



2024 DIVISION II INDOOR
TRACK & FIELD
CHAMPIONSHIPS

HOST OPERATIONS
2023-24 MANUAL

Division II Indoor Track & Field

Contents

Introduction	2
NCAA Committee and Staff	3
Section 1 • Alcoholic Beverages and Tobacco Products	4
Section 2 • Americans with Disabilities Act	6
Section 3 • Awards	7
Section 4 • Commercialism/Contributors	11
Section 5 • Competition Site/Facility Requirements	16
Section 6 • Drug Testing	18
Section 7 • Equipment	19
Section 8 • Financial Administration	21
Section 9 • Health & Safety Considerations	23
Section 10 • Hydration Product	25
Section 11 • Insurance	26
Section 12 • Lodging	27
Section 13 • Marketing	28
Section 14 • Media Coordination/Media Credentials	30
Section 15 • Medical/Medical Credentials	34
Section 16 • Meet Management	37
Section 17 • Merchandise/Licensing	42
Section 18 • Neutrality	44
Section 19 • Officials	45
Section 20 • Programs	46
Section 21 • Safety and Security	47
Section 22 • Ticketing	49
Section 23 • Transportation	52
Section 24 • Volunteers	53
Appendix A • Planning Timeline (Tentative)	55
Appendix B • Equipment Information	57
Appendix C • List of Shipments	58
Appendix D • Officiating Needs	59
Appendix E • Social Media Guidelines	60
Appendix F • Volunteer Waiver of Liability	61
Appendix G • Implement Inspection Form	62
Appendix H • Microsite Guidelines	63

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 Divisions II Presidents Council.

NCAA DIVISION II MEN & WOMEN'S INDOOR TRACK & FIELD COMMITTEE**ATLANTIC REGION****Tabitha Bemis**

Assistant Track and Field/Cross Country Coach
Slippery Rock University of Pennsylvania
Phone: 724-601-8805
Email: tabitha.bemis@sru.edu

SOUTH REGION**Jackie Duvall**

Associate Athletics Director/SWA
Kentucky State University
Phone: 502-597-6553
Email: Jacqueline.duvall@hysu.edu

CENTRAL REGION**Shane Drahota**

Senior Deputy Athletic Director of Administration &
Student Services
Minnesota State University, Mankato
Phone: 507-389-2018
Email: shane.drahota@mnsu.edu

SOUTH CENTRAL REGION**Danielle Anderson**

Assistant Commissioner for Compliance
Lone Star Conference
Phone: 972-234-0033
Email: danielle@lonestarconference.org

EAST REGION**Katie Rees**

Head Track and Field Coach/Assistant Athletic Director
Adelphi University
Phone: 516-877-4308
Email: krees@adelphi.edu

SOUTHEAST REGION**Joe Wassink, chair**

Head Track and Field Coach
Limestone University
Phone: 864-838-4957
Email: jwassink@limestone.edu

MIDWEST REGION**Nathan Cochran**

Vice President of Athletics/Athletic Director
Walsh University
Phone: 330-490-7437
Email: ncochran@walsh.edu

WEST REGION**Tina Davis-Fernandes**

Head Track and Field Coach
California State University, Los Angeles
Phone: 213-725-3534
Email: tdavisf@calstatela.edu

NCAA STAFF**Donisha Carter, championships manager**

Assistant Director, Championships and Alliances
Phone: 317-917-6652
Cell: 317-790-6274
Email: dcarter@ncaa.org

Jay Fitzwater, playing rules liaison

Assistant Director, Championships and Alliances
NCAA Playing Rules and Officiating
Phone: 317-917-6819
Email: jfitzwater@ncaa.org

TBD

Assistant Coordinator, Championships and Alliances
Phone: 317-917-XXXX
Email: XXXX@ncaa.org

Mark Kostek

Secretary-Rules Editor
Email: kostekmt@gmail.com

Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers) may be sold and dispensed at NCAA Division I, II, 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 & 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, non-alcoholic 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 Portal.

General

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

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

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

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

TOBACCO PRODUCTS

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

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site 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.

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

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

This should not add any additional time or delay to TV taking the winning celebration.

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 pre-approved artwork with pricing available. (Awards_Staging PDF) If you need assistance with ideas or ordering the pre-approved items, please contact Nathan Arkins at 317-966-6790 or narkins@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

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

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

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

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks before 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.

Hosts will receive the following awards per gender:

- One (1) large team trophy for the top four teams – 4 total;
- Eight (8) mini trophies for each individual/combined event – 120 total;
- 32 mini trophies for each relay event – 64 total;
- One (1) Elite 90 award; and
- Participant medallions for all selected student-athletes – 270 total.

Additional mini-trophies and watches will be sent to the travel party of the top four teams after the championship.

Awards Ceremonies/Presentations

Individual awards are presented to the top eight finishers in each event immediately following the completion of the event. The top eight finishers should be immediately escorted to the awards area. Student-athletes are asked to arrive at the awards area in proper team issued warm-up suit or uniform. The coach of the national champion traditionally makes the presentation. Awards personnel should communicate to the announcers when the top eight finishers and the presenter are at the awards stand. Awards are then presented at the next available break in competition.

In the event of a tie, the mini-trophy should be given to one of the student-athletes on site, and the other student-athlete will receive a mini-trophy after the championships. Awards personnel should make note of which student-athlete takes the award at the championship, and should relay that information to the NCAA championship manager after the championships.

Team awards are presented to the top four teams for both men and women. The presentation of the team awards should take place as soon as possible following the completion of the meet. In odd years, the women's awards should be presented first, starting with the 4th place team and ending with the national champion. Men's awards should be presented in the same order following the presentation of the women's awards. In even years, the order of gender will be reversed. Committee members will present the team awards.

Awards Podium

The hosts should construct a pyramid-style awards stand to hold and identify eight place finishers with signage to indicate place. Each place-finish position should be large enough to hold a relay team of four people. It should be located so as not to interfere with competition. Benches/shelter should be available for the student-athletes as they wait for the awards to be presented. Decorations are a nice addition to the awards stand area, if available. No commercial logos may appear on the awards stand. NCAA and institutional logos may appear. Awards should be taken out of their boxes and placed on a skirted table. The boxes should be available to give to the student-athletes as they exit the awards stand.

