2026 DI CROSS COUNTRY CHAMPIONSHIPS

HOST OPERATIONS 2026-27 MANUAL

Division I Cross Country

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INTRODUCTION

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and championship attendee.

DEFINITIONS

Championship. Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (or National Collegiate champion in sports that do not have a separate division championship) in that sport.

Governing Sports Committee. The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

Host Institution/Conference. An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sports committee.

Local Organizing Committee. A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the local organizing committee.

NCAA Championships Manager. The staff member(s) representing the NCAA championships and alliances staff assigned to serve as administrator(s) for a championship.

ROLE OF NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA partners, will lead the planning efforts, management and execution of all NCAA championships and events. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, in venue entertainment, fan and sponsor events, broadcast programming, youth events, as well as many other aspects.

The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.

ROLE OF GOVERNING SPORT COMMITTEE

The NCAA's core purpose, values and envisioned future provide the framework for all actions in the committee's administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sport committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division I Board of Directors.

CONTACT INFORMATION

NCAA STAFF	
Jeff Mlynski Associate Director Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6503 Cell: 317-874-7154 Email: **jmlynski@ncaa.org**	**Demetria Young** Coordinator Championships and Alliance P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6270 Cell: 317-612-4304 Email: **dyoung@ncaa.org**

Current members of the committee can be found at the following link: **web1.ncaa.org/committees/#/reports/roster?committeeCode=1TRACKOC**.

For additional information about the Division I Men's and Women's Cross Country Championships, contact:

Jeff Mlynski Associate Director Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206 Office: 317-917-6503 Cell: 317-874-7154 Email: **jmlynski@ncaa.org**	**Karina Handeland, chair** Senior Associate Athletic Director University of Portland 5000 N. Willamette Blvd. Portland, Oregon 97203 Office: 503-943-7808 Email: **handelan@up.edu**

Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Beer, wine and hard seltzers may be sold and dispensed at NCAA Division I and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
    - Permissible types of alcoholic beverages.
    - Eligibility for the sale and distribution of alcoholic beverages.
    - Indemnity, warranty and insurance obligations.
    - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity – including gross sales, direct costs and applicable taxes – for food, nonalcoholic beverages and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid and Profile System.

General

The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events.

The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

Promotional items (e.g., cups, shakers, flags, signs) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

TOBACCO PRODUCTS

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue; this includes cigars.

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act (ADA), Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. Per NCAA policy the host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site and ancillary event sites will be in compliance as of the dates of the championship and ancillary events. If the host institution/conference becomes aware that a competition site hosting an NCAA championship or an ancillary event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to review the request.

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

To celebrate and enhance the student-athlete experience at the championship site, the NCAA will work with the LOC to implement a unique and fun way to recognize the champion(s) at the end of competition during the awards. These enhancements should help increase the excitement of the awards presentation and the level of championship branding exposure in photos for student-athlete's memories when looking back on their experience.

When considering what enhancements could work at your championship site, please consider your site and playing surface, whether your championship is indoor or outdoor and weather elements could be a factor, how many teams or individual student-athletes you may have participating in the awards presentation and your budget.

In most cases, enhanced staging and unique signage opportunities are great options for both indoor and outdoor sports. These items can be freestanding or attached to another item easily. Other ideas to consider would be logo cut outs, confetti, streamers, pyrotechnics/fireworks, a short video recap of championship performance(s), champion(s) or coach interview, utilizing pep bands or using an emcee or notable sport representative (i.e., Olympic Medalist) for the presentation.

These items can be covered through the operations budget, as well as the LOC budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-917-6790 or **narkins@ncaa.org**. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

The NCAA shall provide all awards for participation in an NCAA championship. The championship manager will provide a manifest of the awards being shipped to your site. You should inventory each box and award ensuring the appropriate quantity and label for the event.

The championship manager will also describe how the awards will be distributed during the championship event.

No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

Finals

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION

The NCAA Elite Scholar-Athlete Award was created to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member school is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Olivia Baumhoer or another member of the NCAA communications staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager. The winner's name should not be released to the public until after the student-athlete is publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, the coach should not inform the student-athlete. Baumhoer or a member of the

NCAA communications staff will typically send a template of a release and the logo to the sports information director of the winner's school the morning of the announcement to allow the school time to prepare. In addition, the information will be given to the NCAA social media staff to prepare a graphic which will post shortly after the announcement.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner among student-athletes and fans of the championship. In addition, information about this award winner may be included in local press releases about the championship and in public address and/or video board announcements during the championship.

Award Presentation

When determining the most appropriate time to present the Elite Scholar-Athlete Award, the NCAA and host staff should evaluate the time and venue that will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating the winner's accomplishments. The presentation should be semiformal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible. In addition, the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

> At this time, we would like to present the Elite Scholar-Athlete Award. This award was instituted to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.
>
> The recipient of the Elite Scholar-Athlete Award for Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the Student-Athlete Banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered in one place with a controlled, semiformal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meals.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's SID with a copy of the photo.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

In-Venue Presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite Scholar-Athlete Award winner to be presented their award in the championship venue during a time when most participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues or large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which the individual is participating, so that the school's fans are in attendance (videoboard and/or public address recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, the student-athlete may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

If the Elite Scholar-Athlete Award winner is not introduced live inside the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships manager or Champs Engagement representative will need to provide Van Wagner the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite Scholar-Athlete Award, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

The recipient of the Elite Scholar-Athlete Award for the 2026 NCAA Division I Cross Country Championship, with a cumulative grade-point average of (GPA) in (Major of Study), is (winner and school: *Jane Doe of State University*).

Press Release

On the day of/or prior to the winner of the Elite Scholar-Athlete Award being publicly recognized, the NCAA communications staff will send out a template of a standard press release to the sports information director of the winner's school and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations staff. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

The NCAA X account (formally known as Twitter) will promote the winners after the on-site announcement has been made. Olivia Baumhoer will work with social media staff members to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

- The host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to **socialmedia@ncaa.org**.

For more information on the Elite Scholar-Athlete Award winners, log on to **ncaa.org/what-we-do/awards/elite-scholar-athlete-award.**

PARTICIPATION AWARDS

Preliminary Rounds

Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, **mementos will NOT be permitted at preliminary rounds.**

Finals

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. All participant awards will be distributed at the site of the championship(s). Hosts should work with the championship manager on award logistics.

Section 4 • Bands/Spirit Squads/Mascots

Realizing that band/spirit squads and mascots are not commonplace at cross country meets, hosts should apply the general principles below based on interest from participating institutions.

ADMISSION

A maximum of 30 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a gate list. **Live animal mascots are not permitted.** The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play.

ARTIFICIAL NOISEMAKERS

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the meet is in progress.

DESIGNATED AREAS

Bands, spirit squads and mascots must remain in an area designated by the meet director with the approval of the committee. Use barriers to designate the boundaries for spirit squad.

ELECTRONIC AMPLIFICATION

Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

NATIONAL ANTHEM

The national anthem will be sung or played approximately 10 minutes prior to the start of the first of the two races.

LOCATION

Place bands so as not to interfere with spectators, photographers or participants, subject to the approval of the committee liaisons.

WARM-UP TAPES

No warm-up tapes are permissible. Only band(s) and electronic scoreboard music will be used. The host institution will select from the NCAA list of approved music and administer the music.

Section 5 • Banquets

Regionals. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA regional competition the same experience, **banquets will NOT be permitted at regional competition.**

Finals. A championships banquet for approximately 900 people may be arranged at the championships finals site by the host institution. The NCAA will work with the host in utilizing a system to reserve tickets as well as order additional tickets (if room is available). The championships banquet will be held on the Thursday night before the championships. The cost per person is not to exceed $35. Participating institutions will be allowed complimentary access to the banquet for members of their official NCAA Championship travel party. The host will make accommodations for participating institutions to purchase additional tickets on-site on a space available basis.

The area should be set with seating to hold the recommended number, with a stage at the front with a podium, four eight foot skirted tables for trophies and awards, projector and AV screens if necessary, and NCAA banners or the press conference backdrop.

The typical format for the banquet will include a welcome statement by the host institution's designees or staff, the meal, possibly a video and/or speaker, the Elite Scholar-Athlete Award and the USTFCCCA presentation of all region awards (if applicable). The menu and format must be approved by the NCAA championship manager. The host should also plan to print a program for the banquet.

Host institutions are encouraged to seek sponsorship of any entertainment not allowed for in the budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment.

Officials are NOT to be included in any social event involving the participating coaches or student-athletes.

Section 6 • Broadcasting/Internet

Please see the NCAA Broadcast and Digital Policies, located on the NCAA website at **ncaa.com/broadcast**.

Section 7 • Championship Presentation/Fan Engagement

FAN FEST

The NCAA has the first right to host a fan fest at any NCAA championship. If the NCAA does not opt to host a fan fest, the host institution/conference may consider hosting an ancillary entertainment activity for fans in conjunction with the championship. If another entity (e.g., convention and visitor's bureau) elects to stage such activities, they must be off venue property. Either of these options not hosted by the NCAA must follow the following policies:

- If hosted by the host institution/conference on venue property, all plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/ Corporate Partner (CC/P).
- If an NCAA CC/P wants to activate at the championship, the hosting entity must allow them to participate.

No entity may contact NCAA CC/Ps directly. All such contact shall be directed through the NCAA staff.

NCAA MARKS

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA marketing staff prior to approval and production.

IN-VENUE ENTERTAINMENT

Video Board Content and PA Scripts

NCAA championship hosts are required to utilize NCAA provided PA scripts, run-of-shows and video board content. Host messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognitions and sponsorships. Any enhancements that you would like to propose for the event must be approved in advance by the championship manager.

The NCAA will provide video board content to sites that have such capabilities. Please work directly with your NCAA championship liaison to identify if a Van Wagner producer is assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

Questions related to video board content logistics should be directed to:

Brandon Anthony – Senior Producer

Van Wagner
Telephone: 925-354-5721
Email: **banthony@vanwagner.com**

Break in Action Contests or Promotions

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged, excited and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are discussed below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA staff point person for approval.

Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased or nonsponsored versions of these promotions to use during NCAA championships. Entertainment can also include local performance groups or youth scrimmages. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA corporate relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No connection or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from the NCAA merchandise supplier) make good prizes for these contests as prizes with commercial recognition would not be permitted.

National Anthem Singers

Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized individuals or groups to sing the national anthem (e.g., state beauty pageant winners, recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration:

- Local groups or personal contacts who could provide this service at no cost are recommended.
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- A brief description and"thank you"for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.

Enhanced Team Introductions

Examples of this could include using special music, smoke machines or on-field fireworks, team banners/flags youth athletes or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:

- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- No bias toward or against any participating team and should be equally executed for all participating teams.
- Should be discussed with the NCAA point person in advance.

Musical Entertainment

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pregame, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

Affiliated Award Recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite Scholar-Athlete Award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness.

Military Involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc. Please work with the NCAA CR and In-Venue team to finalize military involvement, as some elements may be influenced by partnership agreements. *Please see Military Involvement below for full description and guidelines.*

MILITARY INVOLVEMENT

The NCAA supports inviting the military to participate at NCAA championships if its involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pregame, during halftime or other breaks in the action. These performances have included, but are not limited to, national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any recommended forms of military involvement with your NCAA staff point person who would in turn discuss with the NCAA corporate relations and game presentation teams as some elements may be influenced by partnership agreements.

Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Host connections with local military bases will be most cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band… and for all of the American military service personnel who they proudly represent.").
- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA point person if providing complimentary access to watch the championship before or after their presentation is appropriate and possible.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA point person.
- When several military groups are in attendance and recognized during one game/session of a multiday championship, you may want to consider a theme night "Military Appreciation Day/Night." This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

Section 8 • Commercialism/Contributors

SPACE REQUIREMENTS

Activation of Corporate Champion and Corporate Partner Program. The NCAA may request/require that certain areas of the competition site be made available for use by NCAA Corporate Champions or Corporate Partners (CC/Ps) for the purpose of marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

Local Organizing Committee Hospitality. If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g., location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC's expense.

Other Functions. To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

PREMIUMS GUIDELINES

Competition Venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 120 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. No laser pointers of any kind.

