



# **HOST OPERATIONS 2024-25 MANUAL**

# Division I Indoor Track & Field

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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.

## NCAA COMMITTEE AND STAFF

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# Section 1 • Alcoholic Beverages and Tobacco Products

## ALCOHOLIC BEVERAGES

Beer, wine and prepackaged/premixed beverages (in the latter case, with alcohol by volume of not greater than 15%, such as 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; and
  - 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."

## Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. 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 Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship 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.

## 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 317-966-6790 or [narkins@ncaa.org](mailto: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 90 AWARD PRESENTATION

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 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 institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Olivia Baumhoer or another member of the communications staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are 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, they should not inform the student-athlete. Olivia Baumhoer or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them 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 their peers 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 90 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 their 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 and 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 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the 90 NCAA championships.

The recipient of the Elite 90 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 ensure 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.



## DIVISION I INDOOR TRACK & FIELD

### In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 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, 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 they are participating, so that their fans are in attendance (videoboard and/or PA read recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they 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 at which all participating student-athletes are in attendance and fans are encouraged to attend.

### Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of 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 at Equity and Growth championships) 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 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 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 90 Award for the 2025 NCAA Division I Indoor Track and Field Championships, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

### Press release

On the day of/or prior to the winner of the Elite 90 award being publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner's institution 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. If appropriate, this press release may also be provided to the host for distribution to local media.

### Social Media

The NCAA twitter account will promote the 90 winners after the on-site announcement has been made. Olivia Baumhoer will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

For more information on the Elite 90 award winners, log on to [ncaa.com/elite-90](https://ncaa.com/elite-90).

## PARTICIPANT 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 participation awards will be distributed at the site of the championship(s). Hosts should work with the championship manager on award logistics.

## Section 4 • Band/Spirit Squads and 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 main running event each day.

### 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 should 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.

## Section 6 • Broadcasting/Internet

Please see the NCAA Broadcast and Digital Policies, located on the NCAA website at [ncaa.com/broadcast](https://ncaa.com/broadcast).

# Section 7 • Championship 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 Host Reporting System.

## 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.

## 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.

## MARKETING COLLATERAL

**NCAA Marketing Portal.** The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The [NCAA Marketing Portal](#) can be accessed at [ncaachampspromotion.com](https://ncaachampspromotion.com).

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should utilize imagery from the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username and password. Please contact [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org) if you are unable to locate this information.

## DIVISION I INDOOR TRACK & FIELD

Customizable artwork templates and marketing resources available on the NCAA Marketing Portal include, but are not limited to:

- PRINT
  - Poster
  - Flyer
  - Print ad
  - Table tent
- DIGITAL
  - Email blast
  - Banner
  - Social media graphics
- OUTDOOR
  - Billboard
  - Banner
- RESOURCES
  - Marketing best practices
  - Social media guidelines
  - Special artwork requests

If you have artwork needs and/or sizing which may not be available on the NCAA Marketing Portal, you may submit a special request through the website. Any additional questions can be directed to [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org).

All requests must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed through the website. If you do not have a local print vendor, we have listed NCAA preferred vendors on the website.

Collateral should not be created outside of the NCAA Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

*NOTE: A limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Marketing Portal.*

**Television/Video and Radio Ticket Spots.** The marketing website allows hosts of select predetermined championship sites to download TV, video, and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championship Marketing contact.

### SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (e.g., Facebook, Twitter) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to [ncaa.org/social media](http://ncaa.org/social media) for a listing of official NCAA social media accounts.



## APPLICABLE MARKETING BYLAWS

### NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions

**12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

**12.5.1.8 Promotion of NCAA and Conference Championships.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

**12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men's Basketball.** In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

**13.4.3.3 NCAA or Conference Championship Posters.** An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

**13.4.3.3.1 NCAA or Conference Championship Promotional Materials.** The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
- (b) Are not sent exclusively to prospective student-athletes;
- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

**13.1.8.5 NCAA Promotional Activities Exception.** An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

# Section 8 • Championship Merchandise/Licensing

## ADMINISTRATION

The NCAA licensing department has oversight for 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](mailto: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 the 90 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. 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 extra 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., not 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 two 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 seven 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 strongly encourages the participation, directly or indirectly, when possible, by diverse businesses in providing goods and services in support of NCAA championships and requests local organizing committees/hosts to explore opportunities for diverse businesses to provide any necessary goods and services for awarded championships. At the NCAA, diverse suppliers are defined as entities that are majority (at least 51%) owned, managed and controlled by ethnic minorities, women, LGBTQ people, people with disabilities or veterans. At a minimum, we encourage local organizing committees/hosts to ensure that at least 10% of the suppliers invited to participate in the championship are diverse suppliers.

# Section 9 • Championship Presentation/Fan Engagement

## BRANDING

### Ancillary Events

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor's bureau) elect to stage such activities, the following policies shall apply:

- 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).
- Such an activity may not take place on property controlled by the competition venue.

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

### Logos

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.

### Game Presentation

NCAA championship host are required to utilize NCAA provided public address announcer scripts, run-of-shows and video board content. Host and participating team 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'd like to propose for the event must be approved in advance by the championship manager.

### Public Address and Text Board Scripts

The public address announcer scripts allow game management/game presentation to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship manager to secure a timing sheet, PA script and run of show for the event you are hosting.

### Video Boards

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer 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: [fbowen@vanwagner.com](mailto:fbowen@vanwagner.com)

## IN-VENUE ENTERTAINMENT

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.

Break in action contests or promotions

Hosts should consider continuing non-sponsored 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 links 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 Event 1) 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 celebrities 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:

- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- Performances should not come at a cost and will not be reimbursed by the NCAA.
- 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.
- Highly recommend a pre-event rehearsal with the performer(s) and others involved.

Enhanced team introductions

Examples of this could include using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel 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 pre-game, 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 90 award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness. Sponsored awards should not be incorporated without approval from an NCAA Corporate Relations Staff member.

### Military involvement

Military involvement in NCAA championships may include national anthem or break performances (military singer, instrumentalist or band), color guard, fly-overs, parachute teams, precision drill teams, etc. Please work with the NCAA Corporate Relations and Game Presentation 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 is supportive of inviting the military to participate at NCAA championships if their 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 forms of military involvement which you would recommend 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.

## STUDENT-ATHLETE BANQUET

A banquet is not held at the Division I Indoor Track and Field Championships.

# Section 10 • 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.** 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.

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### 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 90 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

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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 Relations 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 Relations 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's licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program.](#)*

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. [Click here for the most current list of NCAA licensed or owned trademarks.](#)
3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
4. The NCAA's position on inclusion of ® and ™ marks is first and most prominent use.

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header ([first use only](#)) should be inserted.

In the case of NCAA Women's Final Four, an ® is required after NCAA and after Women's Final Four. The NCAA owns "NCAA" and "Women's Final Four", but "NCAA Women's Final Four" is not a registered mark in itself: NCAA® Women's Final Four®.