Personnel

The host should assign at least one person to administer awards during the championships. Committee members will be assigned to help with awards as well. Awards personnel will be responsible for setting up the awards each day, corralling the student-athletes from the finish line/event area to the awards stand, locating the head coach to present the awards, lining up the athletes once official results are received, notifying the announcers when ready, distributing boxes to the athletes as they exit the stand, taking notes on ties, etc.

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. The NCAA championships and alliances staff and the NCAA academic and membership affairs 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. Mark Bedics 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 semi-formal 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 NCAA's 90 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).

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 not participating.
- 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 in 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 Branding and Fan Experience 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 2024 NCAA Division II 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 X account (formally known as twitter) will promote the 90 winners after the on-site announcement has been made. Mark Bedics 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.

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

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

PARTICIPATION

The host will be responsible for securing volunteers to distribute participant medallions at packet pick-up. The numbers to be given to each team will be provided by NCAA staff prior to the start of packet pick-up. 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. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

Participant Medallions

Participant medallions will be provided to all student-athletes selected to the championships, and should be distributed at packet pickup.

CHAMPIONSHIP LOCKER ROOM PROGRAM

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (jared.hunt@hanes.com) or Manisha Patel with Underground Printing for hats (ncaachamphatjford@undergroundshirts.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, dclendenin@ncaa.org or 317-917-6496.

Section 4 • 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 are not permissible.

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 are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Warner Bros. Discovery 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

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

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

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relation 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: www.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 WBD/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page 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).

DIVISION II INDOOR TRACK & FIELD

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”.

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 Ali Narracco at anarracci@ncaa.org or 317-790-7596.

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 Trademarks](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Partners | NCAA.com](#)

OFFICIAL CHAMPIONSHIPS/LICENSEES AND 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, [NCAA Licensing - NCAA.org](#)

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. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 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 pre-existing 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 (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not 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 external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 5 • Competition Site/ Facility Requirements

Please refer to the 2023 and 2024 NCAA Cross Country and Track and Field Rules Book to ensure compliance with facility specifications. The rules book can be accessed at [ncaapublications.com](https://www.ncaa.org/publications). Hosts must provide a written statement to the NCAA championships manager from a track surveyor that specifies that the track has exact measurements, that all markings are correct, that takeoff and landing areas are level, etc.

ATHLETIC TRAINING AND MEDICAL NEEDS

Athletic training areas should be designated in the competition area and should be equipped with towels, POWERADE/ water product, and other necessary training equipment. Training areas should be staffed with appropriate personnel on practice and competition days, and should open two hours prior to the start of competition through one hour after the conclusion of the last race. Accommodations should be made to allow institutional athletic training staff to set up athletic training tables on a space available basis.

On practice days and during competition, the following is required: (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility or hospital, including a plan for communication and transportation between the competition site and the hospital for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) 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. An ambulance should be on site beginning the first day of practice.

CHECK-IN

Check-in should occur outside and immediately adjacent to the track area. The check-in area should be appropriately staffed with two to three volunteers for assisting with the issuing of bibs, hip numbers, and checking in student-athletes and relay teams.

CONCESSIONS

Food and beverage prices shall be no higher than similar events or primary tenants in the competition site. 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. Facilities that do not have a relationship with Coca-Cola may sell other products in the concessions area only.

ENTRANCES

All entrances must be staffed by an adequate number of personnel. Signage should be posted to clearly identify all entrances (i.e., media, student-athlete, ticketed). An entrance must be identified for all student-athletes and coaches.

FACILITY AVAILABILITY

The facility should be set up in accordance with the rules and the specifications outlined in this manual by Tuesday morning the week of the championships. At that time, the facility is reserved exclusively for the use of the championships. The NCAA committee and staff will conduct a final walk-through Wednesday morning. Official practice will begin Wednesday afternoon. A warm-up and practice schedule will be developed by the NCAA committee/staff in conjunction with the host and will be included in the Participant Manual.

FACILITY DIAGRAM

Hosts should develop a diagram of the facility, as it will be configured for competition day, for review by the committee. Include detailed course maps, games committee meeting area, training areas, media area, results area, protest table location, parking, entrances, etc.

HOSPITALITY

Please see the Meet Management section of this manual for information on hospitality.

MEDIA

Please see the Media section of this manual for facility/space needs for media.

NCAA SPACE REQUIREMENTS

A room visible to the track should be reserved for use by the committee. This area should be furnished with tables, chairs and refreshments for use of the NCAA committee (should be large enough to accommodate 15 people comfortably).

Ideally, the timing personnel, announcers and video operator should be in one area, near the committee room, to ensure efficient communication. If space does not allow all groups to be in one room, they should be put in rooms near or immediately adjacent to each other.

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.

PROTEST TABLE

A skirted table and chairs for the protest area should be set up near the track and should be easily accessible to coaches. Protest forms will be sent to the host approximately three to four weeks prior to competition, and should be placed at the protest table throughout competition. The host is responsible for securing volunteers to assist at the protest table.

RESTROOMS

There should be an adequate number of restrooms available in the facility/competition areas for participants and spectators. Preferably, there should be restrooms available exclusively for student-athletes at the facility and in any areas used by competitors outside of the track (i.e. warmup area, separate event areas).

SIGNAGE

The NCAA will provide a basic signage package for all hosts. Additional signage funds may be available. Hosts should work through the NCAA championships manager to design any additional signage needed at the facility. No signage except NCAA provided and/or approved signage should be displayed throughout the competition and practice areas.

Hosts should create directional signage for all areas accessible throughout the championships week (i.e. warmup, clerking, student-athlete hospitality, media, hospitality). All directional signage must be clear and visible from all areas, and must be designed using the NCAA template for directional signage. Hosts should contact the NCAA championships manager to access the template.

TEAM SEATING

A section should be reserved in the stands for teams to sit during competition.

WARMUP AREA

A warmup area near the competition facility must be provided for student-athletes. The warmup area should be equipped with ten or more hurdles, starting blocks, temporary restrooms, and adequate space for warming up. If the warmup area is separated from the competition facilities, there must be direct communication from the clerking area to the warmup area to ensure that athletes are monitoring their check-in times for events.

