

CIAC Media Policies and Procedures

Credentials

Media credentials are issued by CIAC to appropriate persons employed by, and responsible to, recognized media entities. All media must obtain media credentials from CIAC in order to gain admission to CIAC tournament events and have access to areas designated for the media, such as sidelines and press boxes/tables. Credential requests are available on the CIAC web site and must be completed and approved by CIAC two (2) days prior to the designated contest. Media credentials are non-transferrable. The CIAC has the right to refuse or revoke media credentials due to the applicant has falsified information on their request form or for improper conduct.

2010-2011 – Annual Media Credential

All media may now obtain an annual media credential to be used for the 2010-2011 school year. This pass is for admission to CIAC regular season games and state tournaments events, with the exception of state finals in football, hockey and basketball. Media should contact the venue's site director/athletic director in advance in order to secure work space at a press box/table. Applications for annual credential must be signed and submitted by an editor/director. An application for an Annual Media Credential is included with this document.

Parking

The CIAC neither provides nor is responsible for media parking at state tournament venues. If the media personnel require special arrangements in relation to parking at an event, those arrangements must be made between the media personnel and the parking venue or site director prior to the tournament event.

Media Entrance Gate

The majority of CIAC tournament sites will have a media pass list at the main admissions gate. The media pass list will be created by the site director in collaboration with the CIAC prior to the tournament event. In all other situations the media will be directed to the "Will Call" window and will be required to present their own media credential.

Radio Broadcasting

Radio stations interested in broadcasting CIAC state tournament games must gain approval from the CIAC. A contract can be obtained from the CIAC website, completed, then sent back to the CIAC for approval. A \$100 rights fee is required to be paid for all quarter-final and semi-final contests. A \$200 rights fee is required to be paid for all finals by class or state open contests.

Webcasting / Streaming on the Internet

All entities interested in webcasting or streaming live or tape delay on the Internet must gain approval from the CIAC. A contract can be obtained from the CIAC website, completed, then sent back to the CIAC for approval.

A \$100 Rights fee is required to be paid for audio only of all quarter-final and semi-final webcasts.

A \$200 Rights fee is required to be paid for audio and video of all quarter-final and semi-final broadcasts.

A \$200 Rights fee is required to be paid for audio only of all finals by class and state open contests.

A \$300 Rights fee is required to be paid for audio and video of all finals by class and state open contests.

Press Box/Press Table

Passes will be issued to all media members who receive credentials. These passes will allow access to the site press box/press table, and sidelines when designated. Only those reserving credentials will be given passes. These passes are non-transferrable. Every effort will be made to provide all media personnel with adequate seating and work space; however, media personnel must understand that certain facilities in which CIAC contests may be held will have limited seating.

Photography

Only media personnel with credentials approved by CIAC will be allowed to take photographs at CIAC state tournament events. Any photos taken by the media will be used for the sole purpose of print/electronic news coverage. Any media outlet taking photos at any CIAC state championship event with the intent to sell must be preapproved by the CIAC.

A representative from member schools who have advanced to the state tournament are allowed, at their own expense, to take photos at their school's tournament event. Any photos taken by school representatives will be used for school purposes only and cannot be taken with the intent to sell. School photographers must obtain media credentials from CIAC in order to obtain access to areas designed for the media.

Videotaping

Only media personnel with approved credentials by the CIAC will be allowed to videotape at CIAC state tournament events. Any media outlet preapproved for full game video must provide one copy of video to the CIAC upon request. No unauthorized duplication or sale of a CIAC tournament game tape will be permitted without authorization by the CIAC. Media outlets videotaping for the sole purpose of news highlights on TV or the Internet cannot exceed a total of five (5) highlights per event, and each highlight is not to exceed 90 seconds in length. Areas for videotaping by the news media will be designated by the venue site director.

Representatives from member schools who have advanced to the state tournament are allowed, at their own expense, to videotape their school's tournament event. Videotapes taken by the participating school representatives will be used for school purposes only and cannot be taken with the intent to sell. School videographers must obtain media credentials from CIAC in order to obtain access to areas designed for the media.

Post Contest Interviews

Due to the limitations of some tournament sites the interviews may be held on the contest field or court. In such instances, all reporters and photographers are to respect the privacy of team bench areas and the official post contest ceremonies. All people are to respect the decisions of the coaches regarding their rights to privacy for post contest team meetings. When possible a person will be appointed to act as liaison between the media and the teams. Team locker rooms are absolutely off limits to any media.

Post Contest Reporting Facilities

The CIAC recognizes the importance of prompt and timely reporting of state tournament results. The site director will allow reporters 60 minutes post game to work on their stories and will arrange for the best possible facilities to accommodate them. Reporters are asked to complete their work in a timely manner since, in most cases, phone and Internet lines, when available, will be shared.

All Inquiries

Contact Stephanie Ford
CIAC Director of Marketing
(203) 250-1111 x 3919
sford@casciac.org

