

MOUNTAIN PACIFIC SPORTS FEDERATION



ALL-SPORTS  
CHAMPIONSHIP  
HANDBOOK

POLICIES • PROCEDURES

2006-2007

MOUNTAIN PACIFIC SPORTS FEDERATION



CHAMPIONSHIP HANDBOOK

PREFACE

This publication is intended to provide a framework for athletic staff of MPSF member institutions hosting Federation championship events. Operating guidelines in this handbook provide consistency and continuity for all Federation championships, yet provide the flexibility necessary to maintain tradition and protocol specific to each sport and institution. All policies provided for in this publication are contained in whole or in part in the MPSF constitution and bylaws and NCAA regulations.

*The Mountain Pacific Sports Federation championships handbook is organized similar to NCAA championships handbooks.*

Al Beard, Executive Director

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MOUNTAIN PACIFIC SPORTS FEDERATION

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August 2006

# MOUNTAIN PACIFIC SPORTS FEDERATION

## CHAMPIONSHIP HANDBOOK

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Men's and Women's Indoor Track & Field .....	February 23-24 – University of Washington
Women's Gymnastics .....	March 30 at Seattle Pacific University
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Women's Water Polo .....	April 26-29 at Arizona State University
Men's Volleyball .....	April 18, 21, 26, 28 - Site TBA
Women's Lacrosse .....	May 4-6, UC Davis

# MOUNTAIN PACIFIC SPORTS FEDERATION

## 2006-2007 MEMBERSHIP

Air Force Academy	Nebraska	Stanford
Alaska Anchorage	Nevada, Las Vegas	Saint Mary's
Arizona	New Mexico	UC Davis
Arizona State	Oklahoma	UC Irvine
Brigham Young	Oregon	UCLA
California	Pacific	UC San Diego
Cal Poly	Pepperdine	UC Santa Barbara
Cal State Northridge	Sacramento State	USC
Denver	San Diego State	Washington
Hawai'i	San Jose State	Washington State
Long Beach State	Seattle Pacific	

## ADMINISTRATIVE COMMITTEE 2006-2007

<b>Chair</b>	David Snow, UC Irvine, FAR	949.824.9323	<a href="mailto:dsn@uci.edu">dsn@uci.edu</a>
<b>Big West Conference</b>			
Athletic Director	Lynn King, Pacific, AD	209.946.2472	<a href="mailto:lynnking@pacific.edu">lynnking@pacific.edu</a>
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Faculty Rep.	David Snow, UC Irvine, FAR	949.824.9323	<a href="mailto:dsn@uci.edu">dsn@uci.edu</a>
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<b>Pacific-10 Conference</b>			
SWA	TBD		
SWA	Teresa Kuehn, California, SWA	510.642.9224	<a href="mailto:tkuehn@uclink.berkeley.edu">tkuehn@uclink.berkeley.edu</a>
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Staff Liaison	Christine Hoyles, Assoc. Commissioner	925.932.4411	choyles@pac-10.org
<b>Mountain West Conference</b>			
SWA	Brian Santiago, BYU, Associate A.D.	801.422.9059	<a href="mailto:brian_santiago@byu.edu">brian_santiago@byu.edu</a>
Staff Liaison	Carrie Wolf, Championships Director	719.488.4044	<a href="mailto:cwolf@themwc.com">cwolf@themwc.com</a>
<b>Western Athletic Conference</b>			
SWA	Marilyn Moniz-Kahoohanohano, Hawaii, SWA	808.956.4499	<a href="mailto:monizkah@hawaii.edu">monizkah@hawaii.edu</a>
Staff Liaison	Lisa Vad Thorner, Dir. of Championships	303.799.9221	<a href="mailto:lvad@wac.org">lvad@wac.org</a>
<b>West Coast Conference</b>			
Athletic Director	John Watson, Pepperdine, AD	310.456.4242	<a href="mailto:jgwatson@pepperdine.edu">jgwatson@pepperdine.edu</a>
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## OFFICIATING COORDINATORS

Soccer	Dan Keohane	650.343.4947	<a href="mailto:dkeohane@aol.com">dkeohane@aol.com</a>
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# THE MOUNTAIN PACIFIC SPORTS FEDERATION

## ***A Legacy of NCAA Champions in Olympic Sports – Celebrates 15 Years***

The Mountain Pacific Sports Federation (MPSF) was established in the 1992-1993 academic year to serve the competitive needs of member institutions from the Big West, Pacific-10, Mountain West, Western Athletic and West Coast Conferences and other selected universities in the western United States, and to provide championship competition for Division I intercollegiate Olympic sports in a conference setting. The MPSF was originally formed to provide enhanced competition and championship opportunities for sports without conference affiliation; to contain the costs of competition; and to ensure the survival of sports impacted by Title IX and other fiscal pressures. The Federation has served as an incubator for emerging women's sports and as a safe harbor for sports impacted by conference realignments. In 2006-2007, the Federation will celebrate its 15<sup>th</sup> year of competition and is more relevant today than at any other time since its inception. As a testament to its viability, the Mountain Pacific Sports Federation continues to successfully manage the ever-changing face of college sports by fostering contraction and expansion of its intercollegiate athletics portfolio to meet the dynamic needs of its member institutions and conferences.