Noisemakers. Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Promotional Items. Promotional items (e.g., cups, shakers, flags) with commercial slogans or identification, other than those from NCAA Corporate Champions and Partners, are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

Signs, Flags, Banners. Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

Video Camera/Still Camera Policies. Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with TNT Sports and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link:
NCAA Corporate Champions & Partners

LOCAL CONTRIBUTOR PROGRAM

Currently, local non-CCP corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as "local contributors of the LOC." Local contributors may not use the word "official," "official sponsor of" or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff.

ALL uses of NCAA trademarks or logos must be submitted to the NCAA branding team via Nathan Arkins (**narkins@ncaa.org**) for approval before production or use. Please allow up to five days for response time.

Downloads of NCAA logos may be obtained through the **NCAA Digital Library**. If you need to register for a new account, please email **veritone@ncaa.org** and include your first/last name and email address. An account will be created, and you will be prompted to update the password after you successfully logged in for the first time.

NCAA Trademarked Protection Language

NCAA trademarks benefit from consistent "source identification" to the public through basic legal language attributing ownership. The general guidelines outlined here are meant to clearly explain how to use the NCAA's trademarks. All use of NCAA trademarks or logos must be submitted to the NCAA for approval. The current list of trademarks awned or licensed by the NCAA is available by contacting Ashley Murray at **amurray@ncaa.org** or 317-917-6349, or by visiting the NCAA website.

1. The NCAA's position on inclusion of ® and ™ marks is first use. To comply with legal requirements, a registered mark or trademark should be used on all NCAA® IP on first reference. The "first reference" refers to the first time a specific word, term or phrase appears. This includes, but is not limited to logos, authenticating lines or taglines. In any case, it is appropriate to reduce the size of the registered mark or trademark if it is egregious compared to other elements. The reqiurement is that the designation is legible.

2. Official trademarked names cannot be changed or abbreviated.

3. If the correct registration is used, no legal language is required.

4. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.

5. There may be no registration of or use of NCAA marks within Internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: **memberx.edu/ncaa**.

Identification of Commercially Named Venues on NCAA Materials

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics). All uses of NCAA logos must be submitted to the NCAA branding staff for approval.
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks, and you may only use the commercially named venue in text.
- The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

NCAA Logo Use by Commercially Named Venues

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA Championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the NCAA championship administrator to sell the NCAA tickets. All uses of NCAA logos must be submitted to the NCAA staff for approval. The following conditions apply to this NCAA logo use:

- Championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's home webpage or event-specific web page.
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). This is because NCAA Corporate Champions/Corporate Partners and WBD/CBS have graphic exclusivity in the use of NCAA logos and marks.
- Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page.
- The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ashley Murray **amurray@ncaa.org**; 317-917-6349.

For blue disc and/or secondary (word) mark, please use:

- NCAA is a trademark of the National Collegiate Athletic Association

For blue disc/secondary marks plus another NCAA trademark, please use (for example):

- NCAA and March Madness are trademarks of the National Collegiate Athletic Association.
- NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

For blue disc/secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

- NCAA, March Madness, Men's Final Four and Women's Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

NCAA Licensed Trademarks

Men's College World Series and Women's College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Men's Baseball Championship and the Division I Women's Softball Championship.

All other licenses or trademarks are property of their respective holders.

Helpful Links

NCAA Trademark Protection Program
NCAA Digital Library
NCAA Corporate Champions and Corporate Partners

OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA's Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA marks, brackets, taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items.

For a list of NCAA licensees and official equipment suppliers, see **NCAA Official Vendors, Suppliers and Licensees - ncaa.org**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's championships.

c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

d. **Commercially Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).

e. **Covering Existing Signage/Product Branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

g. **Official Stickers and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. **Fan Promotional Materials.** If facility approves, patrons are permitted to bring in small signs and non-noise-making items may include any (non-CCP) commercial identification.

i. **Digital Inventory.** At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 9 • Critical Incident Response/Emergency Plan

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state and local partners who aid in maintaining safe events for all athletes, coaches, officials, fans and staff.

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Safety and Security Best Practices when developing a safety and security Event Action Plan.

The suggestions outlined in Safety and Security Best Practices are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security plan.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources and support NCAA Championship event.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized sworn law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

PREPARATION

Competition site management is reminded of its responsibility to provide an environment that is safe and secure for all student-athletes, coaches, officials and fans. This includes sufficient security and/or law enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals. The championship manager and host institution staff shall review with the local law enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. In the event of a critical incident, contact the NCAA championship manager immediately before making any decisions.

Resources. Safety and Security Best Practices is available for hosts to reference and use as needed in helping set up an Event Action Plan with appropriate partners.

Each host will be asked to provide the following:

1. Local authorities and critical incident response team contact information.
2. Review emergency protocol before the start of the event.
3. Identify chain of authority.
    a. Incident Commander (second in command).
    b. Decision-making personnel/team.
4. Identify incident command center (if applicable).

5. Identify incident communication plan.
6. Review evacuation plan - review plan with competition site manager.
7. Review emergency response plan for typical emergencies, severe weather, and potential criminal actions.
8. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program go **here.**

Disruption. Building security and/or law enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if competition is otherwise disrupted. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

I**nterruption of Competition.** The officials have the authority to interrupt the championships. If competition is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining competition schedule also shall be adjusted by the games committee. The committee should review the following procedures for interruption of competition:

- Head Table. Assure that the timing devices are operational and manual times are accurately recorded.
- Officials. Assure that the officials know the exact situation when competition was halted.
- Student-Athletes and Coaches. On instruction from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

Power Source/Public Address. Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

Spokesperson. The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, local, state and federal law enforcement agencies, will serve as spokesperson in the event of the emergency.

Communication. A senior member of the competition site management and the senior law-enforcement officer at the site must proceed immediately to meet headquarters with means of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Participants and meet officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA staff and event management staff (facility manager, event director and senior law enforcement officer) should assemble immediately at a predetermined location to assess the situation.

Normal Conditions. The committee shall determine when conditions have returned to normal.

Resumption of Competition. As soon as possible, competition will be resumed from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, competition should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics and required competition facility operations personnel. Also, the committee has the authority to reschedule the meet or session in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA competition rules.

INCLEMENT WEATHER

Hosts should have inclement weather procedures (i.e., snow removal process) in place before the championships. Inclement weather plans should be sent to the NCAA site representative or committee for review prior to the meet. See appendix for severe weather policy.

Section 10 • Drug Testing

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.

Comprehensive drug testing details for hosts can be found at the following link: **NCAA Drug Testing Program – ncaa.org**.

Section 11 • Equipment, Competition Site & Space Requirements/Diagrams

COMPETITION EQUIPMENT

The host institution is responsible for providing the equipment required to conduct the championships. Please refer to the NCAA Track and Field and Cross Country Rules Book to ensure compliance with equipment specifications. Please see the appendix for specific equipment needs for the start, race course, finish, finish review area and media room. General equipment needs include the following:

Awards Stand (Finals Only). A raised award stand needs to be available to accommodate 40 individuals.

Bib and Hip Numbers (Regionals Only). Competitors' bib numbers, safety pins (eight per entrant) and adhesive hip numbers need to be provided. Numbers should be made of durable material and be at least four inches to six inches high. No commercial logos may appear on numbers. NCAA Championship logos are available online at **ncaalogos.com**. Please contact Nathan Arkins at **narkins@ncaa.org** to obtain a password or to answer any questions concerning the NCAA logo library.

Cameras. Please refer to the rules book and **ncaa.com/broadcast** for specific language and policies about filming the meet.

Medical. Medical staff should be supplied with handheld radios throughout the championships. In addition, trailing vehicles should be available for sports medicine staff. An AED should be on all trail vehicles to assist with prompt medical response, if necessary on remote portions of the course. An ambulance must be on-site during competition day.

Portable Toilets. Portable toilets should be available to accommodate the runners at the start and finish lines (a minimum of 20).

Power Source. A power source should be available on site.

Radios. The host should provide enough handheld radios for the NCAA committee/representative, officials on the course and the finish line, the announcer and medical staff. The radios should be used throughout the competition for communication with the meet director. Earpieces are preferred to headsets.

Tables. Tables should be provided for the protest area (one) and merchandise (two or three).

Tents. Tents for athletic trainer stations, games committee, timing/results, clerking and officials should be provided. Shelter for participants should be made available at each participating institutions expense at Regionals and Finals.

Timing. Split clocks should be positioned at several of the kilometer marks and some significant mile marks throughout the course for Regionals and Finals. Utilizing chip technology, unofficial results must be posted and available in real time both on-site and online at both regional and final sites. At regionals, hosts should work with their timing vendor to have a minimum of two split points for the women's race and three split points for the men's race. However, note that results from chip technology are not official results. Results will not become official until the timing company has completed all necessary video review and the official protest window has closed. Please refer to the NCAA Track and Field and Cross Country Rules Book to ensure compliance with timing specifications.

Video Screens. If electronic video screens are available, they may be used at the competition site's expense. Hosts must consult with the NCAA representative(s) before replaying any performances under review by the meet officials. Video screens may not display advertising. The NCAA will provide video screen content through NCAA partner Van Wagner Sports Entertainment (VWSE).

If a video board is not available, information boards should be placed throughout the course for posting results.

Water Equipment

Regional Meets. Generic cups and hydration product (water, etc.) should be provided by the host institution for the student-athletes at the start and finish lines and in the media and hospitality areas. This can be included as a meet expense in the budget. All cups, coolers and ice chests used must be devoid of commercial identification.

Finals. A specified amount of hydration product (water, electrolyte solution and powder), cups, coolers and ice chests will be sent to the finals site. The local Coca-Cola bottler will deliver your product approximately one week prior to the championships, and the equipment will arrive approximately two weeks prior to the championships. When the product and equipment arrives, the meet director should inventory the supply to be sure that the correct quantities have been sent.

The provided cups are to be used in all areas in place of other cups (e.g., Pepsi, Gatorade) during press conference, practice, and competition. Generic cups (devoid of commercial identification) also should be provided in the media and hospitality areas in the event the supply of NCAA cups runs low; this can be included as a meet expense in the budget.

If you would like to purchase additional product or soft drinks and are a Coke pour institution, please use the relationship you have with your local bottler. You do not need to contact the NCAA national office regarding additional product. Please note that this amount is to be listed on your final financial report. If you are a Pepsi pour school and would like the opportunity to purchase product, please contact the NCAA championship manager for appropriate forms and guidelines. In the event that you are purchasing small quantities of product, you should check your local grocer, as these prices may be better than what the Coke local bottler can offer.

A letter from the NCAA office outlining the specific amounts of product and equipment provided will be sent to the meet director. You will be asked to inventory the amount of product that is left over at the conclusion of the championships. The national office will provide a form and a reminder letter. **It is important that you are as accurate as possible on your count, so that we may ensure that future championships are receiving adequate amounts of product and equipment.**

CONCESSIONS

Food and beverage prices will be no higher than similar events or primary tenants in the competition site.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the spectator areas, except before the meet begins. During competition, selling is restricted to the established selling locations.

COMPETITION AREA

The competition area should meet all specifications as outlined in the current NCAA Track and Field and Cross Country Rules Book accessible on **ncaa.org**.

NCAA Logos. NCAA Championship logos are available online at **ncaalogos.com**. Please contact Nathan Arkins at **narkins@ncaa.org** to obtain a password or to answer any questions concerning the NCAA logo library.

Photo Boxes. The host should designate photo boxes as appropriate throughout the course, but should not interfere with timing operations and coaches boxes (if designated).

COMMITTEE ARRANGEMENTS (FINALS ONLY)

Tentative Schedule (Week of Championships)

Wednesday	Committee arrives. Course review 3-4:30 p.m. (meeting space needed from 5-10 p.m.). Dinner with host, or provided at hotel.
Thursday	Committee meeting space needed from 8 a.m.-4 p.m. Lunch should be provided.
Friday	Committee meeting space needed from 8 a.m.–noon. Breakfast should be provided.
Saturday	Working space at course needed.

Committee meeting space should be at the headquarters hotel or other agreed upon space by host and championship manager. There should not be a charge for the use of this space. The host should submit the food proposal with cost to the championship manager for approval.

