2027 DII
INDOOR TRACK & FIELD
CHAMPIONSHIPS

HOST OPERATIONS 2026-27 MANUAL

Division II Indoor Track & Field

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INTRODUCTION

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

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of everyone 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 hosting 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 collaborate 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 sport. 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 Executive Board.

ROLF OF HOST INSTITUTION/CONFERENCE

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship as prescribed by the bid specifications.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to preserve the mission of the championship. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, promotion and marketing of the event, and fiscal responsibility and commitment to the NCAA's core values-leadership, inclusion, communication, collaboration and accountability.

NCAA DIVISION II MEN & WOMEN'S INDOOR TRACK & FIELD COMMITTEE

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Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

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

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 and caps (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

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

TOBACCO PRODUCTS

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

Section 2 • Americans with Disabilities Act

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

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

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

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 Scholar-Athlete award; and
- 295 participant medallions for all selected student-athletes.

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 fourth 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 signs to indicate place. Each place-finish position should be large enough to hold a relay team of four people. It should be located so it does not to interfere with competition. Benches/shelters 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 student-athletes once official results are received, notifying the announcers when ready, distributing boxes to the student-athletes as they exit the stand, taking notes on ties, etc.

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION

The NCAA Elite Scholar-Athlete award was created to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member school is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The winner's name should not be released to the public until after the student-athlete is officially recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, the coach should not inform the student-athlete. A member of the NCAA communications staff will typically send a template of a release and the logo to the athletics communications director of the winner's school the morning of the announcement to allow the school time to prepare. In addition, the information will be given to the NCAA social media staff to prepare a graphic which will post shortly after the announcement.

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

Award Presentation

When determining the most appropriate time to present the Elite Scholar-Athlete award, the NCAA and host staff should evaluate the time and venue that will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating the winner's accomplishments. The presentation should be 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. In addition, the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is as follows:

> At this time, we would like to present the Elite Scholar-Athlete award. This award was instituted to recognize the true essence of the student-athlete by honoring individuals who 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 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.
>
> The recipient of the Elite Scholar-Athlete award for Division II Men's/Women's Track and Field with a GPA of X.XXX in (major, is student-athlete and institution).

In-Venue Presentation

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

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

Press Release

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

Social Media

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

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

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

PARTICIPATION AWARDS

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) if they meet the conditions outlined in the Division II Manual 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.

CHAMPIONSHIP LOCKER ROOM PROGRAM

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each NCAA championship. 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 organization 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 competition has officially concludes. 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 Hayla Damel with Event 1 for T-shirts (**hayla.demel@unrivaledtamwear.com**) and Tyler Glines at Zephyr for hats (**tyler.glines@blue84.com**). Please contact David Clendenin, Director of Licensing, at the NCAA national office should you have any questions, **dclendenin@ncaa.org** or 317-917-6496.

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

The competition venue shall provide the NCAA with a set of guidelines, like those outlined below, that identify items that are not permitted in the venue at least 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, other than those from NCAA Corporate Champions and Partners, are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, and caps, 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 competition days. Still cameras with a lens no longer than four inches are permissible on any day.

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

LOCAL CONTRIBUTOR PROGRAM

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

Local contributors may only be referred to as local contributors of the LOC. Local contributors may not use the word official, official sponsor of or corporate champion/partner in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, except for small signs 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 program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relations staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA TRADEMARKS

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

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

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

NCAA Trademarked Protection Language

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

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

2. Official trademarked names cannot be changed or abbreviated.

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

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

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

Identification of Commercially Named Venues on NCAA Materials

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

NCAA Logo Use by Commercially Named Venues

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

The following conditions apply to this NCAA logo use:

1. Championship site-specific logo can be used by the venue to communicate the NCAA event as one of the 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.
2. The one-time logo use is limited to the site's home web page or event-specific web page.
3. 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.]
4. Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page.
5. The venue is not permitted to claim to be the home, a host or co-host of any session of the NCAA championship.
6. The logo provided by the NCAA championship staff cannot be modified in any way.

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

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

- NCAA is a trademark of the National Collegiate Athletic Association.

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

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

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

- 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 NCAA Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

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

For a list of NCAA licensees and official equipment suppliers, **NCAA Licensing - ncaa.org.**

ADVERTISING/SIGNS/LOOK AND DÉCOR

a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view), 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., signs, 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. The NCAA must be notified within 60 days if any signs are changed after the site visit or before the championship. 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. Professional and collegiate signs/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by competition 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 NCAA championships.