During the 2006-2007 season, the MPSF will again oversee nine Olympic sports while serving approximately 1500 student-athletes and 80 head coaches from 33 universities in 12 western states. All MPSF teams compete at the NCAA Division I level in men's soccer, men's and women's water polo, men's and women's indoor track and field, men's and women's gymnastics, women's lacrosse and men's volleyball. All MPSF champions are eligible to compete in NCAA Championships with MPSF men's soccer, men's and women's water polo, and men's volleyball champions earning automatic qualification into NCAA championship events. The MPSF portfolio of teams for 2006-2007 season will remain the same with the Federation serving 33 institutions sponsoring 78 Division I teams in nine sports.

In 2005-2006, four MPSF teams once again won NCAA championships with over a dozen teams and hundreds of student-athletes competing in NCAA post-season competition. UCLA won NCAA titles in both men's volleyball and women's water polo, with USC winning the NCAA men's water polo championship and University of Oklahoma taking the NCAA title in men's gymnastics for the second consecutive year and fourth time in five seasons. In men's soccer, the University of New Mexico was ranked No. 1 in the nation for several weeks before losing 1-0 in the 2006 NCAA Men's College Cup final against the University of Maryland to take the runner-up post in the NCAA tournament. In women's lacrosse 13<sup>th</sup>-ranked Stanford University was selected as the MPSF's first-time at-large representative to the NCAA Women's Lacrosse championship where they lost in the first-round to eventual NCAA Champion Northwestern.

Other Mountain Pacific Sports Federation Champions for the 2005-2006 year include New Mexico in men's soccer for the second-consecutive year and fourth-time in five years, Washington for the first-time ever as the MPSF men's indoor track and field champion with Stanford repeating as the women's indoor track and field champion for the fourth-consecutive year, Seattle Pacific as a first-time champion in women's gymnastics, UCLA in men's volleyball for the sixth-time, and Stanford for the fourth-time in women's water polo and again in women's lacrosse for the second-consecutive season.

Al Beard has been the Federation's only executive director, taking the reigns after being selected by the MPSF Administrative Committee in 1998. Beard's position was established as a result of the Federation's successful growth and well established tradition of NCAA and national championship caliber play. The former Director of Youth and Community Programs for UC Davis Athletics, Beard centralizes the administration of all Federation sports, while working closely with head coaches and administrators from over 30 universities competing at the Division I level. Beard oversees all aspects of MPSF operations, including scheduling, officiating, championships, media relations, broadcasting, NCAA relations, and sponsorships, while also facilitating conference legislation, annual coaches' business meetings and Federation Administrative and Executive Committee meetings. In 2004, Beard completed a four-year term, with three years as chair of the NCAA Men's Water Polo Championships and Rules Committee and also currently serves as liaison to the USOC and national governing bodies for amateur athletics in the United States.

***The Mountain Pacific Sports Federation... 1992-1993 to 2006-2007  
Celebrating 15 years of NCAA Championship Olympic Sports Competition***

***The MPSF... Featuring Tomorrow's Olympians Today!***

# Championships Administration for MPSF Host Institutions

## Philosophy

Since the inception of the Mountain Pacific Sports Federation, MPSF championship events have represented the highest caliber of intercollegiate competition as evidenced by numerous NCAA and national collegiate team and individual champions. Within the framework outlined in this handbook it is anticipated that host institutions of Federation championship events will reflect these highest of expectations in their championships administration, with due consideration given to financial resources and constraints. It is the duty of the executive director to work with host institutions to ascertain what is appropriate and expected in administering Federation championships. This handbook provides guidelines to assist host institutions in planning and managing Federation championship events.

## Dates and Sites

**Men's Soccer:** The MPSF employs a double round-robin conference schedule to determine the Federation's champion and automatic qualifier to the NCAA Men's Soccer Tournament. Currently there is no championship tournament for men's soccer.

**Men's Water Polo:** The Federation championship and automatic berth to the NCAA Championship shall be determined by an eight-team post-season tournament to include the top-eight MPSF regular season finishers after conference play. The site of the Championship Tournament will rotate annually with two successive years in Southern California followed by one year in Northern California, as determined annually by the MPSF men's water polo coaches and approved by the Executive Director. The MPSF men's water polo championship tournament shall take place the weekend prior to the NCAA Championship.