Section 6 • 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 in the Championship Site Coordinator Manual [here](#).

Section 7 • Equipment

The NCAA will provide certain championships equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each championship will receive information from the NCAA pertaining to any equipment that will be provided.

The host institution is responsible for providing the equipment required to conduct the championships. Please refer to the NCAA Cross Country and Track and Field Rules Book to ensure compliance with equipment specifications. General equipment needs include, but are not limited to, the items listed below.

BASKETS

Baskets should be placed in the clerking area for student-athlete's equipment and apparel. Athletes will return to the clerking area to pick up the equipment after the completion of their event and/or awards. Host should assign one to two basket crew coordinators and volunteers to transport the baskets.

BIB AND HIP NUMBERS

Bibs, hip numbers and safety pins for the finals site will be ordered by the NCAA. NCAA staff will send the breakdown of what will be shipped to hosts and approximate delivery dates. Hosts should inventory all bibs, hip numbers and safety pins when they arrive.

COMMUNICATION

The host should provide handheld radios for NCAA staff/committee, officials, host personnel, etc., for communication throughout the championships. Earpieces are preferred to headset.

PUBLIC ADDRESS SYSTEM

Hosts should arrange for a public address system for the announcers, both in the booth and wireless microphones on the field.

OFFICIAL EQUIPMENT SUPPLIER

Gill Athletics is the official equipment supplier for NCAA men's and women's track and field. Please see Appendix B for an initial equipment list.

SCOREBOARDS/VIDEO BOARDS

If scoreboards and/or electronic video boards are available at the facility and/or through the timing company, they should be used during competition. 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 video board content will be provided directly or if downloading from the NCAA FTP site is necessary.

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

Fred Bowen – Senior Producer
Van Wagner Sports & Entertainment, Inc.
Telephone: 574-807-5287
Email: bowen@vwbsn.com

No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

STORAGE

The host will receive multiple shipments for the championships (see Appendix C for a sample list of shipments). If the host does not have ample storage space at the facility, temporary storage units should be rented to ensure that all equipment can be stored on site. The meet director should work with the NCAA championships manager to include storage rental fees in the host budget.

The host should also designate an area for storing student-athlete's implements. Information on shipping and storage of implements should be communicated in the Participant Manual.

TABLES

Tables with skirting should be provided for the awards area (4), protest table (1), merchandise/programs, and any other areas deemed necessary by the NCAA committee/staff.

TIMING

The NCAA will hire the timing company for the meet. If deemed necessary, the timing company will make a site visit to the championship site to review the facilities prior to the championships. A reliable power source and Ethernet hard-line internet connections must be available for the timing company on the field and in the timing control room. Additional information regarding equipment, personnel, and any other timing needs will be communicated by the NCAA and the timing company prior to the championships.

Section 8 • 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 approval 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 documentation requested could include: 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; competition venue rental agreement; and any other documentation to support all information reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

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). 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 each line of 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 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) (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.

COMMITTEE/TIMING/DVSPORT

The host is responsible for paying for hotel rooms for the NCAA committee (8), timing company (3-4), and DVSPORT (3-5). Hotel expenses for these individuals should be included as a budgeted item and reimbursed through the host portal. All other expenses for these individuals will be paid directly by the NCAA. Please see the Lodging section of this manual for details on number of rooms and arrival and departure dates.

OFFICIALS

All approved officials' expenses will be paid by the NCAA. Hotel expenses for these individuals should be included as a budgeted item and reimbursed through the host portal. Please see the lodging section of this manual for details on number of rooms and arrival and departure dates.

ANNOUNCERS

The host is responsible for paying announcers (2) including competition fees, per diem, hotel and mileage if applicable. A final expense breakdown will be provided by the NCAA prior to payment.

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.

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

NCAA Championship Travel Policies

Section 9 • 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 non-exhaustive 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's Guidance for Medical Care and Coverage for Student-Athletes at Away Events](#) 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.
 - Sickle Cell and Other Exertional and Non-Exertional 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.

DIVISION II INDOOR TRACK & FIELD

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 10 • Hydration Product

POWERADE

Equipment Information

The NCAA will provide certain championships relevant equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any 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 the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

Section 11 • Insurance

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.

Notes:

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

Section 12 • Lodging

CONTRACTS

For this particular championship, the NCAA has contracted hotel rooms at a negotiated rate for use by participating member institutions. Teams are NOT required to stay within an NCAA hotel, but if elected, the institution will be required to adhere to the terms as contracted via the agreement.

HEADQUARTERS HOTEL

On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at the final site. The NCAA will work directly with the hotel and provide rooming list, arrival and departure dates for each individual and billing needs (direct bill to host or pay on own). NCAA staff will pay for their own hotel rooms on arrival, but all other room and tax expenses should be direct-billed to the host institution. Hotel expenses should be included as a budgeted item in and reimbursed through the host budget. The expenses should reflect hotel rooms for key officials (9), NCAA committee (8), and various other individuals (e.g., timing, announcers, video review staff) at the headquarters hotel. All other committee expenses will be paid directly by the NCAA.

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, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

PARTICIPANT HOTELS

The host institution will be responsible for advising participating institutions of the available hotel accommodations. This information should be included in the participant manual. Each competing institution is responsible for making its own reservations.

SUPPLEMENTARY OFFICIALS

Double rooms (not more than 30) will be reserved by the NCAA for the 60 supplemental officials working the championships who are not local. Arrival for these officials should be Wednesday or Thursday and departure Saturday or Sunday, depending on the meet schedule and location of the officials. The host will need to send a rooming list to the NCAA one month from the check-in day for reservation purposes. Any changes to the rooming list should be coordinated with the NCAA. The host institution will be direct-billed for room and tax expenses for the supplementary officials and should include the expense as a budgetary item in the host budget system.

Section 13 • Marketing

CONTACTS

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

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager 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 timeframe to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results post-championship to share with your NCAA marketing contact.

MARKETING PLAN

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

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 [NCAACHampPromotion.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 if you are unable to locate this information.