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an R-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women's Final Four®.

5. 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.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. 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](http://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 any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks.
- 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.

The following conditions apply to this NCAA logo use:

- The NCAA 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 web page" or "event 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 Turner/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 even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website 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.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

**NCAA trademarked protection language:**

NCAA trademarks benefit from consistent "source identification" to the public through basic legal language attributing ownership.

The legal statement should be used on "printed" materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

- Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
- Printed items that are produced to be "used" by other business entities/organizations including NCAA members and host institutions.
- Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters).

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of "mouse print."

## DIVISION I INDOOR TRACK & FIELD

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 Nathan Arkins at [narkins@ncaa.org](mailto:narkins@ncaa.org).

**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):**

- The 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:**

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. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers, go to [ncaa.org/championships/marketing/ncaa-official-licensee-list](http://ncaa.org/championships/marketing/ncaa-official-licensee-list).

## ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- 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. 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 90 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. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs and non-noise-making items. Items may include any (non-CCP) commercial identification.
- i. 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 internal and external signage, digital or otherwise. This includes 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 11 • Critical Incident Response/Emergency Plan

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 Best Practices located [here](#) when developing a safety and security program.

The suggestions outlined in Best Practices for Venue Safety and Security 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 program.

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 program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

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 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

The competition site liaison and NCAA staff will review with the local law enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the meet. Competition site management is reminded of its responsibility to provide sufficient security and/or law enforcement personnel to ensure that access to the competition and surrounding areas is restricted to participants and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident Commander (second in command).
  - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with competition site manager.

- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.

In the event of a critical incident, contact the NCAA championships administrator immediately before any decisions are made.

## INTERRUPTION OF THE MEET

The officials and games committee have the authority to interrupt competition. If necessary, the remaining schedule will be adjusted by the games committee. The committee should review the following procedures for interruption of a meet:

Field of Play. Assure that the competition in action is accurately recorded.

Officials. Assure that the officials know the exact situation when competition was halted.

Student-Athletes and Coaches. Participants await instruction from meet management.

Power Source/Public Address. Competition site 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.

Responsibility. Competition site security and/or law-enforcement personnel will be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if the meet is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

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 meet-management staff (competition site manager, meet management liaison and senior law-enforcement officer) should assemble immediately in meet headquarters to assess the situation.

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

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

Spokesperson. The committee chair or his or her designee, working with the competition site management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.

## 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 12 • 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](https://www.ncaa.org/sportscollection/competition/competition-operations/ncaa-drug-testing-program).



# Section 13 • Equipment, Competition Site & Space Requirements/Diagrams

## COMPETITION EQUIPMENT

The NCAA will provide certain championships relevant equipment (sideline hydration product, competition 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 student-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, Water 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), POWERADE powder, and when applicable, POWERADE 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 POWERADE, however, will not be permitted on the sidelines during NCAA championships.

If a championship also receives POWERADE-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 has to 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).

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) 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.

### Competition Equipment

The NCAA, as part of its agreement with Gill Athletics, Inc. will provide the competition equipment (see **Appendix B** for a list of supplied items). If the host has preexisting equipment from Gill, equipment items will be supplied on an as-needed basis. Gill will contact the host regarding delivery and storage of equipment in advance of the championships. In addition, volunteers and appropriate equipment should be available to assist Gill in equipment load-in and load-out.

Relay cards and protest forms will be provided by the NCAA. The championships manager will send these materials to the meet director at least one week prior to the start of championships competition.

**Bib and Hip Numbers.** The NCAA will purchase bibs, safety pins and hip numbers for all participating student-athletes.

**Radios.** The host should provide enough handheld radios for the NCAA committee/representative, officials, the announcers 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 (1) and merchandise (2 or 3).

**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).

### 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 NCAA Track and Field and Cross Country Rules Book ([ncaa.org](http://ncaa.org) > Membership > Division I > Division I Championships > General Championships Info - Playing Rules).

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

### COMPETITION SITE USE

The competition site will be reserved for the exclusive use of the NCAA beginning at noon on the Monday preceding the first day of competition (Friday) through the conclusion of the championship. All space will be available and the competition site set up no later than 1½ hours prior to the beginning of the first practice session on Wednesday.

**Locker Room Policy.** Since not all schools have access to locker rooms during the conduct of the NCAA championships, host institutions may not be in the locker rooms less than 1 hour before the start of competition each day (first daily event listed on the competition schedule), and they may not return to using team locker rooms until after the completion of competition each day. This is inclusive of student-athlete lounges or other areas on-site that are not available to ALL participating student-athletes. Failure to abide by this policy will subject the institution to possible misconduct and risk possible future awarding of a championship event.

### COMMITTEE ARRANGEMENTS (FINALS ONLY)

A tentative committee schedule (a finalized schedule will be provided) is as follows:

Tuesday	Indoor Track and Field Subcommittee, Chair, and NCAA Staff Arrive. (Meeting space needed from 4-10 p.m.).
Wednesday	Committee meeting space needed from 8 a.m.- 6 p.m.
Thursday	Committee meeting space needed from 9 a.m.-1 p.m.
Friday/Saturday	See "NCAA Committee/Games Committee Work Area" in this manual.

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.

Equipment/supplies needed for this space 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 (U-shape).

### NCAA SPACE REQUIREMENTS

**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.

**Clerking Area.** Clerking should occur outside of but immediately adjacent to the competition track area. Assign at least one staff member in the clerking area to assist with the issuing of competitor and hip numbers, including checking in relay teams. Clerk and staff should verify that manufacturing logos on appropriate apparel does not exceed NCAA rules. Make sure the clerks are familiar with the restrictions in rules book and receive a copy of the final instructions sheet.

**Media Areas.** The areas used for the media workroom and the mixed zone should be in close proximity to one another 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.** The NCAA will provide a backdrop 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.

**Mixed Zone.** The mixed zone should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the walls; and (b) using draping on tables and other areas as necessary.

**NCAA Committee/Games Committee Work Area.** Space should be large enough to accommodate 15 people comfortably. This area needs to be in immediate proximity to the competition area and allow for full viewing of the competition. Accommodations should be made to have a nearby private space for meet referees and games committee members to review filed protests and other business.

**Photo Boxes.** The host should designate photo boxes as appropriate throughout the track but should not interfere with timing operations and coaches boxes.

**Student-Athlete Warmup.** A warm-up area within or adjacent to the competition venue (near the clerking area) should be set up for participating student-athletes. Sections of track surface along with hurdles and blocks, should be provided in the warm-up area.

**Track and Field Event Areas.** Ensure that track and field event areas have been set up according to specifications in the NCAA rules book. (Included in this would be all starting lines and staggers). Develop a diagram of the facility as it will be configured for all competition events and coaches viewing areas. Diagram must include areas for the games committee, drug testing, athletic training, media, protest table, clerking and warmup. This diagram should be submitted to the NCAA championship manager by Nov. 1.