**The 2006 MPSF men's water polo championship tournament will take place Friday, November 24, through Sunday, November 26, at UC Irvine.** The NCAA Championship is at Loyola Marymount in Los Angeles, December 2 & 3.

**Men's and Women's Indoor Track & Field:** The Federation men's and women's indoor track and field champions shall be determined by a championship meet to be held the Friday and Saturday two weeks prior to the NCAA Indoor Track and Field Championship. The current annual site and the site for 2007 is the University of Washington's Dempsey Indoor Facility. Dempsey is also pending beyond 2007.

**The 2007 MPSF indoor track and field championship meet will take place Friday, February 23 and Saturday, February 24, at the University of Washington's Dempsey Indoor Facility.** The NCAA Championship will take place March 9 & 10 at the University of Arkansas, Fayetteville.

**Men's Gymnastics:** The Federation champion shall be determined by a championship meet to be held on the Friday or Saturday two weeks prior to the NCAA Men's Collegiate Gymnastics Championship. All MPSF men's gymnastics teams shall qualify.

Site rotation: 2007 California; 2008 Nebraska; 2009; Oklahoma; 2010 Stanford; 2011 Air Force.

**The 2007 MPSF men's gymnastics championship meet will take place Saturday, March 31 at the University of California's Haas Pavilion.** The NCAA Championship will take place at Penn State April 12-14, 2007.

**Women's Gymnastics:** The Federation champion shall be determined by a championship meet to be held on Friday or Saturday three weeks prior to the NCAA Women's Division I Gymnastics Championship Regional Qualifying Tournament. All MPSF women's gymnastics teams shall qualify. Site rotation: 2007 Seattle Pacific; 2008 UC Davis; 2009 Air Force; 2010 Seattle Pacific (Alaska Anchorage is not in rotation).

**The 2007 MPSF women’s gymnastics championship meet will take place Saturday, March 30 at Seattle Pacific University.** The NCAA Division I Women’s Gymnastics Championship will take place at the University of Utah, April 26-28.

**Men’s Volleyball:** A Championship Tournament will be held to determine the Federation champion and automatic qualifier to the NCAA Championship. A play-in match between the seventh and eighth-place conference finishers will determine the number-seven seed on the Wednesday evening immediately following the culmination of the conference season. The number one seeded team shall have a quarter-final bye. Quarter-final matches with the #7 seed at #2 seed, #6 seed at #3 seed and #5 seed at #4 seed shall take place on the following Saturday evening after the play-in match. Quarter-final winners shall advance to the semi-final round at the home site of the #1 seed where the winner of the #4 vs. #5 match shall face the #1 seed and the winners of the #2 vs. #7 and #3 vs. #6 seeds shall face each other on Thursday evening. Semifinal winners shall advance to the MPSF Men’s Volleyball Championship match on the following Saturday evening immediately preceding the NCAA Men’s Volleyball Collegiate Championship.

**The 2007 MPSF Men’s Volleyball Championship Tournament is scheduled for April 18, 21, 26 & 28 at the home site of the the number one seeded team as determined by finish after double round-robin conference play.** The 2007 NCAA Men’s Volleyball Championship is at Ohio State, May 3 & 5.

**Women’s Water Polo:** The Federation championship and automatic berth to the NCAA Women’s Water Polo Championship shall be determined by a post-season Federation tournament for which all MPSF teams will qualify. The tournament will take place on the Thursday through Sunday two weeks prior to the NCAA Women’s Water Polo Championship Tournament. The MPSF Championship site rotation is as follows:

2007 – Arizona State	2012 – UCLA	2017 – Long Beach State
2008 – San Diego State	2013 – San Jose State	2018 - California
2009 – Hawai’i	2014 – USC	2019 - UC Irvine
2010 – UC Santa Barbara	2015 – Stanford	
2011 – Pacific	2016 – CS Northridge	

**The 2007 MPSF Women’s Water Polo Championship Tournament is April 26-29, at Arizona State University.** The NCAA Championship will take place at the U.S. Water Polo National Team Training Center in Los Alamitos, Calif., hosted by Long Beach State University, May 11-13.

**Women’s Lacrosse:** The MPSF champion shall be determined by tournament after conference play has concluded. All six teams shall qualify. The first and second-seeded teams shall have a quarterfinal bye. The MPSF women’s lacrosse championship shall take place the weekend prior to the start of NCAA championship play.

### Event Itinerary

Host institutions shall provide participating teams and administrators with an event handbook no less than 30 days in advance of the championship event (402.4) which shall include an event itinerary with competition schedule, practice times, lodging information and other related details.

### Game & Practice Times

Game and practice times will be developed by the host institution with direction from the executive director. When appropriate, the MPSF format will follow that of NCAA championships for each sport.