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

d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The NCAA must approve 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 Signs/Product Branding.** Regarding signs that are 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 signs 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., signs, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

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

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

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

Section 5 • Competition Site/ Facility Requirements

Please refer to the NCAA Track and Field/Cross Country Rules Book to ensure compliance with facility specifications. 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, hydration/water products, 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 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

An adequate number of personnel must staff all entrances. Signs 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, meet committee meeting area, training areas, media area, results area, protest table location, parking and entrances.

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 by the NCAA committee (it 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 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 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., warm-up area, separate event areas).

SIGNS

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

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

WARM-UP AREA

A warm-up area near the competition facility must be provided for student-athletes. The warm-up area should be equipped with ten or more hurdles, starting blocks, temporary restrooms, and adequate space for warming up. If the warm-up area is separate from the competition facilities, there must be direct communication from the clerking area to the warm-up area to ensure that student-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 at the following link: **NCAA Drug Testing Program - ncaa.org**.

Section 7 • Equipment

The NCAA will provide certain championships equipment (e.g., sidelines hydration, competition playing equipment) on a sport-by-sport basis that must be used in all championship activities. 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 Track and Field/Cross Country Rules Book to ensure compliance with equipment specifications. General equipment needs include, but are not limited to, the items listed below.

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the applicable sports playing rules are satisfied and the following criteria are met:

a. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles, skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and

b. The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps, towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 4 square inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo.

BASKETS

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

BIB AND HIP NUMBERS

The NCAA will order 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.

VIDEO BOARD CONTENT AND PA SCRIPTS

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

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

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

Brandon Anthony – Senior Producer
Van Wagner
Telephone: 925-354-5721
Email: **banthony@vanwagner.com**

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

STORAGE

The host will receive multiple shipments for the championships (see Appendix B 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 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 (6), protest table (1), merchandise/programs, clerking 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 post championship.

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

If selected for audit, documentation may include (but is not limited to):

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

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

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

APPROVAL OF THE BUDGET

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

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

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

TAX RESPONSIBILITY

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

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expenses, within 60 days after the final date of competition at the site. An automated email will be generated notifying the host of the final, approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA on approval of the financial report by the NCAA staff and receipt of the automated email noted above. Remittance should not be made until this automated email is received as edits could be made by NCAA staff that impacted the final settlement amount.

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

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

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

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host is 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**.

PARTICIPANTS

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

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. The NCAA will directly pay all other expenses for these individuals. Please see the Lodging section of this manual for details on number of rooms and arrival and departure dates.

OFFICIALS

The NCAA will pay all approved officials' expenses. 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 will pay all approved announcer expenses will be paid by the host including hotel expenses and fees. Expenses for these individuals should be included as a budgeted item and reimbursed through the host portal.

TRANSPORTATION

Institution eligible for air travel must arrange flights through Short's Travel Management. The Association will not reimburse flight travel booked outside of NCAA short's Travel. Contact Short's Travel at 866-655-9215 or **ncaalo@shortstravel.com** to arrange flights. Institutions that fly to NCAA team championships and qualify for NCAA-paid on-site transportation are required to use NCAA Anthony Travel, a division of On Location, for all on-site charter bus services. The Association will not reimburse on-site charter bus transportation booked through another provider, and

teams may incur additional fees for not using Anthony Travel, a division of On Location. Reimbursable on-site charter bus expenses will be billed directly to the Association. For assistance, contact Anthony Travel, a division of On Location, at 214-970-5566 or **ncaaground@anthonytravel.com.** Institutions must arrange home-side ground transportation in accordance with the NCAA Ground Transportation Safety Standards. Institutions eligible to drive to the championship must book their transportation independently and submit eligible expenses for reimbursement through the NCAA Travel Expense System (TES). If institutions need assistance booking motorcoaches to drive or for home-side ground transportation, please feel free to contact Anthony Travel, a division of On Location.

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

NCAA Championship travel information and policies are available here. NCAA championship travel policy supersedes the information in this manual.

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

Local Transportation for Teams

For team sports eligible for reimbursable ground transportation, teams must arrange ground transportation through On Location. Individual sports, eligible for reimbursable ground transportation receive mileage reimbursement in accordance with the travel policy.