Additionally, by Nov. 1, you must provide a written statement from track surveyor that the track has exact measurements, all markings are correct, takeoff and landing areas are level, etc.

Gill will provide most of the necessary equipment to conduct the meet (see Appendix B). Gill will supply weight and shot implements for use at the championships. These weights and shots should be made available for practice and competition.

Arrange for ten people to set up and remove equipment before and during competition: hurdle movers, block crew, maintenance personnel, basket crew, etc.

## OFFICIAL DATA AND TIMING OPERATIONS CENTER

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

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

**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.

**Protest Table.** A table should be in immediate proximity to the field of play and easily accessible by coaches. One six-foot table and two chairs are required. Host institution will be responsible for providing petty cash at the protest table.

### PARKING

There should be enough parking spaces adjacent to the facility for the teams, committee, meet officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

Designated media parking is preferred, but the host must make the decision to designate space. If media parking is limited, “carpools” should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes, if necessary.

### DECORATING AND ADVERTISING

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

**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).

**Basic Signage.** The NCAA will provide the host with a basic signage package that will be communicated to the host on the shipping list. Additionally, the NCAA will work with the host to identify directional and décor’ signage that would be needed for a national championship event.

### 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 track without permission from the track and field and cross country committee, NCAA manager, and/or NCAA media coordinator. 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, vests, 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 postgame celebration and awards ceremony.*

# Section 14 • 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; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

## APPROVAL OF THE BUDGET

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. 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 an outside letter of attestation speaking to their 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 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 appropriate receipts, ticket audits and other supporting documentation to their host report on the "Summary" tab as documentation supporting their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period 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). If the financial report results in the NCAA paying the host, the NCAA will make its best effort to reimburse the host within five business days of the report being approved by the NCAA 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](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) ([ncaa.org/Student-Athlete Programs/Health and Safety](https://ncaa.org/Student-Athlete Programs/Health and Safety)).

### PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the [Travel Expense System \(TES\)](#) within 45 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

### 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 game 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, 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.

### NCAA Championship Travel Policies

## Section 15 • Health & Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [NCAA Sport Science Institute website](#). A nonexhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the [Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes](#) and the [NCAA Sports Medicine Handbook](#).

- Blood-Borne Pathogens and Other Biohazards
- Catastrophic Incidents and Emergency Action Plans
- Cleaning and Disinfection
- Inclement Weather, Air Quality and Other Environmental Considerations
- Independent Medical Care
- Medical Facilities
- Medical Disqualification, Removal and Return to Activities
- Medical Staff: Resources, Communications, Training and Responsibilities
- Medical Supplies and Equipment
- Medical Treatment (including for, among others, the following emergency conditions):
  - Asthma
  - Burners (Brachial Plexus Injuries)
  - Cardiac Emergencies
  - Cervical Spine Injuries
  - Concussion and Traumatic Brain Injury
  - Diabetic Emergency
  - Head and Neck Injury
  - Heat Illness and Heat Stroke
  - Hypothermia
  - Mental Health Emergencies
  - Rhabdomyolysis
  - Sick Cell and Other Exertional and Nonexertional Collapse
  - Skin Infections
- Prescription Medications, Banned Substances and Drug Testing
- Protective Gear and Equipment
- Sexual Violence
- Visiting Team Care and Coverage

In addition, and as a supplement to the legislative and policy requirements and related guidance described above, the following health and safety considerations and expectations will also apply to all championship events.



### **Ambulance Service**

Planned access to an ambulance shall be provided by the championship host. If it is determined that an ambulance should be provided on site, the championship host shall obtain the ambulance service and the incurred cost is reimbursable by the NCAA. Any ambulance used must be equipped in accordance with all applicable government regulations and industry medical and safety standards.

### **Coaches, Officials, Event Staff and Spectators**

Host institutions should consult as necessary with applicable institutional legal, medical and risk management personnel to determine and appropriately plan for the management of emergency and other health and safety incidents involving individuals other than student-athletes that may occur at the championship event or venue.

### **Medical Staff Credentials and Access**

Travel party credentials for participating institutions will include credentials for medical personnel; provided it is the responsibility of the participating institution to include medical personnel in their normal credential numbers. Institutions may include medical staff beyond travel party limits provided they pay for the additional numbers with institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Any medical staff traveling with participating teams will have access to their team participants with the assistance of host medical staff, should an injury occur. If medical staff are not to be seated with the team during any championship event for any reason, they should communicate to host medical staff their seat locations and host medical staff should be prepared to provide all participant medical staff with the necessary credentials to access and provide necessary escort to the team locker room or athletic training room in the event of an emergency. Typically, an access point from the stands supervised by security will allow access by medical personnel to student-athletes.

### **Portable Immersion Tubs**

Portable immersion tubs (hot or cold) are permitted at championship events only where use is a component of an established emergency or other health and safety plan and managed under the direction of sports medicine staff, an athletic trainer or physician in accordance with all applicable institutional and government health regulations and requirements.

# Section 16 • 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 student-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), POWERADE powder, and when applicable, POWERADE 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 POWERADE, however, will not be permitted on the sidelines during NCAA championships.

If a championship also receives POWERADE-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, POWERADE, Coca-Cola, Sprite).

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) 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 the NCAA championship manager.

# Section 17 • 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 18 • Lodging

For select individual-team sports, 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.

### **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 19 • 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.**

### ALL-AMERICAN HONORS

All-American honors are awarded by the United States Track & Field and Cross Country Coaches Association (USTFCCCA).

### BROADCASTING/INTERNET

Please log on to [ncaa.com/media](http://ncaa.com/media) for information regarding broadcast/internet rights.

### CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](http://ncaa.org) - [ncaa.org/championships/statistics/ncaa-records-books](http://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](mailto: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](http://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](http://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 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

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. 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, postmeet notes and/or a play-by-play summary.

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

## INTERNET POLICY

The NCAA website, [ncaa.com](http://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](mailto: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](http://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. In most cases, the media coordinator should designate the reporter from the Associated Press or the local newspaper as the pool reporter. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets (if applicable) distributed prior to competition.

When a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant, a rules interpretation is requested or there is a clock or timing issue, the pool reporter shall accompany the NCAA staff representatives to the officials' locker room to receive an interpretation in order to enhance the media's understanding of the activities that occurred. Interpretations are not given if the situation in question is a judgment call. Prior to entering the officials' locker room, the pool reporter shall go to the interview room or media workroom to speak to other media members and compile a list of questions to ask the involved official.

The host media coordinator, who will prepare the statement, will distribute the information to the media after it is reviewed and approved by an NCAA staff representative. Any statement involving an official's interpretation can be read by the news conference moderator in the interview room while the statement is being distributed.

If the involved official does not elect to speak to the pool reporter, the referee will decide whether the referee or the standby official will provide the interpretation on behalf of the officiating crew. The interpretation shall apply exclusively to the specific situation and will only be used to provide an interpretation of a rule.