### Championship Budgets (*see Championship Budget Form – Appendix A*)

A preliminary Championships Event Budget Form must be submitted by the host institution to the Federation office no later than 60 days prior the start of the event. Budget Forms will be provided by the Federation office and are available in Section 5 of this handbook (see Appendix A). If the Championship

Event should generate a net income after expenses are accounted for, MPSF policies regarding distribution of championships proceeds will apply. The host institution is required to submit a final budget to the Federation office within 15 business days after the Championship event is over, with any net distribution to be provided to the Federation office no later than 45 days after the event.

Distribution of Championship Net Revenue (*see Host Institution Revenue Distribution Form – Appendix B*)

- *In all sports except men's volleyball*, 85% of net championship revenue after accounting for all related event expenses shall be paid to the Federation and 15% to the host institution.
- *In the sport of men's volleyball* member institutions hosting MPSF Men's Volleyball Championship Tournament matches shall return 85% of the gross revenue from those matches to the Federation. A specific Host Institution Revenue Reporting Form will be available in the MPSF Men's Volleyball Championship Handbook distributed to all member institutions during the season. Please note this distinction in net revenue distribution.

Financial Considerations - Entry Fees, Sponsors, Merchandise

The Federation shall invoice a reasonable championship entry fee to participating MPSF members which may differ among sports. This championship entry fee may be distributed to host institutions to help defray tournament expenses including the cost of officials or other related event expenses. Host institutions may wish to involve their sports marketing staff to generate sponsor interest to further defray the cost of hosting. Any merchandising of event related products must be approved by the executive director, including any use of the Mountain Pacific Sports Federation name, and its logos or other service marks. (Bylaw 402.7) For outside vendors participating in Federation Championship events the MPSF shall be paid 15% of the gross income generated by those vendors at those events.

Broadcast Rights

The Federation retains exclusive broadcast rights to all Federation championship events broadcast by any electronic means, including live and or tape-delayed television and live streaming, archived and other internet-related means of broadcast. Any unauthorized use of Federation broadcast properties will be dealt with to the fullest extent of the law.

Accommodations

Host Institutions are responsible for working with local hotel properties to block out enough rooms to accommodate all incoming teams and officials. Although visiting teams may choose to stay elsewhere, it is expected that the host institution will be available to assist visiting teams in finding accommodations. Host institutions are also expected to provide this information to the head coaches and administrators of likely participants at least 30 days in advance of the event date. Ideally, a six-month time horizon would help in budgeting for the next season's championship. Accommodations for event officials and the executive director shall be provided on a complimentary basis by the host institution and at no cost to the Federation. The Federation encourages participating teams to utilize host properties selected for MPSF championship events.

Officials

The executive director will work with the Federation's officiating assigners/coordinators of the various sports to ensure that officials chosen to work Federation championships are appropriately qualified and have consistently shown themselves to be in the upper echelon of their sport. The executive director will also work with assigners to provide host institutions with the appropriate level of compensation and travel related expenses for officials assigned to Federation championships. All expenses related to officiating will be absorbed by the host institution unless the event is one which generates revenue, in which case the officials' expenses may be absorbed, in whole or in part, by the Federation's event budget.

## Hospitality

Host institutions for Federation championships will be required to provide hospitality during championship events for coaches, officials, event staff and student-athletes for the duration of competition. The appropriate level of hospitality will be determined with consultation of the executive director.

## Coach Meetings

1. *Pre-event Technical Meeting* - The tournament director will conduct a pre-event technical meeting to ensure all participants have the appropriate information and details necessary to operate a well-organized event. At this meeting the Federation's code of conduct will be reviewed. All head coaches and the head official are required to attend.
2. *Coaches' Annual Business Meeting* - An annual coaches' business meeting shall be conducted immediately before, during or after the championship event. This meeting provides a forum for coaches to make recommendations to the Federation's Administrative Committee to effect change in their respective sports. This meeting will be run either by the executive director or a coach chairperson appointed by the coaches. The host institution shall provide an appropriate meal. **All head coaches are required to attend.** The business meeting shall be attended only by the head coach or his/her representative, an administrative representative of the host institution, and the Federation's executive director or other Federation representative (MPSF Bylaw 402.8).

## Ticket Prices

Ticket prices will be established by the host institution with direction and approval of the executive director. In accordance with MPSF bylaw 402.7.1. (**Exception – in the sport of Men's Volleyball** - the minimum allowable ticket price is \$10 per adult and \$5 per student).

## Team Roster Forms (*Provided by the Federation office*)

Each MPSF team participating in a Federation championship event shall provide a completed MPSF Championship Team Roster Form to the tournament director. This form shall provide names of all participants including student-athletes, coaches, trainers, administrators or others included in the official team travel party. This form shall be used to issue championship credentials as well as to inform tournament administrators and the conference office how the team will be traveling, where they will be staying and how to communicate with the coaching staff should the need arise.