Air Transportation for Teams

Book all eligible flights through Short's Travel Management. Flights booked elsewhere will not be reimbursed. Contact: 866-655-9125 or **ncaalo@shortsttravel.com**.

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

Hotel Room Block for Predetermined Sites

If at an NCAA predetermined championship site, On Location will assist with the management of those hotel room blocks.

NCAA Championship Travel Policies

Section 9 • Health and 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 **Health, Safety and Performance - ncaa.org**. A nonexhaustive list of the key health and safety considerations is provided below. More detailed information on each of these topics can be found at **ncaa.org/sports/2019/7/11/preventing-catastrophic-injury-and-death-in-collegiate-athletes.aspx**.

- 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 Nonexertional Collapse.
    - Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

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

Ambulance Service

Planned access to an ambulance shall be provided by the championship host. If it is determined that an ambulance should be provided on site, the championship host shall obtain the ambulance service and the cost incurred 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

BODYARMOR

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

If event is held on-campus:

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

If event is held off-campus:

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

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

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

Section 12 • Lodging

CONTRACTS

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

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 everyone 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 and reimbursed through the host budget. The expenses should reflect hotel rooms for key officials (9), supplemental officials (60), NCAA committee (8), and various other individuals (e.g., timing, announcers, video review staff) at the headquarters hotel. The NCAA will directly pay all other committee expenses.

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, unless otherwise noted in the hotel agreement. 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 the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will be a predetermined, nonnegotiable rate included in the contract between the two parties, except as specified in the following sections.

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 person 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 director 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 time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all backgrounds and life experiences.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results after the 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 liaison. 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 person prior to implementation.

NCAA-PROVIDED MATERIALS

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

SOCIAL MEDIA GUIDELINES

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

Key Requirements:

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

PAID DIGITAL ADVERTISING GUIDELINES

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

Key Requirements:

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

DATA CAPTURE GUIDELINES

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

Key Requirements:

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

GENERAL NOTE

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

Section 14 • Media Coordination/Media Credentials

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

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

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at **ncaa.org/sports/2021/2/9/statistics.aspx**.

CREDENTIALS

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

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

- All-Access – For event management-type personnel who need access to every area, including the competition surface.
- Event Management – For event management staff who do not need All-Access.
- Media – For members of the media to provide them access to press areas (press row/box, media room, interview room, locker rooms (postmeet only).
- Participant – For student-athletes, coaches, equipment managers (anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postmeet only), press box and media room].
- CSC – For athletics communications directors of the participating teams (allows for access to media areas and locker rooms as needed).
- Television Network – If the meet is going to be televised by ESPN or Turner Sports, those entities should have their own credentials to allow them to specific places such as the truck compound.

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

CREDENTIAL BOARDS

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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.

FINAL RESULTS BOOKS AND STATISTICS

The results book for team championships should include, at a minimum, final statistics, play-by-play summary and results as well as a cover sheet, event recap and postmeet notes/quotes.

The host institution is responsible for providing complete statistics of all NCAA championships competition.

FLIP CARDS

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

INTERNET POLICY

The NCAA website serves as the official online resource for NCAA championships. Please visit **ncaa.com/media** for updated NCAA championship internet policies.

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

Internet Live Statistics

The current live statistics policies can be found at the following link: **Internet Live Statistics**

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

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

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

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

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

NEWS FILM AND MINI-CAMS

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

OFFICIATING QUESTIONS/POOL REPORTER

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

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

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

PERSONNEL

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

The number of workers will depend upon the media demand for the meet at the site. Communication with the participating CSCs 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 (e.g., stats, notes, quotes).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone for sports 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 meet.

- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers – Records postmeet quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (e.g., NCAA box library, website, email, social media).
- Runner(s) – Distributes photocopied materials (e.g., stats, notes, quotes).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – Serve as escorts for the coaches and student-athletes to and from the postmeet press conference.

PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on-site for the final day of competition at the championship site, unless otherwise specified. Hosts institutions are strongly encouraged 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. 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 on requesting a credential. Photo sales on site are 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 athletics department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing."*

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

Any other entity, except for 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** or 317-917-6222).

PHOTOGRAPHER

Commercial use of any photograph is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

PHOTOGRAPHY AREA POLICIES

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

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**.