Equipment/Supplies needed are as follows:

- Projector and screen.
- Wireless Internet for all committee members. Also provide power strips for notebook computers. Wireless passwords should be provided to committee members at time of arrival.
- Twenty chairs with plenty of table space (Hollow Square).

DECORATING AND ADVERTISING

Banners Inside Competition Site. The list of allowable banners and those provided are listed in the appendix.

Basic Signage. The NCAA will provide basic signage to the host institution. The NCAA staff will confirm with the meet director the quantity and sizes of the banners.

Covering. The competition site will not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the competition area, including the videoboard, during the championships session or practices, other than those specified by the NCAA. No local/school radio banners are allowed.

Institutional Signage. Institutional signage does not need to be covered. Championships banner may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the competition site may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming upon request (regionals and finals).

COMPETITION SITE USE

The competition site will be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days (ONE DAY FOR REGIONAL MEETS) before the competition through the conclusion of the championships (i.e., Thursday through Saturday for finals). All space will be available and the competition site set up and championship ready no later than 1½ hours prior to the beginning of the first practice session.

NCAA SPACE REQUIREMENTS (FINALS ONLY)

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media and student-athlete credentialed access).

Student-Athlete Guest Entrance. A gate must be identified to admit patrons holding student-athlete guest tickets (arranged by participating institutions).

Team Personnel Entrance. An entrance must be identified for all student-athletes and coaches.

Media Areas. The areas used for the media workroom should be in close proximity to the course in order to facilitate the media's work and access for coaches and student-athletes.

Workroom. The media workroom should be equipped with an adequate number of electrical outlets, internet connections and other necessary supplies. NCAA logos should be displayed appropriately.

Refreshment Area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout competition. Only NCAA, supplied cups and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

Backdrop (Finals only). The NCAA will provide a back-drop with the NCAA logos to be used for media interviews.

Access/Security. A security officer should be stationed outside the media workroom to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Meet officials specifically are prohibited from this area.

TENT REQUIREMENTS (FINALS MANDATORY/REGIONALS RECOMMENDED)

Student-Athlete Team Tent Area. An area should be designated for team tents. Any rentals are at expense of participating institutions.

Clerking Tent. A large tent to accommodate multiple check-in locations will be provided for clerking. Tent must be able to accommodate a minimum of four check-in lines. Lines should be designated by box number.

Finish Line Officials Tent. A tent or enclosure must be provided with sides at the finish line to accommodate the officials and committee members to review the results.

Committee Tent/Protest Area. A tent or enclosure must be provided that should be able to accommodate 15 people (finals) and four people (regionals) comfortably. A table should be in immediate proximity to the competition area and easily accessible by coaches. One 6-foot table and four chairs are required.

Medical Tent. Provide a large tent stocked with towels, water and other necessary equipment, and staff it with the appropriate personnel prior to and during the races and practice sessions. Should be near the finish line. Accommodations should be made to allow institutional athletic training staff to set up athletic training tables on a space available basis.

Official/Marshal Tent. A small tent that provides check-in for the officials, volunteers and marshals.

Championship Merchandise and Concession Tents. Either one very large tent or separate tents should be used for selling championship merchandise/programs as well as for selling concessions.

OFFICIAL DATA AND TIMING OPERATIONS CENTER

The operations center should accommodate the data and timing personnel along with space for related equipment.

Timer. Regional host institutions are responsible for securing the timer. **The timer must be approved by the NCAA prior to any contracts being signed.** A minimum of two split paints for the women's race and three for the men's race are preferred. The NCAA will contract the timer for the finals site.

Location. The data and timing personnel must be located close to the finish line and elevated in a press box or similar structure if possible.

Signage. No ornamentation or signage is allowed along or under the operations center. The operations center should be limited to key personnel, with no access to spectators.

The area around the finish line and timing operations center needs to be large and should be bordered by fence and staff to prevent coaches and fans from entering these areas.

PARKING

There should be enough parking spaces adjacent to the competition site for the committee, meet officials, NCAA staff and media. In addition, designate an area for team buses to drop-off and pick up passengers. All parking for participants and working staff must be provided free of charge. If there is a cost associated with serving adequate parking, that cost shall be the responsibility of the host.

RACE FINISH

Please see the appendix for all equipment needs for the race finish.

PHOTOGRAPHERS

First and foremost, the location of photographers and/or camera crews should take into consideration student-athlete safety. Under no circumstances should these individuals be allowed on the course without permission from the track and field and cross country committee and/or NCAA manager. The media coordinator should assign an individual to monitor this situation.

During the national championship a system will be developed to accommodate photographers and videographers using arm bands and marked areas.

VIDEOTAPING

Each participating institution may designate one individual as the team videographer. The team videographer will be provided a credential and a TEAM VIDEOGRAPHER or TEAM PERSONNEL armband/vest and will be permitted to film their footage ONLY from a designated area(s) which serves all still photographers. During the meet, the videographer should follow all rules that apply to still photographers. In addition, the team videographer can shoot from any area that a still photographer has access to.

NOTE: The team videographer for the winning team will be allowed on the competition area to film the postmeet celebration and awards ceremony, if applicable.

Section 12 • Financial Administration

AUDIT

Sites will be randomly selected for financial and box office audits following the championship.

The NCAA will make every effort to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship.

Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA.

If selected for audit, the following documentation will be requested:

- Box office audit reports or sales summaries.
- Ticket purchase invoices or statements and unsold tickets.
- General ledger; bank statements; check copies and reconciliations.
- Competition venue rental agreement and settlements.
- Any other documentation to support details reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

Hosts must retain all financial documentation for a minimum of one year post-event and ensure the ability to reconcile:

- Ticket audit totals.
- Reported revenue streams (tickets, fees, suites, etc.).
- All reimbursed expenses.

APPROVAL OF THE BUDGET

As part of the site-selection process, each prospective host must submit a proposed budget for NCAA approval. The budget must include all revenues and expenses associated with hosting the championship, including lodging for officials and site representatives, if applicable. Budgets must be submitted in accordance with the sport committee schedule and approved by the NCAA before the first day of competition. Hosts should make reasonable efforts to forecast ticket sales, as revenue, attendance and operational scale directly impact allowable expenses and overall financial performance.

The host institution must adhere to all NCAA-approved budgeted expenses, including (but not limited to) competition site rental, maintenance, insurance, ticketing operations, personnel (e.g. ushers, ticket sellers/takes, game staff), security, promotion, advertising, meetings and medical services. Only actual, reasonable and necessary expenses associated with championship operations are eligible for reimbursement. The NCAA reserves the right to determine expense eligibility; expenses deemed excessive, unsupported or outside policy will not be reimbursed.

Reimbursement is limited to approved budget categories and amounts. Any expenses exceeding approved limits or outside approved categories are the responsibility of the host institution unless preapproved in writing by the NCAA. Budget adjustments are permitted but must be submitted to and approved by the NCAA before incurring the expense.

TAX RESPONSIBILITY

It is incumbent on the host to understand and remit all necessary taxes related to the sale of championship tickets made by both the NCAA and the host at their given state and locality. The host institution shall coordinate with the NCAA regarding applicable admissions, sales and use taxes, including identifying whether the NCAA's tax-exempt status applies in the host jurisdiction and communicating exemption requirements to vendors, where applicable. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not-for-profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide a letter of attestation regarding tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final, approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by the NCAA staff and receipt of the automated email noted above.

If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all supporting documentation (e.g., ticket audit reports, invoices, contracts, receipts) to substantiate each reported revenue and expense line item.

A financial report will not be considered complete until all required documentation is submitted, approved, and any amount due to the NCAA has been received. Institutions that fail to meet the 60-day reporting requirement will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in honorarium). Honorarium penalty reductions are automatic and will be applied based on the date the complete and accurate financial report is received by the NCAA.

If the financial report results in the NCAA paying the host, the NCAA will make best efforts to reimburse the host within five business days of the report being approved by the NCAA finance and accounting department.

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the **drug testing manual** (ncaa.org/About_Us/Health, Safety and Performance/Drug_Testing/Drug_testing).

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA travel policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit online expense via the **Travel Expense System (TES)** to the travel department at the NCAA national office within 30 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and must be completed independently of the host financial report and budget submission.

SITE REPRESENTATIVES

The NCAA representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA.

TRANSPORTATION

Transportation. The NCAA shall pay for the rental of cars for a predetermined number of meet officials and the NCAA committee representative(s). The championships staff will approve the individual to get a rental car and the individual will need to call Short's Travel to book.

Local Transportation for Teams. For team sports eligible for reimbursable ground transportation, teams must arrange ground transportation through Short's Travel. Individual sports eligible for reimbursable ground transportation receive mileage reimbursement in accordance with the travel policy.

Air Transportation for Teams. If a school is eligible for air transportation, all air travel must be booked through Short's Travel.

All travel arrangements eligible for NCAA reimbursement must be booked in accordance with NCAA travel policies. Expenses incurred outside of these processes may not be reimbursable.

Hotel Room Block for Predetermined Sites. If at an NCAA predetermined championship site, On Location will assist with the management of those hotel room blocks.

NCAA Championship Travel Policies

Section 13 • Hydration Product

POWERADE

Equipment Information

The NCAA will provide certain championships relevant equipment (sideline hydration product, sideline hydration equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the product and equipment is to hydrate stud\ent-athletes for competition. Each championship will receive information from the NCAA pertaining to any product and equipment that will be provided. Following the championships, each host site will be required to provide the NCAA with a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance.

Cups, Coolers and Water Bottles

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only cups, cans, coolers or water bottles may be used during championships that are provided by the NCAA. If applicable, the host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

Hydration Program

Coca-Cola will provide a bottled water product (e.g., Dasani), BODYARMOR powder, and when applicable, BODYARMOR in bottles. Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. Equipment carrying any branding other than BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

If a championship also receives BODYARMOR-branded squeeze bottles, they should be provided to student-athletes. Non-POWERADE-branded squeeze bottles brought by teams/student-athletes will not be allowed.

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, BODYARMOR, Coca-Cola, Sprite).

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

Use of NCAA-Provided Coolers from Previous Years

The host may use previously supplied equipment from the NCAA, specifically POWERADE equipment with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

If you have any questions regarding any of this information, please contact Will Hopkins (317-917-6779; **whopkins@ncaa.org**).

Preliminary-Round Sites NOT Receiving POWERADE-Branded Equipment and Product

The host institution may use items other than POWERADE-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

Section 14 • Insurance

LIABILITY

If event is held on-campus:

Host institution must maintain and provide proof of at least $1 million of Commercial General Liability (CGL) insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL coverage. (This is the minimum requirement per NCAA bylaws).

If event is held off-campus:

Host institution must maintain and provide proof of at least $1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL coverage. (This is the minimum requirement per NCAA bylaws).

Venue must maintain and provide a minimum of $1 million in Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. NCAA must be named as an additional insured.

NOTE: All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Section 15 • Lodging

NCAA PREDETERMINED CHAMPIONSHIPS

For all NCAA predetermined preliminary-round competition and predetermined championships, On Location acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). The contracted hotel properties shall be within 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athlete(s). Teams must stay at an NCAA contracted hotel unless otherwise noted. Hosts are no longer required to secure the rooms. On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

For select individual-team Championships, the NCAA will secure risk-free hotel accommodations with favorable concessions and contract terms on the participating teams and individuals' behalf. Teams are encouraged but not required to use NCAA-secured hotels.

NOTE: For Cross Country regionals, hosts are asked to secure complimentary no risk blocks to offer to teams, but ultimately teams may stay wherever they like and are responsible for making their own lodging arrangements.

MERCHANDISING

The hotel understands that the NCAA exclusively will have first right of refusal to sell products licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will be a predetermined, nonnegotiable rate included in the contract between the two parties, except as specified in the following sections.

Section 16 • Marketing

CONTACTS

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA Championships marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor's bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Championships Bid Portal.

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results postchampionship to share with your NCAA marketing contact.

MARKETING PLAN

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championships Marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships Marketing contact prior to implementation. A marketing plan template may be found in Appendix I.