## Participant Passes

Passes for championship participants will be allocated only to those in the official travel party as provided in MPSF regulations for squad size and as follows up to:

Men's Soccer:	n/a	Men's Gymnastics:	20
Men's Water Polo:	22	Women's Water Polo:	22
Indoor Track & Field:	32	Men's Volleyball:	18
Women's Lacrosse:	32		

## Visiting Team Seating

If a Federation championship event format encompasses more than one contest, complimentary seating arrangements must be made available to participants, non-working officials, coaches and staff of participating teams to the extent of the size of their official travel parties. Nonparticipating MPSF coaches and administrators may be placed on the host institution's pass list.

## Parking Permits

Complimentary parking arrangements by the host institution for teams participating in Federation championships are required to be made in advance of arrival of participating teams.

## Awards

Awards will be selected and purchased by the Federation office. Awards will be shipped directly to the host institution's tournament director by the awards supplier two to three weeks in advance of the event. It is recommended that a member of the host institution's athletics staff take inventory (match the actual awards with the shipping invoice) upon their receipt. Only official Federation awards may be awarded at Federation championships. MPSF championship events are not an appropriate forum for the host institution's senior student-athlete or other acknowledgements and/or recognition.

### *MPSF Bylaw 500 Awards – Men's Sports*

500.1 Numbers and types of awards have been established by the Administrative Committee as follows. No awards other than those established by the Administrative Committee are authorized in any sport:

- Men's Gymnastics - 21 Individual awards; (first three places in each event and all-around), Athlete of the Year, Coach of the Year, Team Recognition.
- Men's Indoor Track & Field - 56 Individual awards (first three places in each event; and first only in relays), Male Athlete of the Year, Men's Coach of the Year, Team Recognition.
- Men's Soccer - 22 All-Federation awards, Player of the Year, Newcomer of the Year, Coach of the Year, Team Recognition.
- Men's Volleyball – Six (6) First-Team, Second-Team and Honorable Mention All-Federation awards, Athlete of the Year, Newcomer of the Year, Coach of the Year, Team recognition.
- Men's Water Polo - 14 All-Federation awards, Player of the Year, Newcomer of the Year, Coach of the Year, Team recognition.

### *MPSF Bylaw 600 Awards – Women's Sports*

500.1 Numbers and types of awards have been established by the Administrative Committee as follows. No awards other than those established by the Administrative Committee are authorized in any sport:

- Women's Gymnastics - 15 Individual awards; (first three places in each event and all-around), Athlete of the Year, Coach of the Year, Team Recognition.
- Women's Indoor Track & Field - 56 Individual awards (first three places in each event; and first only in relays), Female Athlete of the Year, Women's Coach of the Year, Team Recognition.
- Women's Water Polo - 14 All-Federation awards, Player of the Year, Newcomer of the Year, Coach of the Year, Team Recognition.
- Women's Lacrosse - 14 All-Federation awards, Player of the Year, Newcomer of the Year, Coach of the Year, Team Recognition.

## Awards Presentation

An awards presentation may take place immediately following the championship contest or the last event of the championship. The executive director or the Federation's designated representative shall present the individual and/or team awards. The host sports information director will provide the announcer with an appropriate script for the awards presentation.

## Code of Conduct

The Mountain Pacific Sports Federation constitution and bylaws are based on the principles of sportsmanship and professionalism. As such, all those involved with Federation events, including coaches, officials, student-athletes, and event staff members are expected to conduct themselves in accordance with the Federation's Code of Conduct. Those violating the regulations and spirit of this code are subject to the penalties specified in sections 404 and 405. Head coaches are responsible for the conduct of their assistants, student-athletes, bench personnel and other participants, in any capacity, associated with his/her team's travel party. (See MPSF Bylaws 404, 405)

The Executive Director has been granted discretionary authority by the Federation's Administrative Committee to handle conduct issues in a timely manner, including the ability to mete out appropriate sanctions as provided in MPSF Bylaws 404 and 405. (see MPSF website [www.mpsports.org](http://www.mpsports.org)).

## Sportsmanship Announcement

The following announcement promoting sportsmanship and the positive values associated with intercollegiate athletics will be read periodically during Federation championship events.

“Welcome to the Mountain Pacific Sports Federation (sport) Championship, hosted by (Host Institution Name). In the interest of sportsmanship and fair play, the Mountain Pacific Sports Federation encourages fans to support your team in a positive manner and to please refrain from directing derogatory comments towards officials and opposing teams. The use of profanity, sexist and/or racial remarks and other intimidating actions directed toward event participants, including other fans, will not be tolerated and constitutes grounds for removal from this facility. Artificial noisemakers, air horns and electronic amplifiers shall not be permitted and such instruments shall be removed from the playing and spectator areas. The consumption or possession of alcohol, tobacco products or illegal substances is prohibited. The Mountain Pacific Sports Federation thanks you in advance for your cooperation.”