### 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 (i.e., website, email, social media).
- 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. An example of a name tent can be seen in Appendix AD.

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. Please see Appendix G for further information regarding photography done at the championships.

## 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](mailto: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](http://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](http://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 meets contested 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 the meet, 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](http://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](mailto: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](http://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](http://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](https://ncaa.com/rights-request). Questions about Internet streaming can be directed to Nate Flannery (317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

## NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

*NOTE: The URL for your microsite should not be promoted and will be linked directly through ncaa.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on ncaa.com.*

## DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

## 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 information about the competition.

## VENUE AND TRANSPORTATION INFORMATION

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map and details, Google map.
- Venue security information.
- Public transportation options.

## 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](https://ncaa.com/travel).

## 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 with the use of the ncaa.com logo.

## 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](https://ncaa.com/newsletter-signup)

### LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at [ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true](https://ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true).

### 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: <https://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 link 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](https://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.
- Referred to as "Local Contributors" or "Host City Contributors." No usage of "official," "official sponsor" or "corporate champion/partner" in any manner.
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/PS are listed within that text.

### 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: <https://www.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 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 on site 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](mailto: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](mailto: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](https://on.ncaa.com/NCAAonGetty).

For additional questions regarding championship photography, please contact Nate Flannery ([nflannery@ncaa.org](mailto: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](https://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 (@ linking within text to drive fans to each other’s pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be sent to Lynnea Phillips [lphillips@ncaa.org](mailto:lphillips@ncaa.org).

**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.

### Top considerations when planning for social media event marketing:

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. **Be concise.** Get to the point within two sentences. Less than that, if possible.
6. **Lead your video.** You have mere seconds to garner a user’s attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

## DIVISION I INDOOR TRACK & FIELD

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8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. **If you hesitate about posting something, you probably shouldn't.** There are no redos in social media. A “delete” doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, [cdion@ncaa.org](mailto:cdion@ncaa.org), or send ideas or news to the general box, [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

# Section 20 • Meet Management

## ADMINISTRATIVE MEETING

The track and field committee will conduct a mandatory administrative meeting before the start of competition to review championship matters. The meeting is typically held virtually prior to the championship competition beginning. It is mandatory that each institution is represented during the meeting.

## 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.

## 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.

## EVALUATIONS

Evaluations of the host site by the NCAA and the student-athletes will be done following the championship via an email and electronic link.

## GAMES COMMITTEE

The Division I track and field committee serves as the games committee. The committee will assist and guide you prior to and during the meet and will actively supervise the conduct of the championships. Committee members will perform the following duties:

1. Committee liaisons assist host with preparation and conduct for the championships.
2. Approves the meet schedule. (*NOTE: Indoor liaisons will confirm with you that the schedule conforms to the use of your facility.*)
3. Establishes all entry deadlines.
4. Conducts a premeet facility inspection. The committee will meet with you the week of competition prior to the championships to discuss any concerns.
5. Supervises the data specialist that establishes, and posts start lists.
6. Handles online entries and establishes final list of entered student-athletes and institutions.
7. Supervises seeding of entries.
8. Collects all fines.
9. Meets with referees, announcer(s), starters, clerks, marshals, head umpires and protest officials prior to the first championship event.
10. Handles protests during championships.



### HOSPITALITY

Hospitality should be provided for officials, media, and NCAA committee and staff members throughout the championships. All hospitality functions must be preapproved by the NCAA. If desiring to do additional hospitality enhancements (e.g., coaches' reception, official's meals, special committee functions) it is possible to obtain sponsors for these activities, but advance permission must first be granted by the NCAA.

### 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;
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.

### NATIONAL ANTHEM

The national anthem shall be sung or played just prior to the first track event of each day (unless otherwise determined by the committee and host). Effort shall be made to avoid interruption of a field event already in progress (i.e., instruct event officials to hold the next student-athlete attempt). It is recommended to have a live performer(s). Live performers should wear NCAA championship gear or neutral attire. They should not wear attire associated with the hosting institution or conference.

### PACKET PICKUP

Packet pickup should be scheduled from noon to 4 p.m. (or another agreeable time set with the NCAA championship manager) the day before competition begins and should be located where there is adequate space to handle distribution for packets, and credentials. The diagram and flow for packet pickup will be established in consultation with the committee.

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.

It is the responsibility of the host to provide personnel at packet pickup (generally, three people at each table – men's and women's). Credentials should be distributed at separate tables to allow the coach to initial by their institution that they have received the appropriate number of each item. Extra banquet tickets and credentials are sold during this time, so the host should ensure adequate petty cash is on hand.

A table also must be set up for the committee next to packet pickup area. The committee will answer questions during packet pickup and assist host staff with the distribution of coaches' credentials.

Only coaches and athletics administrators will be allowed in the packet pickup area. Student-athletes are not allowed in the packet pickup area, appropriate signage to clarify this should be present. Provide a few empty tables and open space for the coaches' to go through the materials in their packet to ensure they have everything on the check off sheet.

## ANNOUNCERS

The announcers must be knowledgeable and experienced track and field persons who can demonstrate enthusiasm for the competition. It is recommended to have three announcers (track, field, and combined events). Provide your announcers with as much premeet information as possible, such as former champions, best times entered, and students' years in school, etc. As competition begins, give race reports where possible (i.e., leader at the half-way point, field event bests by round of competition) The announcer also will announce all results and provide up-to-date team scores throughout the competition.

## TIMING/DATA CREW

The NCAA will hire the crew responsible for timing the championships. The host may be asked to help in securing sleeping rooms for timing/results. The timing crew should be set up in accordance with the institution's normal operating procedure (i.e., in the facility press box). In addition, space for the committee's official results verifier should be made available in close proximity to the timing set-up (with separation). The host should anticipate that the timing group will come for a site visit to insure that the facility meets specifications necessary.

## SPORTS MEDICINE

Provide a training space stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the meet and practice sessions. Accommodations should be made to allow institutional athletic training staff to set up athletic training tables on a space available basis (not on the infield).

## PRACTICES

**Alternate Practice Site.** The host institution is not obligated to arrange for an alternate practice facility for the participants in the event they arrive early. Practice at an alternate site is permissible, but the participants are responsible for making these arrangements themselves.

**Practice.** The competition venue must be set and ready for the practice days to have the look and feel of the competition days. Medical trainers must be on site for the entire practice session beginning one and a half hours prior and an hour after. Officials must coordinate the throwing events for safety reasons. The host must submit a practice schedule that assures safety for all competitors.