NCAA-PROVIDED MATERIALS

- The NCAA will provide designated hosts creative/artwork including, but not limited to, print pieces, email blasts, digital banners and promotional signage. Hosts should NOT develop any marketing collateral on their own.
- The NCAA will also provide radio and video spots to selected hosts. Several formats will be provided to allow for use over a variety of platforms (e.g., websites, broadcast, in venue).
- Hosts that are not provided with artwork can create materials through the NCAA Marketing Portal. Materials include, but are not limited to, mobile tickets, email blasts, digital banners and promotional signage. Credentials will be emailed to the marketing and ticketing contacts listed on your bid form. Hosts should NOT develop any marketing collateral on their own.
- Predetermined hosts utilizing the NCAA Marketing Portal will also receive a radio and video spot in their Download Center. We encourage you to use these assets across your platforms.

SOCIAL MEDIA GUIDELINES

Host may use existing institutional, venue, destinations or local organizing committee social media accounts to promote NCAA championships.

Key Requirements:

- Do not create championship-specific social media accounts.
- Use official NCAA social media handles and event hashtags.
- Use only NCAA-approved creative assets and branding.
- Sponsored content and corporate logo integration are not permitted.
- Hosts may share approved event coverage, fan experience content and ancillary event content in accordance with NCAA media policies.
- All championship-related content must comply with NCAA branding and intellectual property guidelines.

PAID DIGITAL ADVERTISING GUIDELINES

Hosts may utilize paid digital advertising to support championship awareness and ticket sales, subject to NCAA review and approval.

Key Requirements:

- All paid campaigns, audience targeting plans, creative assets, media plans and landing pages require NCAA approval prior to launch.
- Only approved first-party audience data sources may be used.
- Campaigns must use NCAA-approved branding, logos, messaging and creative assets.
- Messaging should focus on the championship experience, fan engagement and ticket sales.
- Hosts may be required to provide campaign reporting and performance metrics.

WEBSITE GUIDELINES

The official NCAA championship website and ticketing platform serve as the primary sources for event information and ticket sales.

Key Requirements:

- Prominently link to the official NCAA championship website and ticketing site.
- Direct all ticket purchase traffic to official NCAA ticketing platforms.
- Use NCAA-provided creative assets and approved branding.
- Championship webpages should include event dates, venue information, ticket links and fan resources.
- Championship-related website content must be submitted for NCAA review and approval prior to publication.
- Any championship microsite should support NCAA objectives and avoid duplicating official NCAA content.

DATA CAPTURE GUIDELINES

Hosts and local organizing committees may support fan engagement and event operations, while complying with NCAA data collection requirements.

Key Requirements:

- Volunteer recruitment information may be hosted locally.
- Championship-related fan data collection must occur through NCAA-owned platforms.
- Hosts should direct fans to NCAA-owned platforms for ticketing information, newsletters, contests, sweepstakes and promotional registrations.
- Hosts may not create independent databases or sign-up forms for championship updates, ticket sales or event communications without NCAA approval.
- Any data collection must include appropriate notice and consent requirements.

GENERAL NOTE

Hosts are responsible for complying with all NCAA branding, marketing, sponsorship, intellectual property and promotional policies. All championship-related marketing, advertising, website content and promotional activities are subject to NCAA review and approval. Detailed guidelines and approval procedures will be provided directly to hosts following championship assignment.

Section 17 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility and the NCAA. The primary objective of everyone involved in the administration of the championship, shall be to provide a memorable championship experience for each participating student-athlete, coach, administrator and tournament attendee.

Note that health and safety protocols related to preparedness, response and protocols might have an effect on the media services detailed below, with any changes provided to all hosts in advance of each championship.

BROADCASTING/INTERNET

Please log on to **ncaa.com/media** for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at **ncaa.org/championships/statistics/ncaa-records-books**.

CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites**. PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at **ncaa.com/credentialterms**, should also be visible at credential pickup.

The following is a sample of the types of credentials that can be produced, if applicable:

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce an event management and an all-access pass).
- Media – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only).
- Participant – For student-athletes, coaches, equipment managers (anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

It is up to the tournament director to determine which areas may be accessed with each credential type.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Final-Round Site. Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to **ncaa.com/media**, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) Credential system training sessions will be conducted. The system will notify via email all media members who apply for credentials whether their request has been approved or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

Preliminary-Round Site. Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are nontransferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

CREDENTIAL BOARDS

The NCAA will provide credential boards to all final sites. These are for public display and to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

The host institution shall provide complete statistics of all NCAA championships competition.

FLIP CARDS

Flip cards should be provided to all media members for easy reference to participating team information, where applicable. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.

INTERNET POLICY

The NCAA website, **ncaa.com**, serves as the official online resource for NCAA championships.

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and postevent footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance.

Once it is determined that neither the NCAA nor the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a nonexclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media (**nflannery@ncaa.org**).

MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site and/or if media guides and postseason information should be uploaded to the NCAA box library. If wanting to provide a printed version, the media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

MEDIA ACCOMMODATIONS

Hotel. If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact/link at the hotel whom they can call or link to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

Meals. Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

Parking. Media parking should be provided at all championship host sites. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

Media Workroom. If possible, a media workroom should be designated at each site, where media members can be provided a workspace. The workroom should provide an adequate amount of media seating, electrical outlets, complimentary wireless internet access and a pool of high-speed internet lines, if possible. Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

NEWS FILM AND MINI-CAMS

Please visit **ncaa.com/media** for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff.

Pool reporters may request an officiating and/or rules interpretation via the NCAA committee and staff members on site, when a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant; if a rules interpretation is needed; or there is a clock/timing issue. Additionally, if a member of the respective sport committee deems it in the best interest of the championship for broadcast partners and members of the media to receive an interpretation pertaining to another specific situation, the officiating crew shall return to its locker room and conduct a conference call with the NCAA's national coordinator of officiating for interpretation. No one other than the game officials, members of the committee and the NCAA staff representatives assigned to the site are permitted in the locker room during the meeting.

Upon completion of the meeting and if competition is continuing at the host site, staff will communicate with the pool reporter and the sideline reporter from the broadcast entity (without camera or microphone) to share the officiating crew's interpretation to help enhance the public's understanding of what transpired.

The NCAA will issue a statement and will distribute it to its broadcast partners on social media and to media covering tournament games at that site.

PERSONNEL

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA will not pay any expenses. All volunteers should be a minimum of 16 years or older. It is preferred that all media coordination volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator's knowledge of the area media will help with advance planning.

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall – Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator – Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a prechampionship news conference if the number of media or interest in the championship warrants it. If a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. With permission from the NCAA, exceptions may be made to the policy.

The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

NOTE: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.

1. **Individual Championships with no Postevent News Conference.** Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.

2. **Individual Championships with a Formal News Conference.** Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.

3. **Team Championships with a Formal News Conference.** The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or NCAA Radio Network, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Moderator Duties

1. The moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.

2. Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.

3. The moderator should open the press conference by asking the head coach for his/her opening statement.

4. After the coach's comments, the moderator should invite questions from media.

5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.

6. Limit the losing team to 10 minutes and the winning team to 20 minutes.

7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Press Conference Setup. Each host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should have a public address system and an elevated head table.

Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number).
- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.
- Mult box.
- Wireless microphones.

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA. Quotes shall be distributed to the media immediately following each press conference.

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Additional information regarding photography can be found **here**.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.

PROGRAMS

Championships will feature either a printed or digital game program, which the NCAA and LEARFIELD Publishing has the exclusive right to post/distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of LEARFIELD before, during and after the event.

LEARFIELD will be responsible for all program production, including editorial content, layout and design, advertising and printing. Championship media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (**clerrinda.queen@learfield.com**).

LEARFIELD encourages the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes), provided any such materials:

- Are only distributed with the purchase of a program.
- Do not include information available in the program.
- Do not include advertisements.

The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and LEARFIELD approval.

RADIO/INTERNET AUDIO COVERAGE

Radio broadcast rights and made for internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to **ncaa.com/media**.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto **ncaa.com/content/audio-policies-0**.

SCOUT VIDEO COORDINATOR

A scout video coordinator is permitted to film the game from an upper video position. A credential also may be issued to a team videographer. The scout video coordinator will receive a media credential and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

SECURITY

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, **ncaa.com**, with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to **NCAA-Editorial@warnermedia.com**. Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to "Team Content Policy" link at **ncaa.com/media-center/broadcast-services**.

INTERNET

Complimentary wireless internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional "hookup fee" to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

TELEVISION

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison, media coordinator or member of the broadcast staff. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at **ncaa.com/media**.

LIVE STREAMING

For final sites of all nontelevised championships, ncaa.com will provide live streaming of the contest. For all other nontelevised rounds, the NCAA encourages all hosting institutions to provide a live stream of the event.

Apply for NCAA internet streaming rights online at **ncaa.com/rights-request**. Questions about Internet streaming can be directed to Nate Flannery (317-917-6523; **nflannery@ncaa.org**).

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

NCAA Championship hosts and local organizing committees are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, ticket sales, etc. The primary purpose of the microsite should welcome fans to enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Venue Information

Host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map details including hours, pricing, etc.
- Venue information.
- For email communication: **ncaa.com/newsletter-signup**

Travel and Transportation Information

It is permissible, and encouraged, to share travel information such as local hotel options, car rental, public transportation, etc., within the microsite for consumer knowledge. Links should direct away from the microsite and no mention of company names are to be included within the copy of the microsite.

EXAMPLE: "For hotel options within the {CITY NAME} area, please click here" (link can be to city tourism page or visitor's bureau, etc.).

Dining, Shopping and Local Attractions

The following topics are permissible and encouraged to house within your microsite, but must link away from the main page:

- Local fan gathering and entertainment locations.
- Shopping and dining options.
- Special attractions unique to city.

Selections, Preliminary Rounds and Broadcast Schedule

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to ncaa.com. The championship manager can provide this information.

Local News

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include national information about the competition that is covered by the NCAA. You should link back to the official NCAA championship page, when applicable. The championship manager can provide this information, as needed.

Volunteer Information

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

Travel Information

Hotel, car rental and other travel accommodations should link to: **ncaa.com/travel**.

Email Sign Up

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: **ncaa.com/newsletter-signup**

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library to Nathan Arkins at **narkins@ncaa.org**.

Copyrights, Licensing, Trademarks and Corporate Marks

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than ncaa.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: **ncaaphotos.photoshelter.com/contact**
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by **clicking here**.

Social Media

All social media icons should like to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at **ncaa.com/social**.

Mobile Version

The NCAA championship information pages will be mobile friendly. In order for the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

Local Contributor Recognition

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only. No logo presence of the local contributor is permitted.
- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors" or "Host City Contributors." No usage of "official," "official sponsor" or "corporate champion/partner" in any manner.
- Must be free of any NCAA logos.

Microsite Examples

If you would like to review an approved championship microsite, please reference one of the following pages:

- Oklahoma City Women's College World Series Microsite: **visitokc.com/wcws/**

PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff or host to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions upon requesting a credential. Photo sales are strictly prohibited.

Images for use by NCAA member institutions are available at a special rate and are bound by the following rights:

"For official NCAA member institution athletic department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing."

For internal member institution use, please contact Clarkson-Creative at **info@ncaaphotos.com** with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Andy Krause (**Andrew.Krause@gettyimages.com**).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit **on.ncaa.com/NCAAonGetty**.

For additional questions regarding championship photography, please contact Nate Flannery (**nflannery@ncaa.org**; 317-917-6222).

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: on.ncaa.com/socialaccounts

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, local organizing committee, sports corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts._If the championship does not have an official NCAA account on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established methods, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collaborations on Instagram(@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA social team through the championship's contact.

A host should not create a social media account or page *(Facebook page, Twitter feed, Instagram, TikTok, Snapchat, etc.)* **solely devoted to promoting an NCAA championship.** These pages become outdated, distract fans from established pages and fracture the NCAA message.

Please send direct questions, ideas or news to Jeffrey Donley, **jdonley@ncaa.org**.

Section 18 • Meet Management

ADMINISTRATIVE MEETING

The committee or NCAA site representative will conduct a mandatory administrative meeting before the start of competition to review championship matters. It is mandatory that each institution is represented at the meeting. The administrative meeting is typically held virtually the Tuesday before competition at the regional meets and the finals. An institution missing the meeting is assessed a minimum $200 fine per team per gender. Regional hosts will be provided a draft agenda to be used for this meeting. Regional hosts are responsible for setting up virtual meeting link and recording the meeting.