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).

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 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 competition at the facility. The training room must open a minimum of two hours before all practices and competition and remain open one hour after the conclusion of all practices and competition. 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 competition.

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.

RADIO COMMUNICATION

The athletic trainers 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 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 student-athletes with injuries from play. Once removed, traveling medical staff will have access to their student-athletes.

COMMUNICATION

Contacting the host medical staff before arriving to the championship site is recommended. Upon 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.

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

COMMUNITY ENGAGEMENT

We need your help to provide community engagement experiences for participating student-athletes and 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 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 collaborates 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 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 event 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.

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.

BODYARMOR products will be provided to the host for the 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 during 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 has 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 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 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, 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:

- Three long tables set up end-to-end to serve as seating for committee members and coaches.
- Two long tables set up behind the three tables to set the packets on.
- Two chairs on the back side of each of the three tables (for committee members to sit at each table).
- Two chairs on the front side of each of the three tables (for coaches to sit).
- A couple of additional chairs for other committee members.
- One long table and chair set up for NCAA liaison, near a power source.

- One laser printer to be connected to the NCAA liaison's computer or a provided computer for printing bib labels.
- One table and chairs for distributing participant medallions.
- One table and chairs for distributing Division II gifts.
- One table and chairs for distributing BODYARMOR squeeze bottles.
- One 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 are finalized).
- List of contact information for host personnel and NCAA committee/staff.
- Two 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 three to four weeks prior to competition).
- One copy of the heat/flight sheets (NCAA will send electronically the Monday of championships week).
- Any essential information from the 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 the areas needed, please adapt the list to your 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.
- People 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 Track and Field/Cross Country 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**. All information should be submitted in the following manner:

- Specify the division, sport, round and region in the SUBJECT area.
- Paste the text (e.g., official results, including date of competition, round) 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 them 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 photocopier 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 collaborate 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 arrange 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:

- One nonathlete for teams with one to four qualifiers.
- Two nonathletes for teams with five or more qualifiers.

Participant medallions are to be given to only the student-athletes that qualified.

Section 17 • Merchandise/Licensing

ADMINISTRATION

The NCAA licensing department has oversight of 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 NCAA 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 customer 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. No 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 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 is always made available for sale during the event.
- Each item neatly displayed with correct prices clearly marked.
- Merchandise should always be neatly folded.
- Neatly dressed personnel that are customer-oriented.
- Skirted tables for display and checkout.
- Display boards and grids to properly display products at all selling locations.
- Selling locations located in high traffic and easily located locations.
- Vendor shall be responsible for hanging any display or sign material provided by concessionaire.
- Always keep selling areas clean and neat.

- Restocking back-up inventory in a fast and efficient manner.
- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
- Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
- Calling Event 1, Inc. to request reorders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., 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 with 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 • 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 supplemental officials should meet the championships needs as listed in Appendix C.

FEES/EXPENSES

The NCAA will pay all approved officials' expenses. The host institution will cover hotel fees which are included in the host budget.

Officials fees are as follows:

Position	Fee (per day of competition)
Announcers (2)	$600 (Flat fee-selected by committee) (Paid by Host)
Head Clerk	$180
Head Umpire	$180
Head Starter	$180
Referees (3)	$180
Assistant Clerk (1)	$155
Starters (2)	$155
Officials Coordinator (1)	$100
Supplemental Officials (60)	$75

PER DIEM

Key officials and announcers 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

The NCAA will pay travel expenses for key officials. The NCAA will pay for flights and the host should pay for mileage expenses. 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 two to three weeks prior to the championships.

Section 19 • Programs

This championship will feature a digital 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**.

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 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 digital handouts to fans.
- Create signs 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 or local sponsor logos.
- 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 20 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state, local and campus partners who aid in maintaining safe championship events for all student-athletes, coaches, officials, fans and staff. The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed best practices based on a review of current and future championships competition venues, discussions with safety and security experts and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the **Safety and Security Best Practices** when developing a safety and security Event Action Plan.

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

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

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

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

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

INTERRUPTION OF COMPETITION

The officials and meet 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 meet committee may adjust the remaining schedule of competition. 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 instructions 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 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 individuals.

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 meet 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 always be closely monitored. Only student-athletes, officials, NCAA committee/staff and host personnel should be allowed in the restricted areas. 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 (e.g., track/field, media, hospitality).