## RACE FINISH

NCAA will hire the crew responsible for timing the championships. Please see the NCAA Cross Country and Track & Field Rules book for equipment requirements, and procedures regarding the timing and race finish. Additional guidelines are as follows:

**Timing Devices.** Two independent FAT timing devices with uninterrupted power source back-up must be used. The primary system must be digital photo-finish, such as that manufactured by Finish Lynx, with two cameras located on opposite sides (ends) of the finish line. One camera must be designated as the official camera prior to the first running event. The second camera will be used to break ties, where possible, in conjunction with the official camera. The second independent video system should be used in case the primary (official) system fails. A third system must be on-site should permanent failure of either device occur, mandating its replacement. An experienced FAT reader (preferably USATF certified) familiar with the system being used, should be used to read the pictures on the computer terminal. The reader will indicate what place and time each participant has recorded. It is preferred that an assistant FAT specialist captures each race and assists the reader, if necessary, in reading the pictures. The photo from the primary camera will be the only photo read, unless the second camera photo is necessary to break a tie or determine the proper place order. It is preferred that the same individual read all photos during the competition. Once the results have been recorded, the FAT reader will transmit the results to the committee, or its representative. When it is determined that there are no disqualifications, this representative will release the results to the host SID for distribution to: (a) the announcer; (b) the SID-results person; (c) post a set in a predesignated posting area; (d) the NCAA committee; (e) the awards custodian; and (f) the protest area. In addition, the data specialist will provide the committee oversight to insure the correct next round seeding.

**Lap Counters.** Lap counter(s) shall be appointed to notify each competitor of the number of laps that still need to be completed. Adequate lap counters must be provided to accurately count laps for all runners in distance races, by recording the times over each lap of the athletes for whom they are responsible, and relay legs. The lap counter(s) shall confirm to the head umpire, through an appropriate reporting method, that all competitors have completed the prescribed number of laps. The start of the final lap of the event leader shall be signaled by the firing of a pistol or the ringing of a bell. All subsequent competitors shall be notified of their final lap or leg. The head umpire is required to instruct, supervise and receive reports from those appointed to serve as lap counters.

All photos (official and unofficial), records of time (FAT and manual) and records of finish must be retained until July 1 following the championships.

### REPORTING RESULTS

Hosts should be sure to do the following as it relates to results flow and distribution:

1. Formulate a flow plan to distribute all results to the announcer, the NCAA committee, award stand, media area and post a copy for coaches' review (protest area).
2. Following each day of competition, results and heat sheets for next day's competition must be available at an announced location and time – one per coach. Note: These cannot be sold or given to the public. See information on program sales and opportunities to include heat sheets/results.
3. Final meet results should be available to coaches as soon as possible after the conclusion of the final event at a designated area.

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 [ncaa-editorial@warnermedia.com](mailto:ncaa-editorial@warnermedia.com), [ncaastats@ncaa.org](mailto:ncaastats@ncaa.org) and [jmlynski@ncaa.org](mailto:jmlynski@ncaa.org).

Results must be uploaded to [tfrrs.org](http://tfrrs.org) no later than 1 hour after competition.

### FINAL RESULTS

Final results, heat sheets and updates on team standings shall be provided for the media.

### PARTICIPANT INFORMATION

The NCAA shall make available a participant manual to all schools under consideration for selection utilizing a template that is provided to the host. The manual shall provide details for the championships and will be posted on the NCAA's website. The meet director should send a draft of the participant manual to the NCAA for review by Jan. 1. The NCAA shall provide his/her comments to the draft manual by Jan. 15.

The participant manual and all other information relevant to the championships will be posted to the championships website at [ncaa.com](http://ncaa.com). Hosts may include the following information on the host microsite. Please forward the microsite link to the NCAA championships liaison for approval prior to going live.

- Schedule of events; (must be linked to NCAA website)
- Ticket information; (link to [ncaa.com/tickets](http://ncaa.com/tickets))
- Facility diagrams/maps/
- Picture of the city/venue
- Host information (logo and blurb on the organization);
- Restaurant/hotel guide;
- Transportation information;
- Any kind of fan fest/community involvement information;
- Fan guide; and
- Directions.

In order to assist coaches and fans in finding information about each national championship, the NCAA has created a webpage for each national championship on [ncaa.com](http://ncaa.com). Hosts are permitted and encouraged to have a microsite for fans, but this is not required. Please refer to the NCAA Broadcast Manual policies and guidelines at [ncaa.com/broadcast](http://ncaa.com/broadcast).

**Participant Seating (Recommended).** A section of seating close to the student-athlete warmup and clerking areas should be reserved for approximately 500 participants (student-athletes and coaches).

## TOURNAMENT DIRECTOR

The tournament director must serve solely in this capacity during the championships; he or she may not also serve as video board operator, timer, public-address announcer, etc. This is to ensure that he or she is able to oversee all aspects of the competition and be readily accessible to the committee liaisons. The head track and field coach cannot be the tournament director. However, they can be a co-tournament director along with another administrator as the other co-tournament director.

In order to assist with your planning, the following documents are located in the appendixes:

- Shipment list (see **Appendix C**).
- Recommended number of officials (see **Appendix D**).

## TRAVEL PARTY

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at [ncaa.org](http://ncaa.org). Click Membership/Division I/Division I Championships/Travel and Reimbursement Information.

## Section 21 • 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 22 • 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.

## FEES

Each of the 11 key officials/announcers will receive \$222 per day of competition. Each supplemental official, not to exceed 60 total, will receive a fee of \$75 per day of competition.

All fees for supplemental and key officials, as well as the per diem noted below for the key officials, shall be paid by the NCAA.

**Per Diem.** The 11 key officials and three announcers will receive \$45 per diem for meals and incidentals for a maximum of four days (one day before competition, two days of competition, and one day after competition). Key officials not required to stay overnight at the site shall receive \$45 per diem for the days they are on site. Supplemental officials do not receive a per diem.

**Transportation.** Travel expenses for the key officials will be paid according to the actual mode of transportation, not to exceed jet coach fair or **62 cents** per mile, up to 800 miles round trip. Key Officials flying to the championships will make arrangements through the NCAA travel service, Short's Travel Management, Key officials driving to the championships will be reimbursed by the NCAA at **62 cents** per mile.

## LODGING

All officials' hotel rooms and tax (excluding incidentals) will be paid by the host and reimbursed by the NCAA through the host budget.

## HOSPITALITY AREA

The host should make arrangements to have a location that officials can go when not officiating for hospitality that is away from spectators, coaches, and student-athletes.

## MEETING

The track and field and cross country committee and meet director will conduct a mandatory key official meeting before championship competition begins to review championships matters (likely virtual). All key officials and event leaders designated by the host must be in attendance for this meeting.

## NEUTRALITY

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.

## PARKING

Host should provide special parking for the officials.

## SELECTION

The NCAA Track and Field officials assignor will select all key officials positions. The NCAA assignor will work closely with the local officials coordinator or the selection and approval process of all working officials. The key officials positions are listed as follows:

- Referees (4)
- Clerks (2)
- Starters (3)

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- Head Umpire (1)
- Head Marshal (1)

The NCAA officials assignor will assign the 11 key officials. The host institution should present to the officials assignor a plan for securing the balance of officials for the championships. The committee emphasizes that this plan should include provisions to ensure attention to diversity, gender, and officials from outside the immediate locale. The committee, while acknowledging the importance of the local officials' organization to the support of the host's program, believes the NCAA championships officials should include national representation. The host should provide a recommendation for three (3) announcers to the NCAA committee by Oct. 1. The committee may adjust the designation of the announcers.