## Media Relations

Responsibilities of the host institution's sports information personnel include providing an event itinerary, championship program, keeping and reporting of statistics and game scores, providing interviews, maintaining a visible, accessible and attractive tournament bracket/scoreboard on site, updating the host institution's dedicated MPSF Tournament web page, and writing and distributing news releases to participating institutions, conferences, media and the NCAA. The host institutional shall provide at least one sports information staff member to be present for all Federation championship contests.

## Media Interviews

Interviews will be provided after each contest in a suitable facility and in accordance with the host institution's policies.

## Band/Music - *MPSF Guidelines for Band, Cheer Squads, Team Mascots*

Band members (a maximum of 30, plus the director), a cheer squad and sponsor (up to a maximum of 12, plus the sponsor) and one team mascot shall be admitted with game credentials or a pass list; and be seated in areas designated by the tournament manager. Electronic musical instruments, artificial noisemakers, air horns, etc., may not be used. Bands or any component thereof, are not allowed to play while the contest is in progress nor in the arena during open practice. In addition, bands are not allowed to perform pep rallies in parking lots or concourses adjacent to the arena. Participating institutions without bands may use recordings of school fight songs during their designated time-out.

*The protocol of playing opportunities is as follows:*

1. Period of team warm-up: Music provided by arena staff
2. National Anthem: Band of highest seeded team will be asked to play.
3. Team Introductions: No music
4. First time-out for each team per game: The band or taped fight song for the team calling the time-out

shall be played.

5. Additional time-outs: Music played by bands present alternate playing with band of highest seed first. If only one band, that band may play during the remaining time-outs.
6. Time between games is allocated to band playing using the following allocation of time: (If only one band, that band may play between all games.)
  - a. Between games 1 and 2, band of highest seeded team
  - b. Between games 2 and 3, band of lowest seeded team.
  - c. Between games 3 and 4, band of highest seeded team
  - d. Between games 4 and 5, band of lowest seeded team.
7. Following match, the band of the winning team may play alma mater or fight song.

#### Event Staff

In keeping with the Federation's tradition of providing the highest caliber of intercollegiate competition, it is expected that event personnel assigned to Federation championships will also maintain the highest caliber of professional standards in their personal conduct and knowledge of the game. All event personnel will refrain from cheering for their own team while maintaining a neutral demeanor.

#### Announcers

Event announcers shall remain neutral, treating all teams equally in the manner of their commentary and shall be provide scripts by the host institution's sports information staff attending to that championship.

#### Games Committee

Each Federation championship shall have a predetermined Games Committee whose duty is to handle disputes, protests and problems arising from championship play. The Committee shall consist of a minimum of three and maximum of five individuals, including, but not limited to the Federation's executive director or designated representative, the tournament director and the head official. The Committee members shall be identified to participating coaches prior to the start of competition and shall be charged with the fair and final resolution of problems and protests.

APPENDIX A

**MOUNTAIN PACIFIC SPORTS FEDERATION**  
*(this form does not apply to men's volleyball)*

Championship Proposed Budget and Financial Report Form

*Proposed budget must be submitted 45 days prior to event*

*Actual financial report due 30 days following the event*

Championship \_\_\_\_\_ Date(s) \_\_\_\_\_

Host Institution \_\_\_\_\_

Event Director \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Name of Facility \_\_\_\_\_ Seating Capacity \_\_\_\_\_

**CHAMPIONSHIP FINANCIAL SUMMARY**

	<b>Budget</b>	<b>Actual</b>
Gross Receipts (From Page 2)	\$ _____	\$ _____
Total Disbursements (From Page 4)	\$ _____	\$ _____
NET RECEIPTS or (DEFICIT)	\$ _____	\$ _____
<b>85% of NET to be forwarded to the MPSF</b>	<b>\$ _____</b>	<b>\$ _____</b>

PROPOSED BUDGET

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Institutional Approval:**

Approved by: : \_\_\_\_\_ Date: \_\_\_\_\_

*Director of Athletics*

# MPSF CHAMPIONSHIP FINANCIAL REPORT

(due 30 days following completion of the championship)

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Institutional Approval:**

Approved by: : \_\_\_\_\_ Date: \_\_\_\_\_

*Director of Athletics*

**REVENUES**

1. Ticket sales, including taxes. Please indicate number of sessions and show number of tickets sold each day per session in each price range. Use separate lines to record number of "all-session" tickets sold in each price range. If necessary, attach a separate sheet.