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.

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.

*Please 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

The host institution/conferences may use already established social media accounts (e.g. Facebook, Twitter, etc.) 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 (ncaa.org/sports/2021/3/3/digital-social-media.aspx) for a listing of official NCAA social media accounts.

Section 14 • Media Coordination/Media Credentials

The host media coordinator should become familiar with the NCAA media policies, all of which are outlined at [NCAA.com/media](https://www.ncaa.com/media). Media coordinators should work closely with the national office staff and the sports information directors of each participating team to provide smooth press operation at each site, both for the media and the coaches and student-athletes. The sports information director/media coordinator should make personal contact with key media in the area to try to generate features and/or columns prior to the competition, as well as interest television stations in the meet.

The host media coordinator, in conjunction with NCAA committee and staff, should develop a plan to monitor access to the infield for media. Photo boxes should be designated for any media taking pictures.

CHAMPIONSHIP WEBSITES

The NCAA website, [NCAA.com](https://www.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 post-event 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.

WEBSITE GUIDELINES

NCAA Championships hosts/LOC's have the opportunity to build their own championship micro-site to house information about local events, restaurants, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through NCAA.com. For complete guidelines, please see **Appendix I**.

DISTRIBUTION OF INFORMATION

The SID/media coordinator should ensure that the media is included in the timely distribution of programs, heat sheets and results. A media guide should be provided to the media attending the championships.

MEDIA CREDENTIALS

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](https://www.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. The system will notify via email all media members who apply for credentials whether their request has been granted 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, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

****** 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 non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

MEDIA ACCOMMODATIONS

Meals

Media hospitality, if applicable, should be separate from all other hospitality areas. 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 is desired at each site and required at most. 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.

Work Room

An area visible to the track should be reserved to accommodate media (minimum of 10-15). The area must have proper lighting, phone/fax lines, internet access, and copiers/printers. A seating area in the stands immediately adjacent to the work area should also be reserved for media. Only individuals with media credentials should be allowed in the media work and hospitality areas.

Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

NEWS FILM AND MINI-CAMS

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

OFFICIATING QUESTIONS

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a "pool reporter" shall be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgment call.

The pool reporter shall accompany a member of the sport committee to the official's locker room to receive an interpretation in order to enhance the public's understanding of activities that occurred during the contest.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is on-site, they are able to answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

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 cannot pay any expenses. All volunteers should be a minimum of 16 years or older and may not be employees of professional sports organizations. 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.

DIVISION II INDOOR TRACK & FIELD

- 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 stay in appropriate places. 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 conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (email, fax, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

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 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 Howie Burke (Howie.Burke@gettyimages.com).

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

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

PRESS CONFERENCE/INTERVIEWS

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.

RESULTS

A high-quality photo copier machine must be available in the timing control room and results from each event must be printed and copied as soon as results are official. Results should be posted at the track in an area where all competitors and spectators can see them. Copies of the results from each event should be promptly delivered to announcers, committee members, officials and awards personnel (for finals). Results from each day's competition should be available to coaches as soon as possible after the conclusion of the day's events.

Live results will be available on NCAA.com.

RADIO/INTERNET AUDIO COVERAGE

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

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

SECURITY

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

TELEPHONES/INTERNET

A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance only if the cell phone service is not adequate. These phones should be limited to credit card, toll free, or incoming calls. The media coordinator should determine the number of telephones (if any) required by evaluating the number of media credentials.

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.

Phones also may be installed in the press box as determined by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants its own phone line, it shall be charged the exact cost of the installation. The host institution may NOT assess an additional "hookup fee" to any press agency. Any telephone line charges to the host or NCAA shall be 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 or NCAA media coordinator. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at NCAA.com/media.

LIVE STREAMING

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast.

Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.

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

Section 15 • Medical/Medical Credentials

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

AMBULANCE SERVICE

At the NCAA's expense, an ambulance shall be provided for event participants on competition days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

BIOHAZARD CLEANUP

The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team's cooler cart positioned at the end of the team benches.

GENERAL PUBLIC

The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first-aid room for spectators on competition days.

HOSPITAL

The host athletic trainer shall identify a hospital, in close proximity, that will be available to participating teams and shall ensure that championship participants will be provided priority care and assistance.

PARTICIPANTS

Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and games at the facility. The training room must open a minimum of two hours before all practices and games, and remain open one hour after the conclusion of all practices and games. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all games.

SUPPLIES

All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment should include, but is not limited to:

- Automated external defibrillator (AED).
- A bag-valve mask, advanced airway tools.
- A spine board and other stabilization supplies for the head and neck.
- Splints.
 - Immobilization splints.
 - Immobilizer/knee stabilizer.
 - Crutches.
- Bleeding control materials, such as a tourniquet and large sterile dressings.

- Ice.
- Blood-borne pathogen kit.
- Moist hot packs.
- Muscle stimulator.
- Sharps kit/biohazard trash can.
- Ultrasound unit.
- Gurney.
- First-aid equipment/athletic training supplies.
- Suture materials.
- Emergency eye care and dental equipment.

Sports medicine providers should be trained to use emergency supplies.

COMMUNICATION

The athletic trainer and physicians should be equipped with a means of radio communication.

CONCUSSIONS

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

HOST MEDICAL STAFF

It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

ACCESS

Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

COMMUNICATION

Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

NOTE: 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.

MEDICAL CREDENTIALS

Each participating institution may receive up to one medical credential for a certified athletic trainer. All medical credentials must be requested and approved through the designated host physician/trainer. Communication should be sent to all credentialed medical personnel with instructions for picking up credentials once on site. **PHOTO ID AND PROOF OF BOARD OF CERTIFICATION MUST BE PRESENTED TO PICK UP CREDENTIAL.**

MEDICAL SCRATCHES

An individual must be designated as the official meet physician/trainer. All medical scratches must be approved and documented by the designated individual. Documentation must be given to the clerk and the NCAA championships manager immediately.

Section 16 • Meet Management

ANNOUNCEMENTS

NCAA announcements will be sent to the meet director prior to the meet.

COMMUNITY ENGAGEMENT

We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events held in conjunction with our National Championships.