Hosts should provide each official with a letter confirming assignment, fees (if applicable), directions, schedule of events (including officials meeting with the committee noted in championships week schedule), check-in time and location.

### TICKETS

See Tickets section.

### OFFICIALS COORDINATOR

In conjunction with the championship manager, a coordinator of officials should be retained. The officials coordinator's roles include:

- Submission of additional officials, needed.
- Communicate expectations and responsibilities to officials.
- Coordinate arrival, check-in, breaks, and hospitality.
- Obtain necessary heat sheets and forms from Data Specialist and distribute prior to the start of each day.
- Ensure that officials have all necessary equipment to carry out their position.
- Ensure that key officials are present at mandatory key officials meeting.
- Coordinator must ensure that the host and NCAA approve lodging arrangements so that the host receives full reimbursement. Coordinator should build out spreadsheet with rooming assignments.
- Coordination of all officials to include providing them the following materials (copies of materials should be provided to the NCAA championship manager):
  - Directions to hotel and facility.
  - Parking arrangements.
  - Meet schedule.
  - Contact numbers.
  - Rooming list with confirmation numbers (See lodging for occupancy and nights permitted).
  - Hospitality.

## Section 23 • Participant Manual

Finals host will be provided a participant manual template that they must update. We ask that the host complete the information in the template and send back for approval.



## Section 24 • Practice

**Alternate Practice Site.** The host institution is not obligated to arrange for an alternate practice facility for the participants in the event they arrive early. Practice at an alternate site is permissible, but the participants are responsible for making these arrangements themselves.

**Practice.** The competition venue must be set and ready for the practice days to have the look and feel of the competition days. Medical trainers must be on site for the entire practice session beginning one and a half hours prior and an hour after. Officials must coordinate the throwing events for safety reasons. The host must submit a practice schedule that assures safety for all competitors.

If location of the championship allows for the use of additional outdoor practice space, the host should secure and publish in the participant manual the times the space would be accessible.

## Section 25 • 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@learfield.com](mailto:clerrinda.queen@learfield.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.

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- 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 as specified below:
  - 260 for participants.
  - 125 for media.
- 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 program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed at all times. If using tables, please make best effort to make table 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 26 • 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 and local partners who aid in maintaining safe events for all athletes, coaches, 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 [Best Practices for Venue Safety and Security](#) when developing a safety and security program.

The suggestions outlined in the Best Practices for Venue Safety and Security 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 program.

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 program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

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 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.

### GENERAL SECURITY GUIDELINES

**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.

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.

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](#). PSAs can be reached via email at [central@cisa.gov](mailto:central@cisa.gov) (Submitter should provide their contact information and where they are located so they can be matched up to the nearest PSA).

**Interruption 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.

**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.

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

**Meeting.** The committee chair, NCAA staff and meet management staff (facility manager, meet 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 shall be resumed from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, the 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 facility operations personnel. Also, the committee has the authority to reschedule the competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA rules.

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

## WEATHER

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.

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 plan should be created and available for reference. The tournament director should also consider contacting a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

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 manager with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule prior to making or announcing any formal changes.

# Section 27 • Ticketing

## TICKET POLICIES/OPERATIONS

1. **Ticket Design/Printing.** If championship tickets must be printed, 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 other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **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.
- d. **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.
- e. 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 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 postevent 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.

### **2024-25 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

The NCAA's standard ticket back language is posted online at [ncaa.com/ticket-terms](https://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 28 • Transportation

## PARTICIPATING INSTITUTIONS

Teams eligible for air travel must make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com).

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book on-site ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at [ncaachamps@stmDriven.com](mailto:ncaachamps@stmDriven.com).

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).

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 the NCAA online system. The TES can be found at [travel.ncaa.org](http://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 29 • 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 F). 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 2024-25 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.*

# Appendixes

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## Appendix A • Sample Awards Presentation Schedule

### SAMPLE AWARDS PRESENTATION SCHEDULE NCAA INDOOR TRACK & FIELD CHAMPIONSHIPS

*If an event, especially a field event, is still on-going after the time indicated below, officials should have all medalists report to the awards area 10 minutes after the completion of their event.*

Time of presentation	Event	Scheduled event time
<b><u>Friday</u></b>		
6:10 p.m.	High Jump (Men)	4 p.m.
6:20 p.m.	Weight Throw (Men)	4 p.m.
8:05 p.m.	Pole Vault (Women)	6 p.m.
8:25 p.m.	Long Jump (Women)	6 p.m.
8:35 p.m.	Long Jump (Men)	6 p.m.
9:20 p.m.	Weight Throw (Women)	7 p.m.
9:30 p.m.	5,000 M (Men)	8:25 p.m.
9:35 p.m.	5,000 M (Women)	8:45 p.m.
<b><u>Saturday</u></b>		
After Anthem (approx. 5:30 p.m.)	Heptathlon	2:15 p.m.
5:35 p.m.	200 M (Women)	Friday night
5:40 p.m.	200 M (Men)	Friday night
5:45 p.m.	DMR (Men)	Friday night
6:52 p.m.	DMR (women)	Friday night
6:00 p.m.	Shot Put (Men)	3:30 p.m.
6:05 p.m.	High Jump (Women)	3:30 p.m.
6:15 p.m.	Pentathlon	5 p.m.
6:30 p.m.	Mile (Men)	6 p.m.
6:45 p.m.	Mile (Women)	6:10 p.m.
6:50 p.m.	60 Hurdles (Men)	6:20 p.m.
7:00 p.m.	60 Hurdles (Women)	6:30 p.m.
7:05 p.m.	400 M (Men)	6:40 p.m.
7:15 p.m.	400 M (Women)	6:50 p.m.
7:25 p.m.	60 M (Men)	7 p.m.
7:35 p.m.	60 M (Women)	7:10 p.m.
7:45 p.m. (after start of 3,000 M)	800 M (Men)	7:20 p.m.
8:00 p.m. (after start of 3,000 M)	800 M (Women)	7:30 p.m.
8:05 p.m.	Pole Vault (Men)	5:30 p.m.
8:10 p.m.	Shot Put (Women)	6 p.m.
8:15 p.m.	Triple Jump (Men)	6 p.m.
8:20 p.m.	Triple Jump (Women)	6 p.m.
8:30 p.m.	3,000 M (Men)	7:40 p.m.
8:35 p.m.	3,000 M (Women)	7:55 p.m.
8:40 p.m.	4 x 400 Relay (Men)	8:05 p.m.
8:45 p.m.	4 x 400 Relay (Women)	8:20 p.m.

