



2024 DIVISION III OUTDOOR
**TRACK & FIELD
CHAMPIONSHIPS**

*MYRTLE BEACH, SC • Coastal Carolina University
and Myrtle Beach Regional Sports Alliance, Hosts*

***HOST OPERATIONS
2023-24 MANUAL***

Division II Outdoor Track & Field

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INTRODUCTION

On behalf of the Division III Men's and Women's Track and Field and Cross Country Committee, thank you for being a critical part of the 2024 NCAA Division III Men's and Women's Outdoor Track and Field Championships.

Administration of the championship is under the direction of the NCAA Division III Track and Field Committee. NCAA staff will support and execute the direction of the committee. The host plays an integral part in the successful administration of the championship.

The purpose of this manual is to outline the responsibilities of the meet director and other host institution personnel for the championships. It is designed to use in conjunction with, not in place of, the 2024 NCAA Division III Men's and Women's Outdoor Track and Field **Pre-Championships Manual**, which provides more general policies for the administration of the championships.

The host institution/conference shall appoint staff members to assume the positions of meet director and media coordinator.

Meet Director. This individual shall maintain ultimate responsibility for the local operation of the event. The host institution/conference should assign a knowledgeable person, preferably with experience in tournament administration and meet management, to serve in this position. The function of the meet director is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The meet director will also provide the NCAA with a post-championships evaluation including suggestions for future conduct of the championships.

Media Coordinator. The media coordinator, preferably the sports information director (SID) of the host institution/conference, shall work with the NCAA media coordinator to ensure that the committee's policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services and communications.

After reviewing the contents of this manual, please direct any questions to the NCAA staff members listed on page 4.

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.

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 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 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 ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

DIVISION III OUTDOOR TRACK & FIELD NCAA COMMITTEE

<p style="text-align: center;"><u>Region I / East</u></p> <p>Joel Williams Head Cross Country and Track and Field Coach Tufts University Email: joel.williams@tufts.edu</p>	<p style="text-align: center;"><u>Region II / Mideast</u></p> <p>David Nicholson Head Cross Country Track and Field Coach Eastern Connecticut State University Email: nicholsond@easternct.edu</p>
<p style="text-align: center;"><u>Region III / Niagara</u></p> <p>Jackie Nicholson Director of Athletics Rochester Institute of Technology Email: jkmatl@rit.edu</p>	<p style="text-align: center;"><u>Region IV / Mid-Atlantic</u></p> <p>Jessica Cooper, chair Director of Cross Country/Track and Field Grove City College Email: cooperjl@gcc.edu</p>
<p style="text-align: center;"><u>Region V / Metro</u></p> <p>TBD</p>	<p style="text-align: center;"><u>Region VI / Great Lakes</u></p> <p>Ayanna Tweedy Director of Athletics Rose-Hulman Institute of Technology Email: tweedy@rose-hulman.edu</p>
<p style="text-align: center;"><u>Region VII / South</u></p> <p>Jonathan Morrow Head Cross Country and Track and Field Coach Marymount University (Virginia) Email: jmorrow@marymount.edu</p>	<p style="text-align: center;"><u>Region VIII / North</u></p> <p>Josh Henry Head Men's Cross Country/Track and Field Coach Carthage College Email: jhenry2@carthage.edu</p>
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<p style="text-align: center;"><u>Secretary Rules Editor</u></p> <p>Mark Kostek Director of Cross Country/All Events, Program Admin. 545 W. Linden Ave. Fremont, Nebraska 68025 Cell: 515-208-8300 Email: kostekmt@gmail.com</p>	<p style="text-align: center;"><u>Data Services</u></p> <p>Tylor Knickerboxer Chief Technology Officer Leone Timing Phone: 607-591-5964 Email: tylor@leonetiming.com</p>

NCAA STAFF

<p>Laura Peterson Director, Championships and Alliances NCAA Office: 317-917-6477 Cell: 317-544-9425 Email: lpeterson@ncaa.org</p>	<p>Margaret Gaines-Hornberger Assistant Coordinator, Championships and Alliances NCAA Office: 317-917-6660 Email: mgaines@ncaa.org</p>
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Section 1 • Alcoholic Beverages and Tobacco Products

Unless expressly permitted in writing by the NCAA (subject to the applicable legislative and/or policy changes at the NCAA), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's, venue's, and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

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

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Section 3 • Awards

CHAMPIONSHIP AWARDS

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

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

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

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks before the championship. Please check (1) correct championship (division/sport/gender) and (2) correct color of award (gold - first; silver - second; and bronze - third through eighth). When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

Hosts will receive the following awards per gender:

- One large team trophy for the top four teams - four total;
- One mini trophy for the top four teams - four total;
- One watch for the national champion team;
- One mini trophy to each of the top eight finishers of each event (four for each relay team);
- Participant medallions for all selected student-athletes to the championships (920 medallions total - these are NOT gender specific); and
- One Elite 90 award.