COMPETITION TIMES

The Division II Men's and Women's Track and Field Committee will approve the order of events and race times prior to the championships. The order of races will alternate each year, with men competing first in even years and women competing first in odd years.

CREDENTIALS

The NCAA will produce credentials, credential boards and lanyards for the championships, which will be shipped to the host two to three weeks prior to the championships. Credentials for the participating teams should be included in team packets.

CREDENTIAL BOARDS

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

EVALUATIONS

Online evaluations will be distributed to all participating teams after competition. NCAA staff will share the results and comments of the evaluations with hosts as appropriate.

HEAT SHEETS

Copies of heat sheets should be included in team packets. Hosts may sell heat sheets at a price to be approved by the NCAA championships manager.

HOSPITALITY

Hospitality areas should be designated for NCAA committee/staff, volunteers, and host personnel. Media hospitality should be separate from the other hospitality areas. Please work with the championships manager to determine where the hospitality areas should be set up, as well as the hours/meals for each area.

POWERADE product will be provided to the host for the participant student-athletes, and should be placed in competition and warm-up areas. If space allows, additional student-athlete hospitality and/or lounge areas should be designated. Light snacks (i.e., fruit, granola bars) should be available for student-athletes in these areas.

All hospitality areas must provide only food and beverages in accordance with NCAA Corporate Champions and Partners.

MEDICAL PROCEDURES

Please see the Medical section of this manual regarding medical needs.

MEETINGS

The following meetings will take place the week of the championships:

Walk-Through Meeting

On Tuesday afternoon or Wednesday morning, the NCAA committee and staff will conduct a walk-through, and a short meeting will be held with the meet director and other host personnel to discuss any last minute details.

Committee Meetings

The committee will conduct meetings at the track Wednesday and Thursday. The committee room should be available and equipped with drinks for these days.

Virtual Administrative Meeting

A mandatory administrative meeting will be held following selections to review championship matters and NCAA policies. The time for the meeting will be determined by the NCAA committee. An agenda for the meeting will be provided by the NCAA, and will include comments from the NCAA championships manager, the committee chair, and host personnel. The meeting will be virtual.

It is required that each participating institution have representation at the meeting. A fine will be issued by the NCAA after competition for not attending the mandatory meeting.

Officials Meeting

An officials meeting will be held the night prior to championships competition. This meeting is to review rules and the general conduct of the meet. The host institution, in conjunction with the NCAA championships manager, should determine the time and place for the meeting. A podium and microphone should be available at the front of the room, with classroom seating secured for approximately 70-80 people (chairs and tables). The NCAA championships manager and/or the NCAA officials assignor will notify the key officials and the host institution should notify the additional 60 officials of the time and place of the officials meeting. An agenda for the meeting will be provided by the NCAA, and will include comments from the NCAA committee/staff/SRE, the officials' coordinator, and host personnel.

NATIONAL ANTHEM

The national anthem shall be sung or played prior to the start of the running events each day. The host should work with the NCAA committee and staff to develop unique ways of presenting the national anthem, if possible.

NOTE: If Simon Fraser University is participating in the championship, the Canadian flag must be hung and the Canadian national anthem must be played prior to the United States national anthem. The NCAA will send a Canadian flag for the championships if the host does not have access to one.

PACKET PICKUP

Packet pickup will take place the Wednesday and Thursday prior to competition. The hours and location for packet pickup will be determined by the NCAA committee and staff. Team packets, DII gifts, participant medallions, PowerAde squeeze bottles, and Gill Athletics gifts will be distributed at packet pickup. The committee will distribute packets, answer questions and collect fines during packet pickup. The host will be responsible for securing volunteers to distribute items. The time and location of declarations and packet pickup should be communicated in the participant manual. **ROOM SHOULD BE SET PRIOR TO COMMITTEE ARRIVING FOR PACKET PICKUP.**

Hosts should arrange for an area large enough to accommodate declarations/packet pickup. The following equipment and set-up is needed for declarations:

- 3 long tables set up end-to-end to serve as seating for committee members and coaches.
- 2 long tables set up behind the 3 tables to set the packets on.
- 2 chairs on the back side of each of the 3 tables (for committee member to sit at each table).
- 2 chairs on the front side of each of the 3 tables (for coaches to sit).
- A couple of additional chairs for other committee members.
- 1 long table and chair set up for NCAA liaison, near a power source.
- 1 laser printer to be connected to the NCAA liaison's computer or a provided computer for printing bib labels.
- 1 table and chairs for distributing participant medallions.
- 1 table and chairs for distributing Division II gifts.
- 1 table and chairs for distributing PowerAde squeeze bottles.
- 1 table and chairs for distributing Gill Athletics gifts.

The following items should be included in each team packet:

- A copy of the comprehensive schedule, practice schedule and meet schedule (NCAA will send practice/comprehensive schedules once they're finalized).
- List of contact information for host personnel and NCAA committee/staff.
- 2 copies of that respective team's roster, which will list their selected student-athletes, their events and their competitor numbers (NCAA will send the lists after selections; The format will allow hosts to just include the respective roster for each team, not every team's roster).
- Relay cards – only in packets of teams that qualify relay teams (NCAA will send relay cards approximately three to four weeks prior to competition).
- 1 copy of the heat/flight sheets (NCAA will send electronically the Monday of championships week).
- Any important information from host, if applicable (e.g., facility diagram, emergency evacuation procedures, parking information, maps).
- Final information from the committee, if applicable.
- Credentials.

PARTICIPANT MANUAL

A participant manual will be created for the championships. NCAA staff will create a participant manual template and hosts will be responsible for filling in the supplement information and returning the manual to the NCAA for final review.

PERSONNEL

The host institution will be responsible for securing certain personnel for the championships as outlined below. Although we have tried to identify most of the areas needed, please adapt the list to your particular facility.