Date or Session	Budget	Actual	<b>QUANTITY</b>	Budget	Actual
_____	_____	_____	Price at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
_____	_____	_____	at \$ _____	\$ _____	\$ _____
<b>Total Ticket Sales</b>					<b>\$\$ _____</b>
2. Program Sales			at \$ _____	\$ _____	\$ _____
3. Program Advertising			at \$ _____	\$ _____	\$ _____
4. Radio Rights Fees			at \$ _____	\$ _____	\$ _____
5. Television Rights Fees			at \$ _____	\$ _____	\$ _____
6. Corporate Sponsorship Contribution			at \$ _____	\$ _____	\$ _____
7. Miscellaneous			at \$ _____	\$ _____	\$ _____
<b>TOTAL GROSS RECEIPTS</b>					<b>\$\$ _____</b>

**DISBURSEMENTS**

	<b>Budget</b>	<b>Actual</b>
I. <b>PROMOTION</b> (\$1,000 expense limitation)		
1. Advertising	\$ _____	\$ _____
2. Postage	\$ _____	\$ _____
3. Telephone (long distance)	\$ _____	\$ _____
4. Supplies/Printing (entry blanks and information)	\$ _____	\$ _____
5. Personnel	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
II. <b>TICKETS</b>		
1. Printing	\$ _____	\$ _____
2. Commissions to ticket agencies	\$ _____	\$ _____
3. Ticket sellers and ticket takers	\$ _____	\$ _____
4. Personnel	\$ _____	\$ _____
5. State and city taxes	\$ _____	\$ _____
6. Mailing	\$ _____	\$ _____
7. _____	\$ _____	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
III. <b>EQUIPMENT</b>		
1. Telephone installation	\$ _____	\$ _____
2. Public address system	\$ _____	\$ _____
3. Supplies (itemize if \$500 or more)	\$ _____	\$ _____
4. Rentals	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
IV. <b>PROGRAM</b> (must not show cost to the championship)		
1. Printing	\$ _____	\$ _____
2. Seller's commissions	\$ _____	\$ _____
3. Sales taxes	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
V. <b>FACILITY</b>		
1. Rental (only if not institutionally owned)	\$ _____	\$ _____
2. Supplies	\$ _____	\$ _____
3. Labor (please itemize)	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>

VI.	<b><u>PERSONNEL</u></b>		
1.	Public address announcer	\$ _____	\$ _____
2.	Timers	\$ _____	\$ _____
3.	Ushers	\$ _____	\$ _____
4.	Police and security	\$ _____	\$ _____
5.	Statisticians	\$ _____	\$ _____
6.	Official scorer	\$ _____	\$ _____
7.	Physician/Trainers	\$ _____	\$ _____
8.	Clerical	\$ _____	\$ _____
9.	_____	\$ _____	\$ _____
	<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
VII.	<b><u>GAMES COMMITTEE</u></b> (if applicable) (Please attach statement of expenses form)		
1.	_____	\$ _____	\$ _____
2.	_____	\$ _____	\$ _____
3.	_____	\$ _____	\$ _____
	<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
VIII.	<b><u>GAME OFFICIALS</u></b> (Please list names, duties, fees and expenses, and attach statement of expense form)		
1.	_____	\$ _____	\$ _____
2.	_____	\$ _____	\$ _____
3.	_____	\$ _____	\$ _____
4.	_____	\$ _____	\$ _____
5.	_____	\$ _____	\$ _____
6.	_____	\$ _____	\$ _____
7.	_____	\$ _____	\$ _____
8.	_____	\$ _____	\$ _____
9.	_____	\$ _____	\$ _____
10.	_____	\$ _____	\$ _____
11.	_____	\$ _____	\$ _____
12.	_____	\$ _____	\$ _____
	<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
IX.	<b><u>ENTERTAINMENT</u></b> (\$1,000 expense limitation)		
1.	Press	\$ _____	\$ _____
2.	Meetings	\$ _____	\$ _____
3.	Luncheons and banquets	\$ _____	\$ _____
4.	Hospitality	\$ _____	\$ _____
5.	Competitors	\$ _____	\$ _____
6.	_____	\$ _____	\$ _____
	<b>Subtotal</b>	<b>\$ _____</b>	<b>\$ _____</b>
X.	<b><u>INSURANCE</u></b>	<b>Subtotal</b>	<b>\$ _____</b>
<b>TOTAL DISBURSEMENT</b>	<b>TOTAL DISURSEMENT</b>	<b>\$ _____</b>	<b>\$ _____</b>

APPENDIX B

MOUNTAIN PACIFIC SPORTS FEDERATION CHAMPIONSHIP

MEN'S VOLLEYBALL HOST INSTITUTION TICKET REVENUE REPORT FORM

Sport \_\_\_\_\_

Contest Date(s) \_\_\_\_\_ First Round \_\_\_\_\_ Semis \_\_\_\_\_ Finals \_\_\_\_\_

