

EMPIRE 8 CONFERENCE CHAMPIONSHIP HOST POLICIES

The following is a guide for conference members that are selected to host conference championship events. The host institution is responsible for administering all aspects of the championship with the exception of awards. The conference commissioner and associate commissioner should be informed of the plans on an ongoing basis. Make sure to keep in communication with the conference office regarding tournament arrangements and copy Chuck and Janelle on any relevant e-mails, faxes or mailings. The commissioner or associate will be present at each championship site for the purpose of reviewing the conduct of the championship, handling protests, present awards, if applicable - facilitate the sport committee meeting, if available. If a representative from the conference office cannot attend, the Commissioner will appoint an individual to handle such duties.

All-Tournament Team Selection

Please refer to each sport's respective policies in reference to whether or not a sport selects an all-tournament team and how the selection process will occur. A list of sports that select AT teams and the process for those selections can be found on the Empire 8 Administration site under Championships Information.

Awards

At the conclusion of the championship the awards will be presented by the Empire 8 Commissioner or Associate Commissioner. If neither are able to be on site the Director of Athletics of the host institution or their designee will present the awards. If an administrator from the championship team is also on site they are invited to assist in issuing the awards. A general awards script is available on the Empire 8 admin site and can be adjusted to each sport as needed. We ask that the host sports information arrange for photos of the awards presentation and photos be forwarded to the conference office at the completion of the event. The host should arrange to have a skirted table on site to be used for the presentation.

Banners/Flags

The Empire 8 has provided each institution with one "Championship Banner." This banner should be posted on site in an area of high visibility. If an institution needs more than one banner in the event they are or potentially maybe running simultaneous championships they must purchase the banner at their expense. If a banner is lost or stolen the institution must immediately purchase a replacement. Replacement banners can be ordered through the conference office. Each institution is expected to have its Empire 8 "primary logo" banner and "Competing with Honor" banner and Empire 8 Stadium Flag on site during all home contests in a highly visible area.

Championship Event Budget

Each host institution should develop a pre-event budget for submission to the conference office prior to the conduct of the championship. The Director of Athletics of the host institution will be required to sign the pre-event budget. A post-event budget indicating

the actual expenses and revenue (if applicable) is required to be submitted to the conference office no later than 30 days after the conclusion of the championship.

Championship Information Packet

The host institution is responsible for distributing to participating programs an information package that contains all pertinent information related to the conduct of the tournament including hotel information, schedule of events, uniform colors, meeting times etc.

Empire8.tv

The host shall make every effort to carry the championship contest(s) on www.empire8.tv. It is understood that all hosts may not have the technical capabilities to do so but every reasonable effort should be attempted. If the host is able to carry the event it must be heavily promoted by the institution.

Facility Use

Practice times should be reserved for participating teams at either the championship site or a predetermined site (weather may dictate practice elsewhere for outdoor events). Time should be assigned on a basis of travel distance. The team traveling furthest should be assigned the later practice times. The host school is assigned the time where their team does not miss class as per NCAA policy.

The Empire 8 encourages the use of banners and signs that promote the respective teams participating in the championship. It will be the decision of the host institution to remove any banners that may be deemed offensive or not in the spirit of good sportsmanship. Additionally signs that may inhibit the view of spectators may be moved by the host institution to areas where sight of the competition is not impacted (this may include hand held signs).

Games Committee

For each championship event there will be a games committee comprised of the following: E8 Conference Office Rep; Host Tournament Director; one administrator from each of the involved competing institutions. The Empire 8 Commissioner or Associate Commissioner will run the committee and make any final decisions based on committee feedback and discussion. The lead official, head of ground crew, Empire 8 Constitution, by-laws and sport specific policy, NCAA Championship Manual for that sport, or other resources can be consulted for insight to assist the committee in making its decisions as needed. Objectivity must be exercised when convening such discussions.

Game Officials

When necessary the host institution should secure game officials for the conduct of the event. The host institution is responsible for the payment of the officials. Game officials must be assigned from an official's board that is agreed upon by the respective sport committee.

Insurance

All host institutions must have Empire 8 named additional insured for the championship events they host. It is the host's responsibility to make sure this documentation is obtained in advance of any competitive play.

Lodging

The host institution should make ample room reservations for participating teams if necessary. Participating teams are responsible for contacting host hotel in a timely fashion to secure rooms.

Medical Coverage

The host institution is responsible for having a certified medical trainer on site for all championship action. Access to a physician should be arranged if necessary.

Program

The host institution is responsible for the development of a championship program including all pertinent information regarding the championship, the conference and the participating institutions. Program must include conference logo, Empire8.tv logo, Social Media Resources and the crowd control statement. Information provided on each team should be equal.

Reporting/Sports Information

It is the responsibility of the host institution to report results to the media outlets of each member school and the conference office throughout the championship, if it is a multiple day championship, and the final results. The host institution should also post results on the conference scoreboard page immediately following the game result. Host shall also create a conference championship page on its website that can be linked to the Empire 8 main page and furnish game write-ups to the conference SID in a timely manner so they can be posted on the conference website. The host institutions sports information staff is responsible for handling the sports information duties for all conference tournament games (including programs as applicable, statistics, posting game match-ups, times and results on e8stats.com and other relevant sports information duties). Empire 8 championships should be treated like any other post-season tournament (ECAC's or NCAA's). The host institution is responsible for sending twitter updates throughout the championship using #E8 and mentioning @Empire8.

Security Staffing

Per Empire 8 by-laws adequate and appropriate security staffing and training is the responsibility of the host institution. For conference championship contests, the host AD must provide a security staffing plan to the commissioner in advance of hosting a tournament contest. The plan should identify who will be the game management coordinator (primary contact for commissioner, officials, coaches, security, fans etc at the event), the number of security personnel, where the security staffing will be stationed through out the contest and any other relevant information the host feels relevant to the security of the event.

Seeding

If the championship format requires seeding, the seeding should be complete prior to the distribution of the championship package. The conference office will determine the seeding of teams.

Start Times

While some sport by-laws specify game times the commissioner has the ability to adjust start times based on extenuating circumstances, at their discretion. If a host has a facility conflict for a championship event, it should be communicated to the commissioner as soon as possible so alternate plans can be developed in advance.

Tickets

Admission shall be charged to all Empire 8 Championship Tournaments when possible (exceptions to golf, tennis, swimming and diving, cross country, track and field). The host institution can set ticket prices not to exceed \$5 for general public and \$3 for students with ID. Children 12 and under are free. Prices will be no less than \$4 general public and \$2 students with ID. For multi-day, consecutive championship events (e.g. softball, w. soccer, basketball) fans must buy a ticket each day. Complimentary tickets should be provided for institutional and conference VIP's only (not friends or athlete's parents). There will be no gate passes or comp lists for any championship event other than institutional VIPs.

All gate revenue will be retained by the conference office. Empire 8 will pay the individual, as hired and designated by the host institution, to sell tickets at the host site. In order to charge admission the host must have the ability and facilities to efficiently and consistently do so. Upon a minimum of one week's advanced request from the host institution, the conference office may pay for any additional security that would be needed in order to consistently charge admission and keep non-credentialed individuals from gaining access to the championship without permission. If the expected cost to charge admission is anticipated to exceed gate revenue, the host will not charge admission.

Weather Related Issues

The commissioner, in conjunction with the host tournament director, will make administrative decisions relative to weather as needed. The host of the women's and men's tennis championship should have adequate backup indoor facilities available in the case of inclement weather. Schedules for both indoor and outdoor play should be communicated to conference members prior to their arrival for the tournament.