- Drug-testing couriers (10-15).
- Trainers and assistants.
- Maintenance crew.
- Hurdle crew.
- Concessionaires.
- Heat sheet sales.
- Facility set-up crew.
- Spotters for announcers.
- Clean-up crew.
- Block holders.
- Marshals.
- Workers for packet pickup (6-8).
- Assist with video review (4-5).
- Runners - field events to results area, results to announcer, events to award area, finish line to FAT readers, etc.
- Assistants to the meet director - as needed.
- University grounds/maintenance person on duty at all times.
- Ticket takers - sellers.
- Implement custodians.
- Award custodian and assistant.
- Persons to distribute results/heat sheets.
- Crew to check in officials.
- Merchandise table.
- Hospitality areas.
- Scoreboard/video board operator for existing boards.
- National anthem performers.
- Volunteer and officials coordinators.
- Clerking/Basket crew.

PLAYING RULES

The championships must be run in accordance with the **2023 and 2024 Cross Country and Track and Field Rules Book**. The rules book can be accessed online at ncaapublications.com.

PRACTICE SCHEDULE

The facility should be made available for practice two days prior to the start of competition and should be competition-ready for practice days. The committee, in conjunction with the host, will develop a practice schedule, to be included in the participant manual.

RESULTS

At the conclusion of each day, the host media coordinator must email information that specifies the division, sport, round, date, official results, and provide a brief summary with photos (if available) to the following email addresses: ncaastats@ncaa.org, ncaa-content@turner.com and dcarter@ncaa.org. All information should be submitted in the following manner:

- 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 or send in an MS Word document or Windows Notepad text document as an attachment.
- Please convert photos to JPEG format and attach to the email.
- Include official box score or event results in HTML format, or in an MS Word document.
- Send the information to all email addresses noted above.

A high-quality photo copier machine must be available in the timing control room and results from each event must be printed and copied as soon as results are official. Results should be posted at the track in an area where all competitors and spectators can see them. Copies of the results from each event should be promptly delivered to announcers, committee members, officials and awards personnel (for finals). Results from each day's competition should be available to coaches as soon as possible after the conclusion of the day's events.

Live results will be available on NCAA.com.

SCHEDULE

The committee and NCAA staff will work with the host to develop a schedule of events that is feasible for the facility.

SCORING

The championships will use the eight-place scoring system (10-8-6-5-4-3-2-1) in individual and relay events (i.e., first place earns 10 team points, second place earns eight team points).

STUDENT-ATHLETE EQUIPMENT/APPAREL

Hosts should make arrangements for moving the runners' warmups and equipment from the starting line to the finish area.

TRAVEL PARTY

The official travel party formula for teams is as follows:

- 1 non-athlete for teams with 1-4 qualifiers.
- 2 non-athletes for teams with five or more qualifiers.

Banquet tickets if necessary, should be distributed according to the travel party formula. Participant medallions are to be given to only the student-athletes that qualified.

Section 17 • 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).

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. Non-notification 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.

- Re-stocking 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 re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 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.

Section 18 • Neutrality

DO'S AND DON'TS DOCUMENT

At its August 2023 meeting, the NCAA Division II Championships Committee approved a policy to permit preliminary rounds of all Division II Championships to run the same kind of pregame promotions and celebrations they conduct during their regular-season contests before resuming neutrality at the start of the contest and through its conclusion.

Outlined below are the do's and don'ts of the policy as they pertain to pregame promotions in preliminary rounds.

(Note: Nothing regarding the in-game neutrality policy changes. Remember, once the contest starts, if you plan a promotion for one team, it must be done for both.)

PERMISSIBLE:

- Hosts are allowed to incorporate typical pre-game promotions before being neutral in-game.
 - Hype/intro video.
- The only permissible video content outside of hype/intro videos is provided by the NCAA.
 - Running through tunnel.
 - Announcer/introduction/starting lineups.
- The NCAA script provided for each site should be followed.
 - Pyro/smoke/fog/cannons during team introductions.
 - Crowd live shots.
 - Lights out with spotlights during player introductions.

IMPERMISSIBLE:

- No "toss" of T-shirts, premium items, etc.
- Hype for third-downs, sacks, turnovers, home runs, 3-pointers, strikeouts, etc., through video board or PA announcer.
- Nothing in-game related to video that's only geared towards the host team.
- Crowd teasers on videoboard that incite crowd involvement.
- Walk-up music for only the host team. Can be used only if provided for both teams.
- Promotions sponsored by corporate partners.
- Recognitions specific to the host institution or sponsors.
- Pyro/smoke/fog/cannons for only the host team after the start of the contest.

Final determination on any activations not listed above will be at the discretion of the NCAA championship manager and the site representative.

Section 19 • Officials

The NCAA National Officials Assignor will secure the individuals to serve as the key officials in the following positions: referees (3), head clerk (1), assistant clerk (1), head umpire (1), head starter (1), starters (2). The key officials' appointments will be sent to the host institution upon receipt of the officials' contracts. The host institution should select an officials coordinator to work in conjunction with the NCAA officials assignor in the selection of the 60 supplemental officials. The 60 assigned officials should meet the championships needs as listed in Appendix D.

FEES/EXPENSES

All approved officials' expenses will be paid by the NCAA. The host institution will cover hotel fees which are included in the host budget.

Officials fees are as follows:

<u>Position</u>	<u>Fee</u> (per day of competition)
Announcers (2)	\$600 (Flat fee-selected by committee) (Paid by host)
Head Clerk	\$170
Head Umpire	\$170
Head Starter	\$170
Referees (3)	\$170
Assistant Clerk (1)	\$120
Starters (2)	\$120
Officials Coordinator (1)	\$100
Supplemental Officials (60)	\$75

PER DIEM

Key officials and announcers only will receive \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Supplemental officials will not receive per diem.

TRANSPORTATION

Travel expenses for key officials only will be paid. Flights will be reimbursed directly by the NCAA. Mileage expenses should be paid by the host. NCAA staff will provide projected expenses for mileage reimbursement once all officials have been assigned.

LODGING

Room and tax for officials' and announcers hotels should be direct-billed to the host institution and reimbursed through the budget system. Officials will be responsible for all incidentals. Please see the Lodging section of this manual for details about the number and type of rooms that should be secured for officials.

UNIFORM/APPAREL

The NCAA will purchase apparel to be worn by all officials, and will ship the apparel to the host approximately two to three weeks prior to the championships.

Section 20 • Programs

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days prior to the first day of the event.