Institution \_\_\_\_\_ Venue: \_\_\_\_\_

TICKET SALES

Number of Tickets Sold		Ticket Price		Subtotals	Grand Totals
_____	@	\$ _____	=	\$ _____	
_____	@	\$ _____	=	\$ _____	
_____	@	\$ _____	=	\$ _____	
_____	@	\$ _____	=	\$ _____	
TOTAL TICKET SALES					\$ _____
LESS HOST INSTITUTION 15%					minus \$ _____
BALANCE DUE MPSF					\$ _____

Report Submitted By \_\_\_\_\_  
Athletic Director Name

\_\_\_\_\_  
Athletic Director Signature                      Date

RETURN WITH BALANCE DUE PAYABLE TO "MOUNTAIN PACIFIC SPORTS FEDERATION" TO:

Al Beard, Executive Director  
Mountain Pacific Sports Federation  
P.O. Box 850, Woodland, CA 95776  
(530) 669-7600      FAX (530) 669-7627

**RETURN BY:** \_\_\_\_\_ (15 Business Days After Event)

## APPENDIX C

### MPSF CHAMPIONSHIP EVENTS CHECKLIST

- 1. Proposed Budget & Financial Report**
- 2. Information to Teams**
  - a. Entry Fees
  - b. Team Information Packets
  - c. Copy of Regulations/Rules
  - d. Championship Handbook
  - e. Bracket structure
  - f. Participant passes
  - g. Parking permits
  - h. Complimentary tickets
- 3. Championship Handbook to Include:**
  - a. List of responsible parties/duties
  - b. Practice schedule
  - c. Contest schedule
  - d. Event schedule
  - e. Technical meeting time/site
  - f. Coach business meeting time/site
  - g. Uniform /cap color designations
  - h. Team seating assignments
  - i. Scouting/Videotaping policy
  - j. Music/band/anthem policy
  - k. Squad size (no. coaches, add'l bench personnel)
  - l. Dining and entertainment guide
  - m. Vicinity map
- 4. Event Staff**
  - a. Tournament/meet director
  - b. Games committee - needed: \_\_\_\_\_  
Who: \_\_\_\_\_
  - c. Tournament desk - needed: \_\_\_\_\_
  - d. Announcer(s) - needed: \_\_\_\_\_
  - e. Sports Info staff - needed: \_\_\_\_\_
  - f. Officials - needed: \_\_\_\_\_
  - g. Trainers/site - needed: \_\_\_\_\_
  - h. Box office - needed: \_\_\_\_\_
  - i. Security - needed: \_\_\_\_\_
  - j. Hospitality - needed: \_\_\_\_\_
  - k. Parking - needed: \_\_\_\_\_
  - l. Merchandise sales - needed: \_\_\_\_\_
  - m. Event Credentials - needed: \_\_\_\_\_
- 5. Awards**
  - a. Ship to Site
  - b. Deliver to Site
  - c. All-conference
  - d. All-tournament, MVP, etc.
- 6. Coordination with NGB**
- 7. Media Relations**
  - a. Sports Information staff
  - b. Equipment needed:
    - 1. computer/printer/copier
    - 2. scoring system/clock
    - 3. phone
    - 4. shade structure
  - c. Event Program
  - d. Daily updates - schools/media
  - e. Post-game interviews
  - f. Broadcast needs
- 8. Sponsor Promotions/Merchandise**
  - a. Electricity
  - b. Tables/chairs
  - c. Credentials
  - d. Banners -MPSF
  - e. Banners -Sponsor
  - f. Sponsor promotions
  - g. Sponsor credentials
- 9. Officials**
  - a. Selection
  - b. Schedule
  - c. Accommodations
  - d. Courtesy vehicle/Ground transpo.
  - e. Parking permits
  - f. Airfare
  - g. Hospitality
  - h. Private dressing area
  - i. Evaluation
  - j. Assignment
  - k. Coordinator/Assignor/Evaluators
  - l. Pay process

**10. Site Logistics**

- a. Site Visit
- b. Accommodations
- c. Travel arrangements
- d. Tents, tables, chairs
- e. Hospitality
- f. Dressing rooms: officials/teams
- g. Press room
- h. Training room
- i. VIP seating
- j. Emergency medical information
- k. Restrooms
- l. Scoreboard
- m. Posted results/brackets
- n. Tournament desk/head table
- o. Posted event schedule
- p. Balls required: needed: \_\_\_\_\_
- q. Other equipment needed: \_\_\_\_\_
- r. Security
- s. Team seating in stands (parents)
- t. Parking

**POST-EVENT**

**11. Reconciliation**

- a. Box office report
- b. MPSF revenue report form
- c. Travel expense forms
  - 1. Airfare
  - 2. Hotel
  - 3. Per diem
  - 4. Misc. Expenses
- d. Travel reimbursements
- e. Disposition of net revenue
- f. Post-Event meeting/teleconference with host staff/event director

## NOTES