APPAREL (REGIONALS ONLY)

Must be ordered through a NCAA licensee, if used at all.

SCHEDULE OF EVENTS

The track and field and cross country committee will approve the schedule of events prior to the championships. Exceptions to finalized times will be considered in extenuating circumstances (i.e. heat) but must be submitted for approval to the track and field and cross country committee.

NATIONAL ANTHEM

The national anthem will be sung or played prior to the first race of the championships.

MEET MANAGEMENT

Regional Meets. The NCAA site representative, meet director and the meet referee will be meet management.

Finals. The NCAA Division I track and field and cross country committee will be meet management.

OFFICIALS

Key officials will be appointed as described in Section 20. The host institution is responsible for securing the balance of officials.

Meeting. The officials will conduct a meeting with the NCAA committee/site representative the day prior to competition at both the regional and national meets.

ENTRY FORMS AND DECLARATIONS

Regional and National Entry Forms. Coaches will be allowed to submit a maximum of 14 student-athletes on the entry form. Only the 14 student-athletes listed on the entry form may compete in the regional and/or national championship meets. Coaches will not be able to change the 14 student-athletes on the entry form should the team qualify for the national championship meet. Online entries will be available on DirectAthletics beginning two Monday's prior to the regional championships at 8 a.m. Eastern. **Coaches must submit the forms ONLINE by 5 p.m. Eastern, Thursday eight days prior to the regional championships. The late deadline for regional entries is 5 p.m. Eastern on the Friday prior to the regional championships.** Forms received after the deadline on the Thursday, and prior to the late deadline will be subject to a minimum fine of $400 per team/per gender (men's and women's teams are considered separate teams). This includes corrections to the original submission or additions/deletions to the submission. Any exceptions to the roster policy will only be considered in extraordinary circumstances and should be addressed in writing to the track and field and cross country committee and NCAA championship manager. Each institution should print a copy of its entry forms to hand carry to the regional and national sites.

Declarations. Coaches must declare during packet pickup from the student-athletes submitted on their original entry form (maximum of 14). The runners declared for the national championships meets may be different than those that competed at the regional meet, but all must have appeared on the original entry form submitted by the above deadline. If an institution declares more than seven student-athletes during packet pickup(i.e. takes an eighth or ninth set of chips and bibs), those additional chips and bibs must be returned to meet management in the clerking area no later than 20 minutes prior to the start of the race. Hosts should give specific instructions during the coaches meeting as to where to deliver the extra chip(s) and bib(s).

MEDICAL PROCEDURES

On practice days and during competition, the following is required: (1) the on-site presence of a person(s) qualified and delegated to render emergency care to a stricken participant; (2) planned access to a physician for prompt medical evaluation of the situation (highly recommended that a physician be on site) (3) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (4) access to a working telephone or other telecommunications device; and (5) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

During the competition the following is required:

1. The presence of trainers or other persons qualified and delegated to render emergency care to a stricken student-athlete – personnel should be stationed inside the finish area and at locations throughout the course, including in a trailing vehicle following the last-place student-athlete, one hour prior to the first race. An AED should be included in the medical trail vehicle.

2. Physician present one hour prior to the first race.

3. Planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted. An ambulance on-site is mandatory.

4. Under the direction of the athletic training staff, medical personnel should be stationed in the finish area. A minimum of six people working should be ready to assist runners who collapse at the finish line.

MEET ANNOUNCEMENTS

Other than commentary on student-athlete performances, meet proceedings announcements are limited to (a) those of an emergency nature; e.g., paging a doctor; (b) those of a "practical" nature; e.g., announcing that a car has left its lights on; (c) announcements that NCAA souvenir merchandise, game programs and concessions are on sale; (d) announcements of scores from another NCAA competition site; and (e) the paid attendance figure. It is not appropriate for the public-address announcer to introduce VIPs or meet officials, or to provide information pertinent only to the host institution's activities unrelated to the meet. The NCAA championships administrator will provide public address scripts as appropriate.

PACKET PICKUP

Packet pickup for the **nationals** should be scheduled Friday in consultation with the NCAA and should be located where there is adequate space to handle distribution for packets and student-athlete mementos. The diagram and flow for packet pickup will be established in consultation with the committee.

Packet pickup for the **regional** should be scheduled on a Thursday.

Whenever possible, packet pickup should be held at the course.

Parking passes, if applicable, are distributed at this time. The host institution is responsible for distribution of packets. The NCAA site representatives/committee will assist as needed but the host should plan to have adequate volunteers/staff to fully administer packet pickup.

Finals Only. The host should provide the following for Packet Pick-up (number of tables):

1. NCAA committee (one) – technical questions.
2. Men's team packets (three).
3. Women's team packets (three).
4. Distribution of participant medallions (two).
5. Extra credentials purchase (one).
6. Extra banquet tickets purchase, if available (one).
7. Missing bibs, hips, and chips (two).
8. Athletic trainer credentials (one).

Host needs to be prepared with money boxes and receipt books for credentials and additional banquet tickets (if applicable).

Finals and Regional. A cover sheet for each packet should be created to list the enclosed materials so the coaches have to check each item and sign that they have received everything and are responsible for the enclosed information. The following items should be included in the packets:

- Copy of institution's online entry form that was submitted.
- Student-athlete bib numbers (two) and hip numbers (two).
- If using shoe chips, two chips per competitor should be placed in a small envelope and stapled to the race number and instructions should be provided on return procedure (location of drop off point, cost for lost chips, etc.) If using bib chips, ensure that they are attached to bibs.
- Two copies of the course map (separate for each gender).
- Eight safety pins per student-athlete if using stick-on hip number, otherwise 16 per student-athlete.
- Parking information and pass, if needed.
- Committee final instructions sheet (finals only).
- Copy of starting box assignments.
- Participant medallions (finals only).

NOTE: Additional banquet tickets and coaches' credentials may be made available for sale. (Finals only)

OPEN PRACTICE

Course reviews held the day(s) before the races will be open to the public.

STARTING BOX DRAW

The Committee does box draws for regionals and nationals. Box draws will be sent to regional hosts and should be posted a minimum of two days prior to the competition on the regional website. All starting boxes are randomly drawn.

REPORTING RESULTS

During the championships and at the conclusion of the competition, the host sports information contact is responsible for reporting official results to the NCAA. Copies of results should be sent to **ncaastats@ncaa.org**, **ncaa-content@turner.com**, **jmlynski@ncaa.org** and should be submitted in the following manner:

- Results uploaded to **tfrrs.org** no later than one hour after competition.
- Send the information to the individuals listed above.
- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an email or send email as an attachment in an MS Word document.
- Please convert photos to JPEG format and attach to the email.
- **The results must be provided per the instructions above no later than 30 minutes following the protest period.**

STARTING TIMES

Regional hosts should submit a request for start times to be approved by the committee.

TIMING/DATA CREW

Regionals. The host is responsible for securing the crew to time the meet and making all necessary arrangements related to timing. However, the timer must be approved by the NCAA. Host will be required to submit their proposed timer and contact information no later than Aug. 31 for approval.

Finals. The NCAA will hire the crew responsible for timing the championships. The NCAA is responsible for securing sleeping rooms for the timing/results group, but the housing bill will be paid by the host and reimbursed through the final financial report. The timing crew should be set up in accordance with the institution's normal operating procedure (i.e., in the competition site press box).

Section 19 • Merchandise/Licensing

ADMINISTRATION

The NCAA licensing department has oversight into the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; **dclendenin@ncaa.org**).

AVAILABILITY

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise in advance of the championship. Orders will be shipped by Event 1 directly to the participating institution's campus.

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20% commission fee:

a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers' demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.

b. Locked and supervised storage adequate to accommodate all championship merchandise

c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.

d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.

e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.

f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.

g. Selling locations that are well displayed and fully stocked prior to the public's access to them.

h. Strict adherence to the merchandising and display standards as outlined below:

- Merchandise made available for sale at all times during the event.
- Each item neatly displayed with correct prices clearly marked.
- Merchandise should be neatly folded at all times.
- Neatly dressed personnel that are customer-oriented.
- Skirted tables for display and checkout.
- Display boards and grids to properly display product at all selling locations.

- Selling locations located in high traffic and easily located locations.
- Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
- Keeping selling areas clean and neat at all times.
- Restocking of back-up inventory in a fast and efficient manner.
- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
- Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no cost.
- Calling Event 1, Inc. to request reorders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.

j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.

k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.

l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20% commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15% of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship.

Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

Event 1 will provide an event manual, which will include the contact information for the event coordinator assigned to the event as well as additional merchandising guidelines.

DIVERSE SUPPLIERS

The NCAA encourages and requests that local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary goods and services for awarded championships.

Section 20 • Neutrality

NEUTRALITY

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a “home” atmosphere. Traditional premeet or between-meet activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead “trains” through the crowd).

All officials must refrain from cheering for any participant or from wearing institutional attire; they are considered “neutral” and must behave in such a manner.

Section 21 • Officials

CONFIDENTIALITY

Participating teams will be advised of the officials assigned to their meet(s) at the administrative meeting. The NCAA committee/site representative will meet with the officials (separately from the participants' meeting) to review their responsibilities.

MEETINGS

Officials are required to attend the officials meeting prior to the conduct of the competition.

SELECTION

Regionals. The committee must review recommendations for the key officials (starter and referee) working the regional meets. Additionally, regional hosts should provide the names for approval of the five recall starters, head clerk, shoe control official and finish line judge. Once officials have been determined, the meet director should submit the names of officials to the committee.

Finals. The committee will assign a referee, head starter, PA announcer, head clerk, finish line judge, and two assistant clerks to the championships. The host may provide recommendations to the committee for any of the noted key officials positions. Additionally, the host should provide names for approval of the five recall starters and shoe control official.

NOTIFICATION

The committee is responsible for contacting the key officials at the Finals site only to notify them of their assignments. The host should contact the officials, once confirmed, to obtain arrival times and provide information regarding a meeting time and site and lodging arrangements.

OTHER OFFICIALS

Umpires. Two per major turns (these should be most experienced). A course map outlining umpire zones should be produced by the host.

Section 22 • Participant Manual/Host Website

Regional and Finals hosts will be provided a template participant manual that they must use. We ask that you complete the information in the template and send back for approval by Sept. 15.

Regional hosts will be responsible for creating their own website. Regional hosts should post the course maps, directions and all other relevant information on the host's website. Websites must be approved by the NCAA prior to going live. Championship host website guidelines can be found at **ncaa.com/broadcast**. Please send the host website link to the NCAA championships administrator no later than Sept. 30.

See the appendix for a list of all information that should be included on the host website.

Section 23 • Practice

The course should be made available for practice a day prior to the regional championship and two days prior to the national championships. For the regional championship we would request that the course be available starting a minimum of 24 hours prior to the first scheduled race time, and for a minimum of five hours. Any requested exceptions, need to be addressed with the NCAA championship manager and committee.

Section 24 • Programs

PROGRAMS

This championship will feature a printed program, which the NCAA and LEARFIELD Publishing has the exclusive right to distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of LEARFIELD before, during and after the event.

CONTENT/EDITORIAL

LEARFIELD Responsibilities

Responsible for all program production, including editorial content, layout and design, advertising and printing.

Host Responsibilities

Media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD.

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (**clerrinda.queen@learfieldimgcollege.com**).

SUPPLEMENTAL HANDOUTS

LEARFIELD encourages the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes), provided any such materials:

- Are only distributed with the purchase of a program.
- Do not include information available in the program.
- Do not include advertisements.

The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and LEARFIELD approval.

PROGRAM VENDING AND COMPLIMENTARY PROGRAMS

LEARFIELD will enter into an agreement with the official program vendor of the host institution or sponsoring agency listed on the key contacts form, and will supply programs and settlement sheets to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete vending accountability, including full responsibility for inventory. When the requirements listed below (Program Vending Standards) are met, the host institution will receive a 20% commission of net sales for providing these services. Below are the program vending responsibilities of both LEARFIELD and the host, or official program vendor.

LEARFIELD Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by LEARFIELD.
- Within one week postchampionship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

Host Responsibilities

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Return a signed vending agreement to LEARFIELD prior to the event.
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted number of complimentary programs.
- Meet the "Program Vending Standards" (listed below) to receive 20% commission of the net program sales.
- After meeting the "Program Vending Standards," LEARFIELD will pay the vendor 20% commission of net sales. The vendor is to keep the commissions earned and cut a check to Learned IMG College for the amount due listed on the LEARFIELD provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by LEARFIELD, after the event within the time frame specified in the vending agreement.