## Appendix B • Equipment List

### NCAA Indoor Track and Field Championships

#### Gill Athletics Provided Equipment List

(Subject to change)

Quantity	Description
28	Grand Prix Starting Blocks
2	Starting Block Caddy
65	Manual Hurdles with NCAA logo
6	Hurdle Dollies
1	Lap Counter with Bell - on wheels
1 set	Lane Markers - numbered 1-8
2	High Jump Landing Area (1360 or 1325) with NCAA logo top sheet
2 sets	High Jump Standards
5	High Jump Cross Bars
2	High Jump Measuring Device
2	Pole Vault Landing Area (1900 or 1800) with NCAA logo top sheet (depending on venues)
2 sets	Pole Vault Standards with Base Protection Pads (depending on venues)
5	Pole Vault Cross Bars
2	Pole Trees
2	Pole Vault Measuring Device (depending on venues)
3 sets	Pole Vault Cross Bar Lifters with E-Z ups (2 set long for men, 1 set short for women) (depending on venues)
2	Pole Vault Standard Location Indicator Board (depending on venue)
2	Bungee cords for Pole Vault warmup
1	Shot Put Cart
1 set	Shot Put/Weight Throw Distance Markers
5	Performance Indicator Boards - 4 digit
1 set	Digits only for Performance Indicator Boards (Spare - 2 red, 2 black)
2 pair	Horizontal Jumps Take-off Markers
2 sets	Long Jump Pit Side Distance Indicator Boards
2	Horizontal Jumps Laser Measuring Device
2	Horizontal Jumps Pit Covers with NCAA Branding
2 sets	Triple Jump Pit Side Distance Indicator Boards
TBD*	Replacement boards for long jump and triple jump. (wood only)
3	Chalk Stands with chalk
2	Shot Put, 4kg - 105mm
2	Shot Put, 4kg - 109mm
2	Shot Put, 7.26kg - 125mm
2	Shot Put, 7.26kg - 129mm
3	Traditional Indoor Throwing Weight, 20 lbs
3	Preferred Dominator Tungsten Indoor Throwing Weight, 20 lbs
3	Traditional Indoor Throwing Weight, 35 lbs
3	Preferred Dominator Tungsten Indoor Throwing Weight, 35 lbs
2	Laser measuring device for throwing events
3	Long steel tape
3	Short steel tape
2 sets	Moya blocks
24	Batons (Competition)
250	Batons (Gifts - 1 per qualifying institution per gender to be given out at packet pickup)

\* Number is dependent on type of boards and number of runways

## Appendix C • List of Items Shipped to Host (Sample)

List of Items Shipped to Host

Shipped by:	Item	Quantity	Estimated Arrival Date
NCAA (Lindsey Eldred)	Protest Forms	30	Will bring onsite
NCAA (Sean Laughlin)	Relay Cards	60	Will bring onsite – Sean Laughlin will provide.
NCAA (Lindsey Eldred)	Protest Receipt Books	2	Will bring onsite
NCAA (Lindsey Eldred)	Credentials and lanyards	Per order request.	Approximately 2-3 weeks prior to champs
NCAA (Lindsey Eldred)	Credential boards	As requested by host.	Approximately 2-3 weeks prior to champs
SourceOne	A-frames	8 total (build out to 4 larger a-frames, but 8 sections)	Week of March 2
SourceOne	Custom Signage	Per Order	Week of March 2
SourceOne	Sport banner/#NCAATF icon	2	Week of March 2
SourceOne	NCAA.com banner	2	Week of March 2
SourceOne	Press conference backdrop	1 - track and field specific back drop (must be returned after the championships)	Week of March 2
SourceOne	Corporate Champions banners	2	Week of March 2
SourceOne	Corporate Champions and Partners banners	2	Week of March 2
SourceOne	United as One Vertical	2	Week of March 2
SourceOne	United as One Horizontal	2	Week of March 2
MTM Recognition	NCAA Official Awards	<b>Per gender:</b> 4 team trophies (1 <sup>st</sup> through 4 <sup>th</sup> ); 1 individual mini-trophy to each 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> place team; 1 watch for national champ team; 1 mini-trophy for top 8 finishes of each event (4 for each relay team).	Approximately two weeks prior to event
MTM Recognition	Participant Medallions	580 total for both men and women. *Alternates do NOT receive participant medallion.	Approximately two weeks prior to event
MTM Recognition	Elite 90 Awards	2 (one men's and one women's)	Approximately two weeks prior to event
Event 1 Merchandise	Merchandise*	Approximate quantities based on previous indoor champs.	Approximately 1-2 weeks prior to champs
NCAA	PowerAde product and equipment	Dasani 12 oz - 80 cases, PowerAde 20 oz – 25 cases, PowerAde powder – 3 cases.	Product will arrive approximately 1 week prior to champs; sideline equipment (ice chest, coolers and cups) will arrive approximately 2 weeks prior to champs

## List of Items Shipped to Host

NCAA		Cups – 4 cases (2000/case), 10 gal. coolers (10), 48 qt. ice chests (4), cooler carts (4), Squeeze bottles for student-athletes -25 cases (25/case).	
	Volunteer/Officials' Apparel	Per order. (Return any extra grey and blue officials shirts to NCAA)	By March 1, possibly earlier
Zak Podkaminer (Tournament Specialist)	Hip Numbers	Numbers 1, 2, 7 and 8 – 150 set Numbers 3, 4, 5 and 6 – 250 sets Number 9 –16 -- 30 sets	By March 1
Marathon Printing	Safety pins	Approximately 6,000 (4 pins for front bibs and 4 pins for back bibs)	Friday prior to champs
Marathon Printing	Bib Numbers	Front bibs (7.5" x 5.75"): 750 total (NAMES of student-athletes) Back bibs (9" x 7"): 750 total (numbers 1-750)	Friday prior to champs
IMG College	Programs	Approximately 885 (385 complimentary, 500 for sale)	Wednesday prior to champs
Top of the World	National Champ hats	NCAA Locker Room Program – (approximately 30 hats per gender)	Approximately 1 week prior to champs
Gear For Sports	National Champ t-shirts	NCAA Locker Room Program – (approximately 30 t-shirts per gender)	Approximately 1 week prior to champs
NCAA	Cloth Grocery Bag	200 cloth grocery bags for coaches to put SA gifts, coaches gifts, PowerAde squeeze bottles and participant medallions in.	March 1
YIW	Gill Gifts	600 sock hat are for student-athletes (NO ALTERNATES), 100 fanny packs for the officials and 310 short tumblers for coaches (travel party only). NOTE: Batons will come with Gill equipment shipment. (250 are gifts and 24 should be pulled for competition. Each institution is only gifted 1 baton per qualifying gendered program).	March 1
BDA	Student-athlete gifts in place of banquet	620 scarves and 620 bags for qualifying athletes ONLY (NO ALTERNATES).	March 7

\*Event 1 Merchandise will send a merchandise plan to the specified contact two weeks prior to the championships. The plan will outline everything Event 1 is sending, based on size of championship and site.