Additional mini-trophies will be sent to the travel party of the top four teams after the championships. Additional watches will also be sent to the travel party of the national champion team.

Assign someone to serve as the custodian of awards during the championships. The awards custodian shall not have any other assigned duties during the championships. Note: Awards custodians should check that student-athlete apparel is appropriate (e.g., school warmup, no manufacturer logos on T-shirts and sweats). Record additional awards needed in case of ties. Develop a form for the student-athlete to fill in name, event, place and address. The NCAA will order and ship any additional awards after the event.

AWARDS CEREMONY

Construct the awards stand to hold eight place-finishers and eight relay teams. No commercial logos may appear on the stand; however, NCAA and institutional logos may appear.

Arrange awards by event; identify and package together for ease in distribution at awards ceremony.

CHAMPIONSHIP INDIVIDUAL AWARDS

Awards are presented to the top eight finishers in each event immediately after the completion of each event. The coach of the first-place student-athlete traditionally presents individual event awards. The finishers should be immediately escorted to the awards area. Student-athletes are required to be in proper team issued warmup suit or uniform. If student-athletes are not dressed appropriately, they will be asked to change.

The custodian of awards communicates with the announcer when the top eight finishers and the coach presenting the awards are on the awards stand. Awards then are presented at the next available break in competition.

CHAMPIONSHIP TEAM AWARDS

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 after the completion of the meet. The committee chair and/or committee sub-chairs will present the team awards.

Personnel must be in place and alert to setting up the table for the team awards ceremony without undue delay. At a minimum, two 6-foot tables should be used to hold the awards and should be appropriately draped and NCAA decals affixed (if possible). A tiered awards podium for the top eight finishers should be available for awards presentations.

ELITE 90 AWARD

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide to the NCAA championships administrator as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the operations point person can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Bedics or another member of the media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution on the morning of the announcement to allow them time to prepare.

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

Award Presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue which will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

At this time, we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 Award for Division II Track and Field with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the Student-Athlete Banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases, the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner, as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-

athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are as follows:

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

In-Venue Recognition

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be as follows:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal which they are not participating in;
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game; and
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships manager (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide Van Wagner the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

The recipient of the Elite 90 Award for the 2024 NCAA Division III Outdoor Track and Field Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

Press Release

On the day the winner of the Elite 90 award will be publicly recognized, the NCAA media coordination staff will send out a standard press release template to the sports information director of the winners' institution and to the championships operations point person. For selected championships, this press release will also be provided to national media by the NCAA Public Relations. If appropriate this press release may also be provided to the host for distribution to local media.

For more information on the Elite 90 award winners, go to ncaa.org/about/resources/events/awards/elite-90-academic-recognition-award-program.

Section 4 • Banquet

To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet (or other student-athlete recognition event) on the evening prior to the championship. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90-minute time frame should be used as a guiding template.

Run of Show

- 6:30 p.m. Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)
- Soft A/V presentation (e.g., music, slideshow of participating teams and student-athletes, NCAA anthem video, DIII branding video – optional)
- 6:45 p.m. Welcome/comments to student-athletes and guests from NCAA committee chair
- Welcome/comments to student-athletes and guests from city/host institution
- 6:50 p.m. Dinner buffet lines open or plated dinner served
- 7:30 p.m. Guest speaker (optional)
- 7:50 p.m. Presentation of Elite 90 Award
- Championship video (if available)
- 7:55 p.m. Closing comments (emcee with talking points from NCAA or NCAA chair)

Best Practices

While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc., varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet, but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

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Sample Enhancements

- Unique venue – a skybox club overlooking the host university’s football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winner’s circle at Churchill Downs, overlooking city skyline, football stadium).
- Favors unique to the sport or area – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site.
- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships).

Coaches’ Association Award Guidelines

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches’ association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes.

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming)
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches’ association.
- All final decisions on inclusion of coaches’ association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches’ association as needed.