Program Vending Standards

- Receive and take inventory of the programs upon arrival. Notify LEARFIELD of any discrepancies in the quantity received or damages to the programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.
- Provide an appropriate number of sellers throughout the facility in order to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure that program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, programs should be neatly displayed at all times. When using tables, please make best effort to keep them presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat at all times.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with LEARFIELD.
- Display signage in a professional manner, if provided by LEARFIELD.
- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.

- Below are a few best practices for vending programs:
  - Designate individuals to sell programs and pay them a commission for each program they sell; or
  - Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.

Section 25 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state, local and campus partners who aid in maintaining safe championship events for all athletes, coaches, officials, fans and staff.

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the **Safety and Security Best Practices** when developing a safety and security Event Action Plan.

The suggestions outlined in the Safety and Security Best Practices are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security plan.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources and support the NCAA Championship event.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized sworn law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

WEATHER

It is expected that the host institution will identify one or more tournament staff members who will have designated responsibility for weather monitoring. The site representative, host tournament staff and any other stakeholders should share relevant email and/or cell phone contact information to enable timely receipt of all weather updates. A severe weather response plan should be created and available for reference. The host or tournament director is encouraged to contact a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution on a complimentary basis for all rounds of competition for outdoor championships. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place.

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule prior to making or announcing any formal changes. Additional resources are available for reference in the **NCAA Safety and Security Best Practices.**

Section 26 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Ticket Design/Printing.** The NCAA prefers the use of mobile tickets for all championship events. If mobile ticketing is not feasible, the NCAA will manage the design and printing of the tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

   Please note any minimum and maximum ticket prices as set forth by the committee or needed to meet financial guarantees.

   The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

   Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

   The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

   The LOC/host or competition venue may not resell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

5. **Suites**

   a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.

   b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.

d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. **LOC/Host Ticket Policies**

a. Allocation. For all championships accepting bids, the NCAA may allocate to the LOC/host a number of saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.

b. Ticket Allocation Limitation. No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.

c. Assignment Information. The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen or misdirected tickets.

7. **Competition Venue Responsibilities**

a. Seating Manifest. The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.

b. Broadcast Partner Site Survey. The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."

c. Final Manifest. Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.

d. General Public Assignments. Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

e. Participating Institutions' Tickets. The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.

f. Sales Reports. The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.

g. Final Ticket Database. Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post-event purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at **ncaa.com/ticket-terms**.

The ticket back language should be placed on the back of all ticket stubs, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

Section 27 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must make arrangements through On Location. On Location can be reached at 866-655-9215 or by email at .

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use On Location to book on-site ground transportation.

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at **travel.ncaa.org**.

All NCAA Championship travel information can be found **here**.

PARKING

The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

Section 28 • Volunteers

GOAL AND RECRUITMENT

A volunteer program for the championship should be implemented to accomplish the following goals:

- Provide an enthusiastic and warm welcome to participants and guests.
- Answer questions and provide information to visitors.
- Contribute to the general excitement surrounding the championship.
- Assist the LOC with championship operations.

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identify, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

Volunteers must be 18 years of age or older and must sign a volunteer release waiver. Individuals with driving responsibilities MUST be 25 years of age or older.

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The Local Organizing Committee (LOC) cannot make a specific volunteer presentation to student-athletes of the host institution/conference. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public. Student-athletes and prospect-aged individuals must be selected by the same criteria as the general public applicants.

The NCAA may request additional volunteers from the LOC as necessary.

WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship (Appendix). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested.

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2025-26 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ inches square.

The LOC will distribute apparel during the required volunteer training sessions to ensure each volunteer's commitment. When ordering apparel, the LOC will ensure that apparel includes women's styles and sizes.

The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

NOTE: Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.

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Appendix A • Course and Equipment Checklists

1. The length of the course will be 6,000 meters for women and 10,000 meters for men.
2. Contact the subcommittee chair for final approval of course layout and marking. Refer to NCAA Cross Country/ Track and Field Rules Book and enclosures in this manual. Lining of the team/individual boxes will be supervised by the NCAA Division I Men's and Women's Track and Field and Cross Country Committee.
3. Make arrangements for collecting runners' gear at the start and taking the items to the postrace recovery area. Proper security should be provided (e.g., plastic bags, student aides).
4. Arrange for a public address system at the course. Use the system and announcer for race countdown and announce race progress.
5. Provide barriers or flagging to secure important areas. Place fencing, 30-40 feet behind boxes to keep general public/spectators and coaches out of start area.
6. Make signs to indicate start, finish and mile marks.
7. Two FinishLynx cameras mounted on tripods set on each side of the mats. Two IdentiLynx cameras mounted a minimum of eight feet should be provided and should be located at 45 degrees of the finish line with one capturing the front and one capturing the back of the runners. All cameras must have battery backup. Split clocks should be positioned throughout the course. Chip Timing must be used.
8. Construct a finish area that is secure and does not allow for access by unauthorized individuals. Details will be discussed on conference calls.
9. Provide one golf cart for committee use (Finals Only). Provide at least one lead and two trail vehicles on race day (gator or golf carts). Medical staff should provide a trailing vehicle(s) with AED. See medical section for more equipment needs.
10. Copy and provide violation forms and pens to umpires throughout the course.
11. Protest forms will be supplied by the NCAA. [**See appendix**]
12. The course should be flagged and roped at all potential sites for congestion.
13. Awards Stand. (Finals Only) A raised award stand needs to be available to accommodate 40 people.
14. Bib and Hip Numbers. (Regionals Only) Competitors' bib numbers (two), safety pins (16 per entrant if not using adhesive hip numbers) and adhesive hip numbers need to be provided. Numbers should be made of durable material and be five inch bibs. No commercial logos may appear on numbers. NCAA championship logos are available online at **ncaalogos.com**.

ADDITIONAL EQUIPMENT/SUPPLIES - NATIONALS

1. Starters flags.
2. Five .32 caliber starting and recall pistols and blanks.
3. A public-address system.
4. Course Supplies.
   a. Pennants or rope (according to course requirements).
   b. Cones and flags, as needed, on course.
   c. Snow fence and/or highly visible fencing.
   d. High visibility engineers marking/caution tape.

e. Adequate paint and sprayer as needed.

f. Directional signs to designate turns and directions post or flags (red, yellow, blue).

g. Shovels, rakes and pruning shears.

h. Mallet and post-hole digger.

i. Sand to fill holes.

j. Padding for protecting posts in finish area and on course.

5. Power sources and at least two back up power sources at meet site.

   a. Electrical.

   b. Generators.

   c. Battery backup systems (two).

6. Water source close to finish (in addition to bottled water and/or coolers supplied by the NCAA). Be sure to plan for ice if necessary.

7. Large plastic bags to use for runners' clothing. Need enough for each team plus each individual runner not associated with a team.

8. A location to post results at the course (bulletin board, clubhouse).

9. Accommodations made for snow removal and/or inclement weather conditions. Make sure you have appropriate equipment on standby and enough workers. Also be sure to have available absorbing material (such as turf dry, hay, etc.).

10. Equipment to ensure equal starting point for all runners to the focal point.

11. Pickup truck or other vehicle capable of transporting equipment.

12. Umpire cards.

13. Emergency medical supplies for extreme heat or cold conditions. See section on medical.

14. Signs.

    a. Mile markers and kilometer markers required.

       (1) Color of mile marker and kilometers markers should be different.

       (2) Need to differentiate between men's miles and kilometer markings and the women's.

15. American flag.

Appendix B • Regional Website Information

The regional hosts are responsible for creating a championships meet website and continuing to update information on the site. The participation manual serves as the host institution's template for this information.

IMPORTANT: Please send a copy of this information to the NCAA national office for approval. Approval is necessary prior to your website going live.

The website should include the following information:

- Link to hotel options on CVB/City Website.
- Directions from airport(s) to lodging and from lodging to competition site.
- Transportation from airport to lodging available (shuttles, taxis, rental car companies).
- Link to DirectAthletics website (**directathletics.com/ncaa**) for completing entry forms online. Emphasize that responsibility for entering rests with the coach and not the meet director.
- Map and description of both men's and women's courses, including a narrative of terrain (video or photos of the course preferred).
- Time and location of all events during the championships week (including course availability for practice).
- Inclement weather procedures and information.
- Timing/Results Page.
- Starting box assignments.
- Ticket link (if applicable).

The following links should be included:

- Links to DirectAthletics.
- Link to **ncaa.com**.
- Link to **ncaa.org** for participant manual and starting box assignments.

Appendix C • Protest Form

NCAA CROSS COUNTRY/TRACK AND FIELD
Protest Form

EVENT _____

Date/Time of Protest _____

Name of Person Filing Protest _____

Name of Institution Filing Protest _____

Phone Number to Reach Person Filing Protest _____

Reason for Protest: (List Rule Violated) _____

_____
Signature of Person Filing Protest

ACTION BY REFEREE:

ACTION BY GAMES COMMITTEE:

Protest or appeal must be filed within the time period specified within the rules after official results are posted. An appeal to the Jury of Appeal, if one is appointed, is for reconsideration of an action by the referee. Protest or appeal requires a deposit in an amount determined by the Games Committee.

NCAA 79874-2/11

Make 2 Copies
Original – NCAA
Copy – to be posted with results
Copy – Person filing the protest

Appendix D • Ticket Back Disclaimer Language

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at **ncaa.com/ticket-terms**.

The ticket back language should be placed on the back of all ticket stubs, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

Appendix E • Severe Weather Policy

Severe Weather Policy for NCAA Cross Country Championships

For the safety of all general public/spectators, student-athletes, officials and coaches the following will be used in case of severe weather (e.g., cold temperatures and/or heavy snow):

1. The meet director and NCAA Division I Men's and Women's Track and Field and Cross Country Committee (Site Representative at regional rounds) will monitor the weather during the week and morning of the championships.

2. At packet pickup Friday (Thursday for regionals) if there are expected delays due to weather at the championships the coaches will be given a central information location and/or phone number to call or Twitter handle to follow for information on delays and/or postponement to the following day. Then the host can leave a message alerting coaches of different start times or a delay in course inspection times due to inclement weather or frost. This information should be placed in the coaches' packets and on the meet website.

3. The games committee will determine whether the start of the meet should be delayed or if the meet should be postponed until the following day. All consideration will be taken in regards to the policies toward competition Sunday for each institution and if institutions involved in the championships have submitted those policies against competition Sundays, the championships would be moved to Monday.

4. If the race has already begun and would have to be suspended in the middle of the competition the committee would recommend the following:

   Women's 6,000 meter – if competition is suspended before the 2,000 meters mark you may run the same day with a two-hour delay. If competition is suspended after 2,000 meters we would recommend postponement until the next day.

   Men's 10,000 meter – if competition is suspended before the 3,000 meters mark you may run the same day with a two-hour delay. If competition is suspended after 3,000 meters we would recommend postponement until the next day.

5. Prior to decisions on delaying or postponing competition, discussions must take place and approval must be granted by the NCAA Track and Field and Cross Country Committee.

** Appropriate provisions will be made to the competition site to ensure the safety of competitors and general public/spectators. The games committee reserves the right to make changes to the above policies and schedules as they see fit.