All digital programs available can be found at [NCAA.com/gameprograms](https://www.ncaa.com/gameprograms).

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).

PROMOTION

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices

Below are a few best practices for promoting the championship digital program.

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

SUPPLEMENTAL HANDOUTS

At championships sites where a digital program is available, LEARFIELD allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. 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.

QUESTIONS

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@learfield.com) at LEARFIELD.

Section 21 • Safety and Security

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, 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.

INTERRUPTION OF COMPETITION

The officials and games committee have the authority to interrupt the meet. 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 schedule of competition may 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-Athlete and Coaches

Upon 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.

Responsibility

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. The NCAA suggests that

DIVISION II INDOOR TRACK & FIELD

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 facility management and the senior law-enforcement officer at the site must proceed immediately to the head table with means of portable 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 in the committee meeting room 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.

CROWD CONTROL

The meet director must review crowd control policies and is responsible for strict enforcement of these policies prior to, during and after the races. The following crowd control statement should be read by the public address announcer prior to the start of the event:

"The NCAA promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited."

Access to Track

Access to and from the track, infield, warm-up areas and any other restricted areas must be closely monitored at all times. Only student-athletes, officials, NCAA committee/staff and host personnel should be allowed in the appropriate restricted areas at all times. Any exceptions due to facility configurations must be approved by the committee and closely monitored.

Personnel

At least one uniformed security guard (not necessarily uniformed police) must be in attendance throughout the championships. Additionally, adequate personnel must be available for the respective areas that require credential access (track/field, media, hospitality, etc.).

Section 22 • 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 re-sell 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.

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

7. Competition Venue Responsibilities.

- a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.
- e. **Participating Institutions' Tickets.** The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.
- f. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.

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

2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at [NCAA.com/ticket-terms](https://www.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 23 • 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.

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.

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

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

All NCAA Championship travel information can be found [here](#).

Section 24 • 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 2023-24 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 uniforms during the required volunteer training sessions to ensure each volunteer's commitment. When ordering uniforms, 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

Contents

Appendix A • Planning Timeline (Tentative)	55
Appendix B • Equipment Information	57
Appendix C • List of Shipments	58
Appendix D • Officiating Needs	59
Appendix E • Social Media Guidelines	60
Appendix F • Volunteer Waiver of Liability	61
Appendix G • Implement Inspection Form	62
Appendix H • Microsite Guidelines	63

Appendix A • Planning Timeline (Tentative)

March of Year Prior to Championships

- Attend the indoor track and field championships (if necessary).
- Notify officials groups of the championships and of the availability of working the championships.

May of Year Prior to Championships

- Check facility to determine if any major construction or maintenance is required.
- Reserve blocks of hotel rooms to accommodate all teams and produce a list of hotel options to be posted on ncaa.org.
- Arrange meeting and banquet facilities.
- Establish headquarters hotel and reserve rooms for the NCAA rooming block.

Summer Months

- Discuss plans with key members of your athletics department and institutional staff members regarding promotion of the meet. Review ALL promotional ideas with the NCAA championship manager at the National Office to assure compliance with NCAA procedures.
- Contact your local Coca-Cola bottler to see if it is interested in donating products to the meet. Coca-Cola is an official sponsor of NCAA championships.
- Review the list of equipment required and make plans to acquire any necessary items.
- Prepare list of officials and support staff required. Begin to assign persons to specific positions. Request assistance of officials and support staff in regular season meets to assure familiarity with tasks assigned.
- Acquire statement from track surveyor regarding certification of track measurements. Send copy to national office.

October

- Finalize officials list and reserve hotel rooms for key officials and supplemental officials.
- Reserve rooms for various meetings, storage, etc.
- Arrange for medical services – trainers, EMT, physician and ambulance.

November

- Review proposed budget to determine if it is in line with projected expenditures.

December

- Make arrangements for 15-25 couriers for potential drug-testing.
- Send host website information to the NCAA and create micro-site.

January, year of championships

- Determine role security agencies will play during the championships (i.e., parking, crowd control, traffic, ticket area).
- Ensure that all equipment is “on-site.” Gill is the official equipment supplier. Arrange for delivery of equipment with them.
- Construct an awards stand for top eight-place finishers.
- Contact all meet officials with information about the championships.
- Finalize banquet and coaches meeting arrangements.
- Work with NCAA liaison to order any additional signage needed.

DIVISION II INDOOR TRACK & FIELD

February

- Print tickets – NCAA championship manager should review a proof prior to printing.
- Send final assignment to officials, including arrival schedule, where to check in, etc. Prepare final assignment list of officials for committee and NCAA staff.
- Send final assignment list to personnel/volunteers including arrival schedule, where to check in, etc.
- Finalize proposed budget.
- Finalize inventory on all equipment.
- If notification is received from the national office, prepare drug-testing facility and confirm personnel.
- Confirm with meet headquarters hotel and other facilities regarding banquet, meeting rooms, registration and reserved rooms for the committee and the NCAA representative.
- Finalize banquet details (banquet programs, seating assignments, video and audio needs).

One to Two Weeks Prior to Championships

- When the awards arrive, inventory the awards and check each one to ensure proper engraving.
- When POWERADE equipment arrives (two weeks out), inventory all equipment to ensure that everything has arrived. When produce arrives (one week out), do the same. Contact the NCAA staff to confirm that all product and equipment has been received or to address any issues with missing product/equipment.
- Finalize facility setup.
- Final inventory of all equipment, merchandise, programs, awards, etc.
- Assemble the coaches' packet of information.

Championships Week (subject to change in Festival years)

Monday	Receive start lists and list of competitors and numbers. Receive two copies of rosters.
Wednesday	Meet with committee for facility walk-through and meetings. Add any final information to team packets.
Wednesday morning	Facility ready for practice.
Thursday	Packet pick-up and administrative meeting.
Thursday night	NCAA banquet/Opening ceremony Officials meeting.
Friday/Saturday	Competition. Meet with officials. Meet with committee regarding day's events.