The banquet should take place Wednesday evening prior to the first day of competition. Hosts should plan the banquet for approximately 1,200 people. Dependent upon available space, the host may sell additional tickets for \$30 or \$35 each on a first come, first serve basis. Any number that the host decides to sell or give to their staff above this number will be an institution expense.

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

Section 5 • Broadcasting/Internet

Please refer to NCAA Broadcast and Media Services on the NCAA website at NCAA.com/broadcast.

Section 6 • Championship Presentation/Fan Engagement

BRANDING

Ancillary Events

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

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

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

Logos

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

Public Address and Text Board Scripts

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

Video Boards

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

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

Brian Scott – Senior Producer
Van Wagner Sports & Entertainment, Inc.
Telephone: 919-368-2557
Email: scott@vwbsn.com

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

Language for Local Organizing Committee Partnerships

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

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

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, 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 kids and/or special guests in another capacity.

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

IN-VENUE ENTERTAINMENT

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

Break in action contests or promotions

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

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No links or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted.

National anthem singers

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

- Local groups or personal contacts who could provide this service at no cost are recommended.
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).

- A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.

Enhanced team introductions

Examples of this could include using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:

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

Musical entertainment

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

Affiliated award recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness.

Military involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc. *Please see Military Involvement below for full description and guidelines.*

MILITARY INVOLVEMENT

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

Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement

DIVISION II OUTDOOR TRACK & FIELD

- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., “Let’s give a big round of applause for tonight’s performance from the United States Air Force Heartland of America Band... and for all of the American military service personnel who they proudly represent.”).
- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- All performing or volunteering military groups should be provided complimentary access to watch the championship before or after their presentation if possible. Please discuss this with your NCAA point person.
- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night “Military Appreciation Day/Night.” This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

Section 7 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link:

[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

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

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

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

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program.](#)

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

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

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

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

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: www.memberx.edu/ncaa.

Identification of commercially named venues on NCAA materials

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

NCAA logo use by commercially named venues

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

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page."

- The NCAA logo must be placed in a location on the venue’s web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). [This is because NCAA Corporate Champions/Corporate Partners and WBD/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue’s or the website’s advertisers/sponsors may be used on the home/event web page even with the NCAA’s championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be “the home,” a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language:

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ali Narracci at anarracci@ncaa.org or 317-790-7596.

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

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

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

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

For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

[NCAA Trademarks](#)

[NCAA Digital Library](#)

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

OFFICIAL CHAMPIONSHIPS/LICENSEES AND SUPPLIERS

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

Any premiums and/or other merchandise that bear NCAA marks, brackets, taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers, [NCAA Licensing - ncaa.org](#).

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol 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; tobacco or gambling in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).

- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 8 • Competition Site Requirements/Diagrams

CONCESSIONS

Food and beverage prices shall be no higher than similar events or primary tenants in the facility.

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

ELECTRICAL REQUIREMENTS/LIGHTING

The media workroom or press box should be equipped with an adequate number of telephones, electrical outlets and other necessary supplies. There shall be one electrical outlet per seat in the working media room. NCAA logos should be displayed appropriately.

The host institution shall also provide adequate lighting for the interview room within the mixed zone or another agreed upon location.

FACILITY AVAILABILITY

The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days before the competition through the conclusion of the final event (i.e., Tuesday through Saturday). All space shall be available and the facility set up no later than two hours prior to the beginning of the first practice session.

NCAA SPACE REQUIREMENTS

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

Monday	Committee arrives on-site. Dinner will be on their own.
Tuesday	Committee meeting space needed from 9 a.m.-5 p.m. Lunch (11 people) should be provided. Committee will conduct a facility walkthrough with host staff.
Wednesday	Committee meeting spaced needed from 9 a.m.-5.p.m. Lunch (11 people) should be provided.
Thursday-Saturday	See manual for space at track needed.

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

Equipment/supplies needed for this space are as follows:

- Computer with printer.
- Wireless Internet for all committee members. Also provide power strips for notebook computers. Wireless passwords should be provided to committee members at time of arrival.
- One high speed copier (sort, staple, and collate abilities) - (print cartridge and toner).
- Two staplers - one box staples.
- Three-hole punch.
- Twelve chairs with plenty of table space.
- One case of paper.
- One dozen writing notepads.
- Recycling container.
- Toner for printer/copier.
- Three 10 foot tables and twelve chairs.

Clerking Area. Clerking should occur outside of but immediately adjacent to the competition track area.