**\*BE SURE TO CHECK ALL ITEMS FOR ACCURATE CHAMPIONSHIP NAME, SPORT, LOCATION, ETC. IF INFORMATION IS INCORRECT, CONTACT JEFF MLYNSKI IMMEDIATELY!**



## Appendix D • Recommended Number of Officials

### Recommended Number of Officials

#### NCAA Division I Indoor and Outdoor Track and Field Championships.

Justification: In as much that the observation at present is overkill for the number of officials on the field at the national championships, thus contributing to obstruction of sight lines for spectators and coaches (visual pollution), it is recommended that an optimal number of officials be designated per event to conduct the championships. The following are recommendations and guidelines with duties outlined by the NCAA rules committee and USATF Officials.

In all cases officials are to carry out their duties by maintaining a low profile and positioning themselves in such a way as to keep spectator sight lines to the event open.

1. **Marshals:** It is recommended that there be one (1) head marshal and an additional three (3) marshals for indoors. Outdoors it is recommended that there be one (1) head umpire and five (5) additional marshals designated to police the facility for safety and operations.

*\*Note, the number of marshals needed may fluctuate and depends on the venue.*

2. **Umpires:** It is recommended that there be one (1) head umpire and 10 additional umpires to cover the indoor oval and straight-away events. Outdoors it is recommended that there be one (1) head umpire and 15 additional umpires to cover the outdoor oval and straight-away events.

3. **Referees:** It is recommended that there be three (4) referees during indoors and four (4) referees during outdoors.

4. **Clerks:** It is recommended that there be one (1) head and one (1) line clerk plus six (6) assistant clerks during indoors. Outdoors it is recommended that there be one (1) head and one (1) line clerk plus an additional eight (8) assistant clerks.

5. **Weights and Measures:** It is recommended that there be one (1) head plus two (2) certified officials plus four (4) to five (5) additional volunteers as recommended by the head. Fewer will be needed indoors.

6. **Lap counters:** Indoors it is recommended that there be assigned four (4) additional lap counters who report to the head umpire according to NCAA rules. Outdoors it is recommended that there be assigned six (6) additional lap counters that report to the head umpire in accordance with NCAA rules. \*Note that umpires may be used to serve as lap counters during the distance races.

7. **Starters:** It is recommended that there be three (3) starters indoors and four (4) starters outdoors, including the starters for the combined events.

8. **High Jump:** It is recommended that there be five (5) high jump officials.

- a. Chief Judge/administrator
- b. Pit Judge
- c. Recorder
- d. Attempt and Timing Judge/flight coordinator
- e. Indicator Board Operator/2<sup>nd</sup> Recorder and/or PDA recorder (may be a volunteer)

*\*Note, if using two pits in both the high jump and pole vault for combined events, consideration needs to be given on number of crew members needed to accommodate two pits.*

9. **Pole Vault:** It is recommended that there be seven (7) officials:

- a. Chief Judge/Administrator
- b. Pit judges (2) (One may be a volunteer)
- c. One official recorder or PDA recorder
- d. Attempt Timing Judge/Flight Coordinator (2)
- e. Indicator Board Operator/2<sup>nd</sup> recorder and/or PDA Recorder (May be a volunteer)

\*Note, if using two pits in both the high jump and pole vault for combined events, consideration needs to be given on number of crew members needed to accommodate two pits.

**10. \*Shot Put:** It is recommended that there be eight (8) shot put officials.

- a. Chief Judge/Administrator
- b. Circle Judges
- c. Sector Judge (2)
- d. Implement retriever (May be a volunteer)
- e. Recorder
- f. Attempt Timing Judge/Flight Coordinator
- g. Indicator Board Operator/2<sup>nd</sup> recorder and/or PDA operator (May be a volunteer)

\*Note, if using two rings in the shot put for combined events, consideration needs to be given on number of crew members needed to accommodate two rings.

**11. Long Jump/Triple Jump:** It is recommended that there be no more than eight (8) indoor and nine (9) outdoor long jump/triple jump officials.

- a. Chief Judge/Board/Administrator
- b. Pit Judge/Measuring Tape Holder
- c. Recorder
- d. Attempt Timing Judge/Flight Coordinator
- e. Raker(s) - Two (2) max (May be volunteers)
- f. Wind Gauge Judge (outdoors)
- g. Laser Measuring Device Operator
- h. Indicator Board Operator/2<sup>nd</sup> recorder and/or PDA operator (May be volunteer)

\*Note, if using two runways in the long jump for combined events, consideration needs to be given on number of crew members needed to accommodate two runways.

**12. \*Javelin:** It is recommended that there be eight (8) javelin officials.

- a. Chief Judge/Administrator
- b. Foul Line Judge
- c. Javelin Landing Judge d. Sector Judge (2)
- e. Recorder
- f. Attempt Timing Judge/Flight coordinator
- g. Implement Retriever (May be volunteer)
- h. Indicator Board Operator/2<sup>nd</sup> Recorder and/or PDA Operator. (May be volunteer)

**13. \*Discus-Hammer-Weight:** It is recommended that there be eight (8) discus/hammer/weight officials.

- a. Chief Judge/Administrator
- b. Circle Judge
- c. Sector Judge (2)
- d. Recorder
- e. Attempt Timing Judge/Flight Coordinator.
- f. Implement Retriever (May be volunteer)
- g. Indicator Board Operator/2<sup>nd</sup> Recorder and/or PDA Operator. (May be volunteer)

\* Indicates events where an additional individual may be utilized for implement retrieval from the landing area back to the throwing area. Wherever possible, mechanical retrieval should be utilized.

## **Appendix E • Coaches' Packets**

Coaches' packets should be distributed during registration. The following items should be included:

1. Create check off sheet to place on each packet so the coach has to go through materials and check they have received everything. Also each coach must sign the form to indicate they are responsible for all the enclosed information and should return the form to the last table before exiting the packet pickup area.
2. Schedule of events (coaches' and student-athletes' banquet, implement weigh-in, training room hours, practice hours in facility and competition schedule);
3. Parking passes and parking information;
4. Heat sheets for first day of competition;
5. Facility diagram;
6. Final instruction sheet from the Division I committee (last minutes notes);
7. Banquet tickets should be distributed and signed for at a separate table in the packet pick-up area (if applicable);
8. Coaches' and student-athletes' credentials should be distributed and signed for at a separate table in the packet pickup area. Coach field-event passes should be handled in the same manner; (if applicable)
9. Complimentary programs placed in packet (or at a separate table, dependent upon arrival time);
10. Competitor numbers and pins (8 pins/student-athlete);
  - Include list of student-athletes with corresponding bib numbers.
11. Participant Medallions
12. Drug Testing FAQ

## Appendix F • Waiver of Liability

### 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.

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