Section 21 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship and may assign specific responsibilities to the local organizing committee (LOC), host institution or conference, and competition venue, as needed.

2. **Primary Ticket Sales.** All primary ticket sales will be managed by the NCAA through its agreements with AXS, Ticketmaster, Paciolan, and other authorized providers. The LOC/host and competition venue must fully cooperate with the NCAA's official ticketing vendors and partners (e.g., primary ticket sales system provider, official ticket and hospitality provider, official ticket exchange).

   The NCAA shall not be responsible for securing exemptions from any exclusive contracts held by the LOC/host, competition venue or surrounding areas/facilities. Nor shall it be liable for any buyouts or other actions required to obtain such exemptions.

   Unless specifically granted an exception, the NCAA requires the competition venue to use a ticket scanning system at all public access points. The venue's ticketing system will be used for access control, box office walk-up sales and day-of-event ticketing issue resolution.

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

   The NCAA shall also determine the allocation and location of all ticket allotments (e.g., team tickets, LOC/host tickets, bands).

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

4. **Ticket Prices.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including those for suites and standing room only. One hundred percent (100%) of ticket sales revenue shall be included in the championship receipts to help offset the NCAA guarantee, cover championship expenses and support further revenue-sharing opportunities.

   Revenue from the sale of championship tickets and championship-related event tickets shall be exempt from sales, amusement, entertainment and other surcharge taxes to the extent possible.

   The NCAA is a 501(c)(3) tax-exempt organization. In its bid submission, the LOC/host must specify any state or local tax exemptions that will be granted to the NCAA. If a tax exemption is not available, all applicable tax rates must be disclosed in the sport-specific facility questionnaire. Any increases in those tax rates after the time of bid submission must be either absorbed by the bid respondent or rebated to the NCAA if the bid is awarded.

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

5. **Mobile Ticket Delivery/Printed Tickets**

   To promote a safe and contactless environment, the NCAA strongly recommends that all tickets be delivered via mobile devices to help prevent fraud and reduce the risk of lost, stolen or forgotten tickets. If mobile delivery is not feasible, paper tickets may be distributed.

   If printed tickets are required, the NCAA will manage the ticket design and printing process, assigning specific responsibilities to the LOC/host and competition venue as needed. The NCAA will provide the proposed ticket artwork to the LOC/host and competition venue for review and input.

   The NCAA will coordinate ticket printing unless it instructs the LOC/host or competition venue to do so. The LOC/host shall be responsible for all ticket printing expenses, unless otherwise directed by the NCAA.

6. **Suites**

   The competition venue shall provide private viewing suites for the exclusive use of the NCAA or its designees.

   Subject to NCAA approval, any suites not allocated to the NCAA or its designees shall remain under the control of the competition venue; however, the NCAA shall retain the face value ticket revenue for the seats in those suites.

   Suite holders will have the opportunity to purchase tickets for the suite for which they hold tenant rights. If the NCAA assigns the venue's box office staff to this task, they shall be responsible for soliciting and confirming suite ticket purchases from suite holders. Any suites not purchased by suite holders at that time will be made available to the NCAA for additional use or sales opportunities, in accordance with the agreed-upon financial terms.

7. **LOC/Host Ticket Policies**

   The NCAA shall allocate a portion of the competition venue's saleable inventory to the LOC/host for the purpose of accommodating their guests, including, but not limited to, local contributors.

   The LOC/host must commit to its ticket allocation no later than six months prior to the championship. Once committed, the LOC/host assumes full financial responsibility for the entire allocation and may not return any portion to the NCAA.

   If the LOC/host has excess tickets it is unable to use, it must notify the NCAA, which will determine whether any reallocation or alternative use is permissible. The LOC/host is prohibited from selling or listing any excess tickets for public sale, resale on secondary markets or through unauthorized platforms, The NCAA is under no obligation to provide financial relief for any unused or excess tickets.

8. **Competition Venue Responsibilities**

   a. ADA Compliance. The competition venue must comply with all applicable city, state and federal laws and regulations, including those related to access and seating for individuals with disabilities and their companions. The venue must also assist with inquiries from ticket purchasers or holders seeking accessible or companion seating. Additionally, the box office shall assist with all issues related to lost, stolen or misdirected tickets. The competition venue is responsible for providing the necessary labor and covering any costs incurred to process and distribute such tickets.

   b. Seating Manifest. At the time of the bid submission, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration.

   c. Broadcast Partner Site Survey. The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in advance of the championship. The purpose of the survey will be to determine the host set location, camera locations, and to determine if any seat kills are necessary to accommodate these positions.