Assign at least two staff members in the clerking area to assist with the issuing of competitor and hip numbers, including checking in relay teams.

Clerk and staff should verify that manufacturing logos on appropriate apparel does not exceed NCAA rules. Make sure the clerks are familiar with the restrictions in rules book and receive a copy of the final instruction sheet.

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

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

Media Areas. The areas used for the media workroom and the mixed zone should be in close proximity to one another in order to facilitate the media's work and access for coaches and student-athletes. (Set for eight to 10 people.)

- Refreshment Area (Recommended). A small refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout competition. Only NCAA, Dasani water and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.
- Mixed Zone. The mixed zone should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the walls; and (b) using draping on tables and other areas as necessary.
- Backdrop. The NCAA will provide a back-drop with the NCAA logos to be hung.
- Access/Security. A security officer or other qualified individual should be stationed outside the media workroom and mixed zone to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Meet officials specifically are prohibited from this area.

NCAA Committee/Games Committee Work Area. Space should be large enough to accommodate 10 people comfortably. This area needs to be in immediate proximity to the competition area and allow for full viewing of the competition. Accommodations should be made to have a nearby private space for meet referees and games committee members to review filed protests and appeals.

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

Track and Field Event Areas. Ensure that track and field event areas have been set up according to specifications in the NCAA rules book. (Included in this would be all starting lines and staggers; a one-turn two-alley start line should be in place for the 5,000 and the 10,000 meters.)

Develop a diagram of the facility as it will be configured for all competitive events and coaches viewing areas. Diagram must include areas for the games committee, drug testing, athletic training, media, protest table, clerking, and warm-up. This diagram should be submitted to the NCAA championship manager by Feb. 1.

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

Gill will provide most of the necessary equipment to conduct the meet (Appendix C). Gill will supply two implements for each throwing event. These implements should be made available for practice and competition. Gill will provide implements but student-athletes are permitted to use their own implements if they meet certification.

Arrange for ten people to set-up and remove equipment before and during competition; hurdle movers, maintenance personnel, etc.

Official Data and Timing Operations Center. The operations center should accommodate the data and timing personnel along with space for related equipment.

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

DIVISION II OUTDOOR TRACK & FIELD

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

PROTEST TABLE

A table should be in immediate proximity to the field of play and easily accessible by coaches. One six-foot table and four chairs are required.

PARKING

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

SIGNAGE

Banners Inside Facility. Only NCAA banners are permissible inside the facility.

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

Institutional Signage. Championships banners may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

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

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

Table Banner. The NCAA will provide one banner to the host institution. The NCAA staff will consult with the meet director to determine the size and placement of the banner.

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

VIDEOTAPING

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and one person, and may videotape only that portion of the competition in which it participates. The team representative is not permitted to have an assistant during filming/videotaping. Filming/videotaping areas will not be reserved for participating teams. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

Please also refer to the NCAA Broadcast and Media Services website located at NCAA.com/broadcast.

Noncommercial Usage. Films or videotapes of any of the events at the championships procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Section 9 • Drug Testing

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

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

Section 10 • Equipment

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

CUPS, COOLERS AND WATER BOTTLES

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

HYDRATION PROGRAM

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

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

USE OF NCAA-PROVIDED COOLERS FROM PREVIOUS YEARS

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

If you have any questions regarding any of this information, please contact Laura Peterson-Mlynski (317-917-6477; lpeterson@ncaa.org).

COMPETITION EQUIPMENT

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

Relay cards and protest forms will be provided by the NCAA. The championships manager will bring these materials to the meet prior to the start of championships competition.

BIB AND HIP NUMBERS

The NCAA will purchase bibs, safety pins and hip numbers for all participating student-athletes. Bib numbers for both the front and back of student-athlete uniforms, as well as both hips, will be ordered. Dimensions for the bib numbers will be as follows:

- Front Bibs – 9” x 7”
- Back Bibs – 7.5” x 5.75”

The quantities of bibs, safety pins and hip numbers that will be ordered are listed below. These numbers include the quantities in total (975 front bibs **total**, *not* 975 per gender).

Bib Numbers:

- Front Bibs – 975 (Names of participants and institutions)
- Back Bibs – 975 (Numbers 1-975)

Hip Numbers: (tentative)

- Numbers 1-9 – 350 each
- Numbers 10-12 – 220 each
- Numbers 13-18 – 45 each
- Numbers 19-24 – 45 each

RADIOS

The meet director should provide the NCAA staff and committee 20 handheld radios to use throughout the competition. Earpieces are preferred to headset.

