participating institutions
5. Working press representing all other locations

Credentials

Credentials are issued by the participating home school, and should include the NIVC logo if possible.

Timeouts

Each NIVC match shall adhere to the standard media timeout format.

All-Tournament Awards

The NIVC All-Tournament Team is voted on by media and NIVC personnel at the championship match. The Team is announced at the postgame ceremony at the championship game, and also posted on the website at www.womensnivc.com. The NIVC All-Tournament Team consists of seven players. At least one player will be from each of the semifinal losers and two players will come from each of the championship game teams. One more player will be designated as the Most Valuable Player from the tournament champions.

A team trophy ceremony will be conducted immediately following the championship game. The champion and runner-up trophies will be presented, as will the All-Tournament player trophies. The All-Tournament Team players on semifinal teams not present at the championship game will have their trophies sent to them following the tournament.

Band/Cheerleaders/Noisemakers

1. Cheerleaders - up to 20 admitted free (if in uniform).
2. Mascot(s) in costume admitted free.
3. For members of any other regular song or pep organization, admission is free for those members who are in uniform and are to perform during the game.
4. Pep Band of up to 40 members, each from the home and visiting schools, will be admitted free for all tournament games. Each member must be in uniform and/or with an instrument; otherwise a student ticket is required.
5. The band members of the visiting team shall be seated as close to the floor as possible after the host institution fulfills any commitments it may have to season ticket holders.
6. Home team bands shall not be seated adjacent to the visiting team bench. Cheerleaders and mascots from the two participating schools will alternate performances during timeouts.
7. The band and cheerleader liaisons are responsible for confirming the timeout performance schedule before the start of the match.
8. No air horns or other artificial noisemakers of any kind are allowed.

Pre-game Team Introductions

1. Host teams may follow their standard public address announcements and introductions that they do for regular-season home matches.
2. Host teams may conduct intermission contests, PA announcements, etc., as in the regular season, as well as use their video boards at their own expense.
3. All games and announcements must abide by quality sportsmanship values, and enhance the tournament experience for both teams.

Coach Responsibilities

Head coaches are required to attend the postgame news conference and speak to host and visiting media. Head coaches participating in games that are televised or Webcast by the NIVC or its broadcast partners are required to participate in pre-game and intermission interviews, if asked.

NIVC Rights

Sponsorship and Advertising

1. All rights to sell sponsorship and advertising for the event are held by the NIVC.
2. The NIVC may allow a host institution to sell single-game sponsorships, proceeds from which must be included as game revenue in the host budget form.
3. The rights to all or part of these event sponsorship and advertising rights may be sold by the NIVC to another party or agency with the money received being included in the tournament's gross receipts.

Television and Radio Rights

1. The NIVC reserves all television and radio rights for televising and broadcasting all NIVC matches.
2. This covers, but is not limited to, commercial and non-commercial broadcasts, all forms of cable or broadband broadcasts, either live or tape delayed, whole or in part.
3. Information on purchasing television rights is provided upon request.
4. Radio stations wishing to broadcast an NIVC match must fill out the Radio and Internet Rights form and or email it back to the NIVC prior to airing an NIVC match. Refer to the form for applicable rights fees.

Internet Rights

1. The NIVC holds all Internet broadcast rights for NIVC matches.
2. Schools that wish to air matches on the Internet may do so but will pay the NIVC \$100 for all rounds. The school will fill out the Radio and Internet Rights form and fax or email it back to the NIVC prior to an NIVC match.
3. No webcasting is allowed for the Championship.
4. The school shall give NIVC staff free access to its Internet broadcast.

5. The school is allowed to charge a subscription fee for the streaming and keeps all associated revenue.

Tournament Notes/Match Programs

1. The NIVC publishes tournament notes online at www.womensnivc.com for public download and school access. Each school should provide a link on their own website to the NIVC's notes.
2. Host school may print and distribute their own game programs for all of their home tournament matches, either for free or for their own profit.

Merchandise

1. The NIVC owns the rights to all tournament related merchandise at all NIVC matches.
2. Merchandise and material with NIVC references to be sold at these events must have prior approval of NIVC Director Sean Hardy. If a school chooses to sell merchandise with any reference to the NIVC on it, the school must pay the NIVC a commission of 7% of gross sales.
3. Host sites are allowed to sell their own school merchandise (as long as it does not include any reference to the NIVC) during NIVC games, with no compensation owed to the NIVC.
4. If the NIVC sends tournament merchandise to a school, the host school is required to provide staffing to handle event merchandise sales. Compensation from the NIVC to the host school shall amount to 20% of the net sales (gross sales less sales taxes).