Appendix B • Equipment Information

NCAA Division II Indoor Track and Field Championships Equipment List Equipment Provided by Gill Athletics

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 warm-up
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	Dominator Tungsten Indoor Throwing Weight, 20 lbs
3	Traditional Indoor Throwing Weight, 35 lbs
3	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

Appendix C • List of Shipments

NCAA Division II Indoor Track and Field Championships – SAMPLE List of Items Shipped to Host

Shipped by:	Item	Quantity	Estimated Arrival Date
NCAA	Protest Forms and Relay Cards	N/A	Approximately 2-3 weeks prior to champs
NCAA	Credentials, credential boards and lanyards	Credentials for: participating teams and individuals, coaches and administrators, media, NCAA committee, meet officials, tournament personnel, etc.; Credential boards; Lanyards; Final numbers TBD	Approximately 2-3 weeks prior to champs
NCAA/Source One	Basic Signage	TBD	Approximately 2 weeks prior to championships
NCAA/Source One	Press conference back-drop	1 *MUST BE RETURNED AFTER CHAMPIONSHIP	Approximately 1-2 weeks prior to championships
TBD	Additional signage	TBD by host and NCAA staff	Approximately 2 weeks prior to championships
NCAA	Ad Track	10' by 3' – Number of pieces TBD *MUST BE RETURNED AFTER CHAMPIONSHIP	TBD
MTM Recognition	NCAA Official Awards	Per gender: 4 team trophies (1 st through 4 th); 1 individual mini-trophy for top four teams; 1 watch for national champ team; 1 mini-trophy for top 8 finishers of each event (4 for each relay team); 1 Elite 90 award	Two weeks prior to champs
Event 1 Merchandise	Merchandise	Event 1 will contact host about merchandise package	Approximately 1-2 weeks prior to champs
Top of the World/Event 1	Locker Room Program product	T-shirts and hats (to be given to championship team at awards ceremony)	Monday prior to championships
NCAA/Coca-Cola	POWERADE product and equipment	Water bottles, POWERADE, packets of POWERADE powder, cups, coolers and ice chests (details for quantities will be sent by the championships manager)	Product will arrive approximately 1 week prior to champs; equipment (ice chest, coolers and cups) will arrive approximately 2 weeks prior to champs
NCAA	Volunteer/Officials' Apparel	Polo shirts (2 each)	Approximately 1 week prior to champs
Gill Athletics	Equipment/gifts	TBD	Week of Championships; 1-2 days prior to first practice day
TBD	Bib and hip numbers	TBD	Hip numbers – 2 weeks prior to champs; Bibs – Monday prior to champs
USTFCCCA	Regional awards	Regional coaches awards (32) and athlete awards (32)	TBD

Appendix D • Officiating Needs

Officials

Perhaps the most important element in running a successful championship is in the assignment of officials. If you are having a difficult time finding qualified persons in your area, check with a member of the committee for possible suggestions. Please see the Officials section of this manual for additional details on the officials.

General Championships Needs (Same Personnel for all days)

- Two announcers (assigned by committee)
- Field Event Referee (assigned by committee)
- Combined-Events Referee (assigned by committee)
- Results Runners
- Clerks
- Hurdle Crew - six to eight
- *Head Marshal - Strong minded, keep non-competing athletes off infield.
- 10-12 Additional Marshals/Infield, Crowd Control

*Because a national championship differs from an ordinary invitational-type track meet, it is important to setup a marshaling plan prior to the meet. **During the championships, non-competing student-athletes and coaches are prohibited from being on the infield.** Areas in the bleachers should be designated for coaches. Instruct your marshals to patrol the infield and field event areas regularly. Marshals should also be used to keep student-athletes from warming up on the track (1 Head Marshall and 3 Additional Marshals).

Track Events (Same Personnel for all days)

- Running Referee (assigned by committee)
- Three Starters (assigned by committee)
- Head Finish Line Umpire - Coordinate finish line personnel.
- Eight Umpires - Experienced, well trained. Four umpires per curve during oval events and two working at all times.

Field Events (By Event)

Long Jump/Triple Jump (approximately 9)

- Head Official
- Two to three Pit Rakers - Granular technicians
- Performance Indicator Person - Convert metric to English and post
- Official in pit to mark jump/time attempt
- Assistant to Pull Tape through the Board
- Timer
- Recorder

High Jump (approximately 5)

- Head Official
- Two Bar Replacers
- Timer
- Recorder

Pole Vault (approximately 6)

- Head Official
- Two to three Bar Replacers (experienced)/Pole Catcher
- Timer
- Recorder

Shot Put/Weight (approximately 11)

- Four Head Officials - 1 per event.
- Two to three Field Markers - experienced
- Performance Indicator - Convert metric to English and post.
- Assistant to pull tape
- Timer
- Recorder

Appendix E • Social Media Guidelines

NCAA Social Media Guidelines for Championship Hosts

Updated 07/10/17

The official NCAA social media pages and official hashtags can be found here: ncaa.org/socialmedia

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, 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 page 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 pages/accounts, 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 coordinated through the championships associate director of social media, cdion@ncaa.org.

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

Please send direct questions, ideas or news to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

Appendix F • Volunteer 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, the host entities and the host city, 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.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY 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.

Permission to Use Likeness: The undersigned further agree to allow, without compensation, Participant’s likeness 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 host state and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

Signature of Participant Date

Signature of Parent/Guardian of Minor Date

Signature of Parent/Guardian of Minor Date

Appendix G • Implement Inspection Form

WEIGHTS AND MEASURES

IMPLEMENT INSPECTION AND IMPOUNDMENT RECORD

MEET _____ DATE _____ INSPECTOR _____ MARK _____ EVENT _____

Athletes to complete these columns.						
NAME (PRINT)	SCHOOL/CLUB	IMPLEMENT DESCRIPTION	TIME IN	REASON FOR IMPOUNDMENT OF ILLEGAL IMPLEMENT	SIGNATURE FOR PICK UP	TIME OUT

Appendix H • Microsite Guidelines

NCAA Championship hosts and LOC's 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.

Please 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.

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

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.

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.

DIVISION II INDOOR TRACK & FIELD

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

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

Social Media

All social media icons should 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.

Metrics

Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views
- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers

Local Contributor Recognition

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

- In text form only
- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors".
- 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 the following page:

- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>