TELEPHONES

Telephone communication must be available for radio and television (if applicable).

VIDEO SCREENS

Hosts must consult with the NCAA representative(s) before replaying any performances under review by the meet officials. Video screens may not display advertising. The NCAA will provide video screen content through NCAA partner Van Wagner Productions.

Section 11 • Financial Administration

AUDIT

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the approval of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the documentation requested could include: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; competition venue rental agreement, and any other documentation should support all information reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

APPROVAL OF THE BUDGET

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

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

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "summary" tab as documentation supporting each line of their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

DRUG TESTING EXPENSES

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

PARTICIPANTS

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

LODGING EXPENSES

Key Meet Officials and NCAA Track and Field and Cross Country Committee. Room and tax will be direct-billed to the NCAA. Committee members will be responsible for their own incidentals.

Additional Permitted Officials. Room and tax shall be direct-billed to the host institution and be reimbursed via budgeted disbursements on the financial report. Officials will be responsible for their own incidentals. Other officials' expenses will be paid directly by the NCAA. *(NOTE: See Officials section for more details.)*

NCAA Affiliates. Will be responsible for their own expenses unless otherwise noted.

NCAA Staff. Will be responsible for their own expenses.

TRANSPORTATION

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

[NCAA Championship Travel Policies](#)

Section 12 • Health & Safety Considerations

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

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

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

Ambulance Service

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

Coaches, Officials, Event Staff and Spectators

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

Medical Staff Credentials and Access

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

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

Portable Immersion Tubs

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

Section 13 • Hydration Product

POWERADE

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

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

Section 14 • Insurance

If event is held on-campus:

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

If event is held off-campus:

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

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

Notes:

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

Section 15 • Lodging

The host institution is responsible for reserving hotel accommodations for 70 additional officials; The meet director conducts a survey of the recommended properties and executes contracts with those selected. The contract(s) should be submitted to the championships manager for review prior to signing.

DRUG-TESTING CREW

The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel.

MEET OFFICIALS'/NCAA COMMITTEE HOTEL

Key officials' hotel rooms and tax (excluding incidentals) shall be paid by the NCAA. Lodging (double occupancy) for an additional 70 officials (outside of the identified "12 key officials") will be secured and paid for by the host and reimbursed by the NCAA.

TIMING GROUPS

The NCAA will include rooms for the timing group within the headquarter hotel block and will direct bill room and tax to the master bill.

Section 16 • Marketing

CONTACTS

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

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA 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 race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results post-championship to share with your NCAA marketing contact.

MARKETING PLAN

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

MARKETING COLLATERAL

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

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

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

DIVISION II OUTDOOR TRACK & FIELD

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

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

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

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

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

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

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

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to ncaa.org/sports/2021/3/3/digital-social-media.aspx for a listing of official NCAA social media accounts.

APPLICABLE MARKETING BYLAWS

NCAA Division III Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, LOC)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/10/05)

12.5.1.10 - Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, LOC)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/10/05)

12.6.1.2 - To Intercollegiate Event. A professional sports organization may serve as a financial sponsor of intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 1/10/05, 1/14/12)

13.4.1.2 - Conference or NCAA Championships. An institution or conference that is hosting any portion of a conference or NCAA championship may send printed materials promoting the championship event (e.g., ticket application or promotional brochures, flyers or posters) to high school or two-year college coaches or administrators, but not to specific prospective student-athletes, provided: (Adopted: 1/13/10)

- (a) The printed material includes only information relevant to the championship events;
- (b) The printed material is available to the general public, including all high schools in the local area; and
- (c) The printed material contains no information related to the institution's athletics program.

13.15.1.2.1 Exception - NCAA Championships. An institution or conference that is hosting any portion of an NCAA championship may purchase paid advertisements in a high school athletics program to generally promote the NCAA championship, provided: (Adopted: 1/15/14)

- (a) The advertisement includes only information relevant to the championship events;
- (b) The advertisement is available to the general public, including all high schools in the local area; and
- (c) The advertisement does not contain information related to the institution's athletics program or the conference's member institutions.

Section 17 • Media Services

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

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

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](https://www.ncaa.org) - [ncaa.org/sports/2021/2/9/statistics.aspx](https://www.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.

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 game 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 box, media room, interview room, locker rooms (postgame only)).
- Participant - For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo - For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID - For sports information directors of the participating teams (allow for access to media areas and locker rooms as needed).
- Television Network - If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own 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.