Signage Display

1. Schools are required to display NIVC banners on the scorer's table and press table.
2. If the host school has an electronic courtside display, it may choose to display the words "National Invitational Volleyball Championship" or "Women's NIVC" or "NIVC" electronically throughout the match. For the first five rounds, the Women's NIVC signage can be interchanged with host school sponsors; however, the Women's NIVC signage must be visible for at least 50% of the entire pre-game, during-game, and post-game time. At the championship match, the electronic signage must be locked on the NIVC tournament name and logo signage for 100% of the time.
3. Schools are required to display NIVC decals on the volleyball court floor. The floor decals are produced by Shafer Display, which makes NCAA decals.
4. The NIVC reserves the rights to all signage display on the volleyball floor, scorer's table, press table, etc. for the purpose of displaying items for tournament sponsors and advertisers.
5. Beyond reserving space for the NIVC banners and floor decals, if the NIVC does not require other signage spaces, host schools may leave their normal arena signage in place for NIVC matches.

Match Official Information

Match Officials Assignment

1. Game Officials are assigned by PAVO Supervisor of Officials Marsha Alterman for the NIVC.
2. All Division I conferences may recommend officials to work NIVC matches.
3. Crews of R1 and R2 plus line judges will be utilized for all matches.
4. Prior to each match, host institutions will be provided with the officials' names. At the match, the host school should gather all information it needs to mail checks to each official following the match. (See "Payment to Officials" below.)

Officials' Tickets

Match officials may request directly from the host school up to two tickets each for the game they are officiating at no cost. They may not sell their tickets at any price.

Match Fee

1. The host institution shall compensate officials (R1, R2 and Line Judges) \$1,800 total per match in Rounds 1 and 2.
2. The host institution shall compensate officials (R1, R2, and Line Judges) \$700.00 total per match in Round 3.
3. The host institution shall compensate officials (R1, R2, and Line Judges) \$700.00 total per match in Round 4.
4. The host institution shall compensate officials (R1, R2, and Line Judges) \$850.00 total per match in the semifinal round.
5. The host institution shall compensate officials (R1, R2, and Line Judges) \$850.00 total per match in the Championship round.
6. Should a host institution compensate game officials for more than the approved compensation, the institution is responsible for this additional amount. This extra compensation is not an authorized expense for inclusion as a game expense.

Officials' Ground Transportation

1. Personal automobile usage will be reimbursed at \$1.07 per mile (one-way only). This is based on mileage from zip code to zip code through map quest.
2. For officials using air transportation to a game site, actual rental car expenses while at the site are reimbursed in full.

Officials' Air Travel

1. Officials should make all air transportation arrangements through Vista Travel. Contact Renee Schiess or Emma Manera at Vista Travel at 732-574-1100 (Renee ext.153 / email: Renee@travelwithvista.com or Emma ext. 151 / email: Emma@travelwithvista.com for air travel reservations).
2. Officials should use a credit card to pay Vista Travel for the airfare and ticketing fees, then apply for reimbursement of that actual amount from the school at which they

officiated. Reimbursement will be for actual airfare incurred and issued only if game officials use Vista Travel to book their flights.

Officials' Lodging/Per Diem

1. Game officials should contact Julie Dawson at Southwest Host Services at 304-757-3307 or by e-mail at jtruslow_swhost@yahoo.com to make lodging arrangements.
2. Reimbursement for lodging can be denied if hotel arrangements are not made through Southwest Host Services.
3. Otherwise, actual lodging expenses will be reimbursed in full.
4. The officials will be paid \$50.00 per overnight stay.

Payment to Officials

1. The host institution should mail the game fee check and any applicable travel reimbursement check to each official following the match.
2. Any site requiring a "stand by" official (bench official) will pay that individual.
3. Officials shall be reimbursed for actual costs of their air, ground and lodging expenses.
4. Officials should turn in the NIVC Game Official Expense form with verifying receipts to the host school on the day of the match or as soon as possible thereafter.
5. The host school shall reimburse each official for their travel expenses, and reflect that expense on their host budget form for that match.