Appendix F • Tentative List of Deliveries (Finals Only)

(More information will be forthcoming for Regionals)

Shipped by:	Item	Description/Quantity	Estimated Arrival Date
NCAA	Various Forms (protest, receipt book)	Host will be notified with details when shipped	On-site
NCAA	Credentials, Credential boards and lanyards	Credentials, credential boards, lanyards for: participating teams and individuals, coaches and administrators, media, NCAA committee, meet officials, tournament personnel, volunteers, etc.	2-3 weeks prior to champs
NCAA	Signage	TBD – Basic signage, stencils/paint, fencing, facility/banquet enhancement signage	Early November
MTM Recognition	NCAA Official Awards	**Per gender**: 4 team trophies (1st through 4th); 10 individual mini-trophies for each 1st, 2nd, 3rd, and 4th place teams; 7 watches for national champ team; 1 individual mini-trophy for top 15 finishers	2 weeks prior to champs
MTM Recognition	Participant Medallions	255 per gender for the championships	2 weeks prior to champs
Event 1 Merchandise	Merchandise	Event 1 will contact host about merchandise package	1-2 weeks prior to champs
Top of the World/Event 1	Locker Room Program product	T-shirts and hats (to be given to championship team at awards ceremony)	Monday prior to championships
NCAA	POWERADE product and equipment	Dasani bottled water, POWERADE bottles, packets of POWERADE powder, cups, coolers and ice chests (details for quantities will be sent by the championships manager)	1 week prior to champs; sideline equipment (ice chest, coolers and cups) will arrive 2 weeks prior to champs
NCAA	Volunteer/Officials' Apparel	T-shirts	1 week prior to champs
Timing Company	Timing Equipment	TBD – Bibs, pins, hip numbers, packets, etc.	TBD

Appendix G • Sample Recognition Script for National Championships

LADIES AND GENTLEMEN, WELCOME TO AWARDS CEREMONY FOR THE 2026 NCAA DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIPS. PLEASE WELCOME NCAA TRACK AND FIELD AND CROSS COUNTRY COMMITTEE MEMBERS _____ AND _____ WHO WILL PRESENT THE AWARDS.

OUR CEREMONY WILL BEGIN WITH THE TOP FIFTEEN WOMEN'S INDIVIDUAL FINISHERS AND ALL AMERICA HONOREES. STUDENT-ATHLETES, AS I ANNOUNCE YOUR NAME, PLEASE PROCEED ONTO THE PLATFORM TO BE RECOGNIZED.

FINISHING IN FIFTEENTH PLACE FROM _____ ; _____

FINISHING IN FOURTEENTH PLACE FROM _____ ; _____

FINISHING IN THIRTEENTH PLACE FROM _____ ; _____

FINISHING IN TWELFTH PLACE FROM _____ ; _____

FINISHING IN ELEVENTH PLACE FROM _____ ; _____

FINISHING IN TENTH PLACE FROM _____ ; _____

FINISHING IN NINTH PLACE FROM _____ ; _____

FINISHING IN EIGHTH PLACE FROM _____ ; _____

FINISHING IN SEVENTH PLACE FROM _____ ; _____

FINISHING IN SIXTH PLACE FROM _____ ; _____

FINISHING IN FIFTH PLACE FROM _____ ; _____

FINISHING IN FOURTH PLACE FROM _____ ; _____

AND NOW, OUR TOP THREE INDIVIDUAL FINISHERS IN THE 2026 NCAA DIVISION I WOMEN'S CROSS COUNTRY CHAMPIONSHIP:

FINISHING IN THIRD PLACE FROM _____ , _____.

THE 2026 NATIONAL RUNNER-UP FROM _____ , _____.

AND, THE 2026 INDIVIDUAL CHAMPION, WITH A TIME OF _____ , FROM _____ , _____ _____.

NOW FOR THE WOMEN'S TEAM AWARDS.

FINISHING IN FOURTH PLACE, WITH A TEAM POINT TOTAL OF ____ , (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _____ AND (NAME ASSISTANTS).

FINISHING IN THIRD PLACE, WITH A TEAM POINT TOTAL OF ____ , (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _____ AND (NAME ASSISTANTS).

THE 2026 NATIONAL RUNNER-UP, WITH A TEAM POINT TOTAL OF ____ , (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _____ AND (NAME ASSISTANTS).

AND THE 2026 NCAA DIVISION I WOMEN'S CROSS COUNTRY TEAM CHAMPION, WITH A TEAM POINT TOTAL OF ____ , (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _____ AND (NAME ASSISTANTS).

CONGRATULATIONS TO THE (NAME OF MASCOT) OF (NAME OF INSTITUTION)!

NOW FOR THE MEN'S CHAMPIONSHIP, THE TOP 15 MEN'S INDIVIDUAL FINISHERS AND ALL AMERICA HONOREES. ONCE AGAIN, STUDENT-ATHLETES, AS I ANNOUNCE YOUR NAME, PLEASE PROCEED ONTO THE PLATFORM TO BE RECOGNIZED.

FINISHING IN FIFTEENTH PLACE FROM _____ ; _____

FINISHING IN FOURTEENTH PLACE FROM _____ ; _____

FINISHING IN THIRTEENTH PLACE FROM _____ ; _____

FINISHING IN TWELFTH PLACE FROM _____ ; _____

FINISHING IN ELEVENTH PLACE FROM _____ ; _____

FINISHING IN TENTH PLACE FROM _____ ; _____

FINISHING IN NINTH PLACE FROM _____ ; _____

FINISHING IN EIGHTH PLACE FROM _____ ; _____

FINISHING IN SEVENTH PLACE FROM _____ ; _____

FINISHING IN SIXTH PLACE FROM _____ ; _____

FINISHING IN FIFTH PLACE FROM _____ ; _____

FINISHING IN FOURTH PLACE FROM _____ ; _____

AND NOW, OUR TOP THREE INDIVIDUAL FINISHERS IN THE 2026 NCAA DIVISION I MEN'S CROSS COUNTRY CHAMPIONSHIP:

FINISHING IN THIRD PLACE FROM _____ , _____.

THE 2026 INDIVIDUAL NATIONAL RUNNER-UP FROM _____ , _____.

AND, THE 2026 CHAMPION, WITH A TIME OF _____ , FROM _____ , _____.

NOW FOR THE MEN'S TEAM AWARDS.

FINISHING IN FOURTH PLACE, WITH A TEAM POINT TOTAL OF ____ , (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _____ AND (NAME ASSISTANTS).

FINISHING IN THIRD PLACE, WITH A TEAM POINT TOTAL OF ____ , (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _____ AND (NAME ASSISTANTS).

THE 2026 NATIONAL RUNNER-UP, WITH A TEAM POINT TOTAL OF ____ , (NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _____ AND (NAME ASSISTANTS).

AND THE 2026 NCAA DIVISION I MEN'S CROSS COUNTRY TEAM CHAMPION, WITH A TEAM POINT TOTAL OF ____,

(NAME OF INSTITUTION). THE (NAME OF MASCOT) ARE COACHED BY HEAD COACH _____ AND (NAME ASSISTANTS).

CONGRATULATIONS TO THE (NAME OF MASCOT) OF (NAME OF INSTITUTION)!

WE WOULD LIKE TO THANK ALL OF OUR SPECTATORS AND FANS FOR YOUR SUPPORT AT THIS SPECTACULAR NCAA CROSS COUNTRY CHAMPIONSHIP AT THE LAVERN GIBSON CHAMPIONSHIP COURSE AT WABASH VALLEY FAMILY SPORTS CENTER. WE INVITE YOU TO THE GREINER FAMILY OSU CROSS COUNTRY COURSE IN STILLWATER, OKLAHOMA, NEXT YEAR FOR THE 2027 NCAA DIVISION I CROSS COUNTRY CHAMPIONSHIPS. ON BEHALF OF MYSELF, <<ANNOUNCER NAME>>, INDIANA STATE UNIVERSITY, THE NCAA CHAMPIONSHIPS COMMITTEE, OFFICIALS, VOLUNTEERS, AND ALL THE MANY SUPPORTERS OF NCAA DIVISION I CROSS COUNTRY, WE THANK YOU FOR ATTENDING THESE GREAT CHAMPIONSHIPS. HAVE A SAFE TRIP HOME!

Appendix H • Assumption of Risk, Release and Waiver of Liability and Indemnity Agreement

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

Assumption of Risk: The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant's participation in the Event.

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, Participant's participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Permission to Use Likeness/Name: The undersigned further agree to allow, without compensation, Participant's likeness and/or name to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

_____

Signature of Participant Date

_____

Signature of Parent/Guardian of Minor Date
(if Participant is under the age of 18)

_____

Signature of Parent/Guardian of Minor Date
(if Participant is under the age of 18

Appendix I • Marketing and Promotional Ideas

Following are ideas to stimulate host institutions' thoughts in planning their promotional strategies to generate community awareness and support:

Advertising. Plan an advertising campaign to be implemented during the final weeks prior to the championships, with increased advertising during the final few days. Give consideration to the following media:

*Newspapers. Alternate morning and evening papers in the metropolitan area as well as surrounding communities. Be sure to include specific information about how to obtain tickets.

*Radio and Television. If your budget prohibits purchasing, attempt to solicit promotional messages as free public service announcements.

*Banners. Hang at key intersections of the city and on your campus.

*Billboards. Display throughout the city if they are considered to be an effective advertising medium in your area.

*Electronic Message Boards. Run championship information on electronic message boards on campus and around town.

*"Buddy" System. Encourage booster and/or alumni groups on campus not only to purchase tickets for themselves, but also to sponsor another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children).

*Conference Office Involvement. Make sure ticket order forms and information are available through the nearest conference office and enlist its assistance in promoting the championships through its releases, newsletters, clinics, conference meetings, etc.

*Corporate Sales. Establish a program to solicit corporate ticket sales. A committee could be set up to personally solicit each business in the city to encourage the purchase of blocks of tickets for employees, underprivileged children or other citizens.

*Fliers. Send ticket fliers and cover letters to the following:

- Booster club members.
- Season ticket holders.
- Previous year's postseason competition ticket holders, if applicable.
- Local chamber of commerce and merchants.
- Faculty, staff and students.
- Local USA Track and Field youth clubs.
- State high school and junior college coaches associations.
- Conference offices.

*Grade School Involvement. Plan activities to involve grade school students in the promotion of the championships (e.g., conduct an art contest welcoming the championships and display the art in the airport the week of the championships; award two tickets to the winning artist).

*Internet. Provide championships information on your institution's page on the Internet.

*Mailings to Ticket Holders. Include notice of the championships on all lists and mailings to your institution's regular-season events (both athletics and general) and on athletics department answering service recordings.

*NCAA Corporate Partners. Enlist the cooperation and support of the affiliates of NCAA corporate partners in the area to purchase tickets to be used for promotion of the championship.

*"NCAA Week". Request your community to declare "NCAA Championship Week" prior to the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.

*Promotion at Home Events. Promote the championship at all home men's and women's athletics events on the scoreboard/message board and public-address system. Use PSAs on local radio broadcasts and telecasts of other institutional sporting events

*Public Speaking. Establish community support by the following:

1. Obtaining the support of key political and corporate leaders.
2. Arranging speaking engagements by coaches and athletic department personnel at chamber of commerce meetings, booster-club meetings, etc.
3. Arranging radio and television appearances by campus or local "personalities" to promote the championship.

*Radio/Television Promotions. Purchase tickets to be used as trade-outs for promotional spots on local radio and television stations.

*Speaker's Bureau. Establish a speaker's bureau through the chamber of commerce through which leaders of service organizations would be encouraged to invite someone from the athletics department to speak about the championship.

*Street-Pole Banners. The NCAA will offer the opportunity, on request, to its corporate partners to include their logos on the official street-pole banners and will coordinate this activity with the organizing committee and partners.

*Student Involvement. Direct promotional efforts to student organizations on campus and faculty and staff; enlist student organizations to help sell ticket blocks. Visit dormitories, fraternities and sororities and organize a contest among them to sell tickets.

*Ticket Donations. Distribute a mailing to the parks and recreation department participants in the city soliciting donations for the purchase of tickets for children who participate in the recreational programs.

Appendix J • Regional Championships Timetable

REGIONAL CHAMPIONSHIPS TIMETABLE
LONG-TERM ADVANCE PLANNING

The following timetable will help you plan for the cross country regional meet.