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

   e. Sales Reports. The competition venue's box office shall provide the NCAA with timely and accurate sales reports. The NCAA will determine the schedule for submitting these reports. The box office must fully cooperate with the NCAA's official ticketing vendors and partners to ensure the reports are provided as required.

   f. Final Ticket Database. Each host conference, institution and/or are required to submit their ticket purchaser information for every NCAA round hosted. Please ensure your NCAA championship manager, ticketing, and marketing contacts receive the following purchaser information: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date and Seat Location(s).

      i. For Ticketmaster sites, simply include reporting tcode"NCA" and privilege "3" on the event. This will allow us to assist with data management and reporting via an automated feed. Please complete this request as soon as possible, but no later than one week after your hosted round.

ii. For Paciolan sites, if you have not done so already, please contact your client partner to execute the necessary data authorization form; you will then be able to add an Event Tag to the championship events in Paciolan. To add the event(s) to the feed, you will go into the applicable Event Setup by entering the Season and Event Code. From there, click on "Event Misc" and add the Event Tag NCAAFEED. Save all windows, and the necessary information for event sales will be automatically sent to the NCAA, eliminating the need for manual data pulls and exports. Please complete this request as soon as possible, but no later than one week after your hosted round.

iii. For other sites, please send an Excel or .csv file with the following details within one week of your hosted round: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Purchase Price, Purchase Date and Seat Location(s).

STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Section 22 • Transportation

PARTICIPATING INSTITUTIONS

Institutions eligible for air travel must arrange flights through Short's Travel Management. The Association will not reimburse flight travel booked outside of NCAA Short's Travel. Contact Short's Travel at 866-655-9215 or **ncaaalo@shortstravel.com** to arrange flights.

Institutions that fly to NCAA team championships and qualify for NCAA-paid on-site transportation are required to use NCAA Anthony Travel, a division of On Location, for all on-site charter bus services. The Association will not reimburse on-site charter bus transportation booked through another provider, and teams may incur additional fees for not using Anthony Travel, a division of On Location. Reimbursable on-site charter bus expenses will be billed directly to the Association. For assistance, contact Anthony Travel, a division of On Location, at 214-970-5566 or **ncaaground@anthonytravel.com.**

Institutions must arrange home-side ground transportation in accordance with the NCAA Ground Transportation Safety Standards. Institutions eligible to drive to the championship must book their transportation independently and submit eligible expenses for reimbursement through the NCAA Travel Expense System (TES). If institutions need assistance booking motorcoaches to drive or for home-side ground transportation, please feel free to contact Anthony Travel, a division of On Location.

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

NCAA Championship travel information and policies are available **here**. NCAA championship travel policy supersedes the information in this manual.

PARKING

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

Section 23 • 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.

The NCAA requests that championship volunteer programs represent the student-athletes and communities we serve. The NCAA and the local organizing committee shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect varied backgrounds and life experiences.

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 D). 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. Staples was selected as the official NCAA volunteer apparel providers for all championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item if a separate apparel item is provided for these volunteers.

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

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

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

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

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Appendix A • 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 people 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 and storage.
- Arrange for medical services – trainers, EMT, physician and ambulance.

November

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

December

- Arrange 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 signs needed.

February

- Print tickets – NCAA championship manager should review a proof prior to printing.
- Send final assignments 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 and where to check in.
- Finalize proposed budget.
- Finalize inventory of 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 BODYARMOR 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 was received or to address any issues with missing product/equipment.
- Finalize facility setup.
- Final inventory of all equipment, merchandise, programs and awards.
- Assemble the coaches' packet of information.

Championships Week

Monday	Receive start lists and lists 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 digits
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 • Officiating Needs

Officials

The most crucial element in running a successful championship is in the assignment of officials. If you are having a challenging time finding qualified people in your area, check with a member of the committee for 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 noncompeting student-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 set up a marshaling plan prior to the meet. **During the championships, noncompeting 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 always working.

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 D • 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 E • 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 PICKUP	TIME OUT