One Year	• If off-campus facilities are used, a contract or letter of commitment must be acquired from the off-campus competition site that guarantees specific dates and times of use for all land and buildings. This includes the course, facilities to be used at the course (results area, restrooms, meeting rooms, parking, etc.) and the availability of the course for practice. Names and telephone numbers of key contact personnel for the outside agency are to be included in the contract. • Block out the appropriate number of local hotel rooms that visiting teams and NCAA regional representatives will need. Complimentary no risk blocks with no attrition.
Four Months Prior Mid-July	• Check the course for any major work necessary. • Begin routine course care. • Review NCAA corporate involvement guidelines before pursuing local companies to donate goods or services. • Review list of equipment needed and make plans to obtain any necessary items. [**see appendix**] • Inform schools/teams in the region of any possible in-season meets on the regional course. (Recommended to hold a preregional meet, if possible.) • Establish plan for snow removal and course marking in the event of inclement weather. • Determine location of packet pickup. Reserve this location, if necessary. • Design a regional championship website that will provide pertinent information, such as the course location, course maps, time schedule, lodging information, etc. This must be approved by your championship manager. See section on website information for more details. It is preferred to post preliminary information (time schedule, course maps, lodging information, etc.) as early as possible and then add more details as fall approaches. • Establish and confirm the primary timing system (chips) and FinishLynx for back up. Timing company must be approved by NCAA Committee before signing contract.
Ten Weeks Prior First Week of September	• Order competitor hip numbers, bibs and pins. • Add links to the website for the coaches about regional information and entries procedures, instructions and deadlines. • Confirm key officials and ask their assistance in regular season meets to establish routines. Officials must be approved by NCAA committee • Make arrangements for medical services (trainers, physician and ambulance). • Work with and become familiar with DirectAthletics' online entry system to set up and confirm entry procedures and determine how entries will flow to your system and numbers will be distributed.

Seven Weeks Prior End of September	• Send, or post online the approved regional information to all institutions in the region. The national office will provide email addresses for all the coaches. Hosts should also send an email to coaches in the region with a link to the website with meet information and entry forms and procedures. • Arrange for portable toilet facilities. Ensure ADA accessible units are available. • Continue routine course care. • Review with NCAA regional representative to discuss preparations for the meet and administrative meeting agenda. • Contact those individuals who will serve on the games committee.
Three Weeks Prior	• Finalize inventory on all equipment needed. • Develop a plan for course marshals to be located throughout various sections of the course. • Confirm any facilities needed for packet pickup, etc. • Continue routine course care. • Review/update plan for snow removal and course marking in the event of inclement weather.

REGIONAL CHAMPIONSHIP WEEK

Week of	• Review timeline of deadlines. • Download the online entries into a database to assign numbers. • Immediately contact NCAA regional representative regarding any late entries. • Sports information director (SID) – issue press release on finalized entries. • Assign competitor numbers using the received entries. • Post entries online. • Assemble the information packet for coaches. • Make sure that the course preparation is on schedule. • Inventory received championship merchandise from Event 1. • Confirm with all officials the time schedule. • Mark boxes on the starting line area and set up course signage and mile/km markers. • Complete final course preparations, including start and finish areas. • Meet with NCAA regional representative. • Packet pickup. • Mandatory virtual administrative meeting. (Any school not in attendance is subject to a minimum $200 fine/institution/gender.)

NATIONAL CHAMPIONSHIPS TIMETABLE
LONG-TERM ADVANCE PLANNING

The following timetable will help you plan for the NCAA Division I Cross Country Championships.

One Year.

If feasible, it is recommended that a host representative attend the previous year's championships as an observer.

- Reserve premeet banquet facility (if applicable).
- Determine location of packet pickup and trophies and awards ceremony.
- If off-campus facilities are used, a contract or letter of commitment must be acquired from the outside agency (e.g., golf club) that guarantees specific dates and times of use for all involved facilities. This includes the course, facilities to be used at the course (results area, restrooms, meeting rooms, parking, etc.) and availability of the course for practice. Names and phone numbers of key contact personnel for the outside agency are to be included as well. Copies of this contract or letter of commitment must be sent to the NCAA championship manager at the national office. The competition site should be available for sole use of the NCAA for the championships day and preceding 3 days, as well as one day after the championships, exceptions to this policy must be preapproved.
- Plan to host a large prenational invitational meet during the regular season as a practice run using all championships' procedures. Make plans to videotape a home meet prior to the championships and use this videotape to critique the procedures of the finish. Use championships' finish-line situation, including chips, and results software and timing company. Inform the championship manager (at the national office – 317-917-6503) of meet date. This meet should not restrict any schools wishing to participate.
- Design a championship website that will provide pertinent information, such as the location, course maps, time schedule, lodging information, etc. In the development stage send plans to NCAA championship manager for approval. Preferred to post preliminary information (i.e., time schedule, course maps, lodging information) as early as possible and then add more details as fall approaches.
- Contact local visitor's bureau or sports commission for their support.

Six Months Prior (May).

- Check course for any major work necessary.
- Begin routine course care.
- Review NCAA corporate involvement guidelines before pursuing local companies to donate goods or services.
- Review list of equipment required [**see appendix**] and make plans to obtain any necessary items.
- NCAA will take care of bibs, hip numbers and safety pins.
- Establish plan for snow removal and course marking in the event of inclement weather.
- Continue to update the website as more information becomes confirmed.
- Arrange for a wireless Internet connection for entry posting and a printer in the same room where the data entry person and the committee will be working prior to the championship.
- Confirm key officials and ask their assistance in regular-season meets to establish routines. These officials must be approved by the NCAA committee.
- Verify that the electronic chips have been ordered. To be provided by NCAA hired timing/results company.

Three Months Prior (August).

- Coordinate all press releases with the sports information director (SID). Send a copy of any material released to the championship manager at the national office **PRIOR** to release.
- Establish a process to retain all mailings, press releases, memoranda, and other pertinent materials for future host. Remember to send copies of all mailings to the national office.
- Secure rooms for packet pickup (suggested time is 10 a.m.–2 p.m. the day prior to the championships).
- Make arrangements for medical services (trainers, physician, and ambulance) to accommodate ALL weather conditions.
- Make arrangements for site and official couriers for possible drug testing. Couriers must be established independent of chute and other host personnel. Be prepared to complete and submit drug-testing budget if requested by national office sports sciences staff.
- Use the video for finish line in home meets prior to the championships.
- Arrange for public address system at the start/finish line.
- Arrange for a tent or area near the finish line for games committee to view results.

Ten Weeks Prior.

- Issue press release with course information.
- Determine the role security agencies will play during championships (i.e., parking, crowd control, traffic).
- Contact all additional marshals, clerks, officials for confirmation. Notify key officials of meeting with Division I subcommittee.
- Arrange for portable toilet facilities. (45 total with at least 15 located in the student-athletes area for student-athletes use only.) Ensure ADA accessible units are available.

Seven Weeks Prior.

- Secure national anthem singer/performer.

Four Weeks Prior.

- Issue press release with historical background of the meet.
- Arrange for breakfast Saturday and lunch Friday for the committee and the championship manager during the championships week.

Three Weeks Prior.

- Obtain the NCAA Web address and instructions for the purpose of linking results for posting.
- Finalize inventory on all equipment.
- Inventory Event 1 merchandise.
- Develop a plan for course marshals to be located throughout various sections of the course.
- Awards. **On arrival**, please check to be sure they are undamaged, correctly inscribed and the appropriate quantities for each gender are present. **(See appendix)**. In addition to the trophies, the host will receive 7 men's watches and 7 women's watches for the championship teams; the NCAA will contact the men's and women's team champion after the event to order the appropriate style for the additional 3 watches.

NATIONAL CHAMPIONSHIPS WEEK (Note: Committee schedule is tentative and will be finalized with host)

- SID issues press release, previously approved by the championship manager, on finalized entries.
- Confirm reservation of area for packet distribution, premeet dinner room, meeting rooms, hotel rooms for Division I committee and NCAA championship manager.
- Contact the official timing and results group, for details of timing system set-up and to assign competitors' numbers.
- Collect all equipment, (e.g., flags, rope, snow fence) and place in a central location.
- Assemble coaches' information packet. The packet should include the information listed under packet pickup.
- Ensure that the course preparation is on schedule.
- Make final preparations for the meet, including start and finish areas with security fences in place along the course. Mark the course as it will be marked on race day.
- Committee determines the team/individual boxes. The committee will then also draw the boxes and provide the information to the host to be copied and placed in the coaches' packets.
- Committee completes final instruction sheet and provides to the host for copy and distribution to be placed in the coaches' packets.
- Install informational bulletin board at the course for current information. Post box-draw information.
- Have a cart available at the course for committee members to conduct final course check.
- Prepare for coaches' packet distribution.
- Test videoboard content received from Van Wagner.

It is a good idea, if possible, to have course diagrams that can be reviewed or a videotape of the course during packet pickup and the coaches' meeting.

NATIONAL CHAMPIONSHIPS DAY

7 a.m.	Deliver and setup any final equipment. Be sure public address system is working. Check course for flag and marker locations.
8 a.m.	Committee convenes at meet site to verify course setup and readiness. Course and athletic training facilities should be open.
8:30 a.m.	Meeting for key meet officials and committee to solidify responsibilities. It is imperative that finish area personnel be familiar with the championship manager/committee members and their roles.

Appendix K • Photography Terms

NCAA Championships Photography Terms & Conditions

Clarkson Creative is the official photographer for NCAA Championships, providing photography services for all 90 NCAA Championships. Getty Images are the NCAA's exclusive agent to market, promote, license and distribute all analog and digitized photographs of NCAA Championship events. Photos from the NCAA's championships are available to the general public via Getty Images at http://on.ncaa.com/NCAAonGetty.

Photography License Terms and Conditions:

1. A photographer to whom the NCAA has issued a credential will have a limited, non-exclusive, and non-transferable license to take photographs of the Events, and to allow the media outlet or other news entity that engaged the photographer, to use such photographs for news coverage of the Events (including magazine stories) and other editorial purposes; provided, however, that not such use may create the impression, or otherwise suggest, that the photographer is sponsored or endorsed by, or are associated or affiliated with, the NCAA. An authorized photographer may not claim any relationship to, or endorsement by the NCAA, and may not use the NCAA's name, logos and marks, or any other proprietary designations thereof, in any manner and for any purpose, without the prior express written approval of the NCAA.

2. Neither the photographer nor the entity that engaged the photographer may sell photos (including digital copies) taken at the Events, whether for commercial or editorial purposes, without the NCAA's prior express written consent.

3. A credentialed photographer may take any number of photos on-site at the Event competition venue, provided that he/she does not interfere with play or related activities. From time to time, before or during the Event, the NCAA may impose additional restrictions regarding the time, manner, and place in which authorized photographers may take photographs during an Event.

4. An authorized photographer may not use Event photographs to market or advertise the photographer's services.

5. The NCAA may modify these terms and conditions at any time in its sole discretion. The NCAA shall provide notice of any such modifications to authorized photographers, and following notice, such modifications shall be binding upon all authorized photographers.

6. The NCAA may revoke a photographer's right to take photographs at an Event and/or to sell Event photographs at any time and for any reason, including failure to abide by these terms and conditions.

7. Photographers understand the inherent risk of taking photographs and otherwise being in close proximity to athletic contests and irrevocably waive any and all liability stemming from injury and/or property damage in conjunction with his/her attendance at an Event.

8. Photographer agrees to indemnify, defend and hold NCAA and its affiliates, officers, employees, successors and assigns harmless from and against any and all claims, demands, suits, liability, losses or damages, including amounts paid in settlement, judgments, costs and expenses, including reasonable counsel fees and disbursements, which may be made against or suffered or incurred by each such party as a result of any use of any photographs and otherwise with respect to the photographer's activities at an Event and the results and proceeds thereof.

9. Nothing herein is intended to create an agency, employment, partnership, or joint venture relationship between the NCAA and the photographer. Neither party is an affiliate of the other, shall have the authority to act for or bind the other, and shall make any representation that would indicate an apparent agency, employment, partnership or joint venture relationship.

You may direct questions regarding NCAA Championship photography to Nate Flannery, Director of Digital, Championships and Alliances, nflannery@ncaa.org by phone at 317/917-6523.

***A note to hosts, local organizing committees and NCAA championship staff**:* These additional stipulation are for your use should you decide to hire a photographer at an NCAA tournament event when NCAA Photos is not present. NCAA Photos (also known as Clarkson Creative Photography) will be on site for the final day of competition, unless otherwise specified and is the official photography partner of the NCAA. An additional photographer may be hired by NCAA staff, hosts and local organizing committees to shoot additional rounds/days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) comply with all terms and conditions in this document. Host institutions are not required to have a photographer when NCAA Photos is not on site.

If you are interested in hiring NCAA Photos for additional coverage, please contact Jamie Schwaberow, the Director of NCAA Photos at jschwaberow@ncaaphotos.com or 303.295.7770.