Only members of the official travel party receive credentials and are admitted free of charge. The following credentials will be distributed at packet pick-up:

1. Each institution will receive up to four credentials per gender/program.
2. Each student-athlete registered to compete will receive one credential for access to the championships.
3. Each team with qualified relays will receive up to two additional participant credentials to allow alternates access to the venue.
4. Each institution will be allowed one additional pass per gender, per program if a medical trainer or physician is accompanying the team. The medical credential will be administered by the host agency's sports medicine staff.
5. Credentials are non-transferable. Any student-athlete, coach, administrator, media or training personnel found giving or selling their credential to another person is subject to sanctions by the NCAA Division III Men's and Women's Track and Field and Cross Country Committee.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

** 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.

CREDENTIAL BOARDS

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

INTERNET POLICY

The NCAA website, [NCAA.com](https://www.ncaa.com), serves as the official online resource for NCAA championships.

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

Internet Live Statistics

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

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

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

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

Championship Website Guidelines

NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question.

DRUG-TESTING TEAM

In the event of drug testing, credentials will be issued for the drug-testing team by Drug Free Sport staff. Individuals serving in this capacity will be identified for the meet director at each site by the national office staff.

PERSONNEL

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

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

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

- Credential Distribution - Pass out credentials to the media; check government-issued photo ID.
- Mixed Zone Coordinator - Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Results Disseminator - Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Team Escorts - Serve as escort for the coaches and student-athletes to and from the postgame press conference.

PHOTOGRAPHER

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

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace (on.ncaa.com/NCAAonGetty). Photo sells on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special NCAA-subsidized rate of \$15 per image and are bound by the following rights:

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

Please email 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.

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

For additional questions regarding championship photography, please contact Levida Maxwell by (lmaxwell@ncaa.org; 317-917-6356).

PHOTOGRAPHY AREA POLICIES

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

PROGRAMS

Please refer to Programs section for more information.

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](https://www.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](https://www.ncaa.com/content/audio-policies-0).

SECURITY

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

SOCIAL MEDIA/BLOGGING POLICY

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

WEBCASTING

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest.

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

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

PRESS

For any questions regarding media criteria, please contact NCAA staff member Kristen Jacob Smith (kjsmith@ncaa.org). All media requests are required to be approved through the sport credentialing system.

HOSPITALITY

Media hospitality is recommended. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the meet director. Budgets cannot be changed without the prior approval of the committee.

MINI-CAMS AND NEWS FILM

Please visit [NCAA.com/media](https://www.ncaa.com/media) for updated information related to television, video and ENG policies.

NEWS CONFERENCES

If the committee deems it necessary to have a news conference, the media coordinator shall appoint a moderator for the news conference. The media coordinator must monitor the schedules closely to ensure success. Individuals also shall be assigned to escort the coach and student-athletes to the interview area to ensure that all representatives arrive at each news conference at the scheduled time.

POSTMEET INTERVIEWS

All coaches and student-athletes must be made available for postcompetition interviews after the “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Mixed Zone. The mixed zone shall be open to the media after a 10-minute cooling-off period. The timetable for the cooling-off period begins when the event is complete.

DIVISION II OUTDOOR TRACK & FIELD

Equipment. The host institution shall provide all the necessary equipment (chairs, adequate lighting, etc.) for the interview room within the mixed zone.

Facility Coordinator. Host media coordinators must designate a mixed zone with an interview room at the facility and an individual to coordinate the activities in it.

Moderator. If used, the media coordinator shall identify a moderator for each news conference who shall keep the conference moving on schedule.

WORKING PRESS ROOM

The media coordinator is responsible for the working pressroom/workroom. Please consult the Media Coordination Manual for complete listing of responsibilities.

Equipment. It is desirable to have facsimile machines and operators available for faxing. A sign-up list should be posted for the media to include their requests (heat sheets, results, quotes, etc.). The fax machines should not be in the interview area. In addition, an appropriate number of DSL lines should be installed for transmitting information.

SID Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team's arrival.

Copier. One photocopy machine with capabilities for reproducing results and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Friday and Saturday as scheduled by the NCAA.

Wireless Internet access must be available at all championship rounds for media use.

Section 18 • Meet Management

ADMINISTRATIVE MEETING

There will be an administrative meeting at the 2024 championship. This meeting is mandatory for all coaches. Items covered are protest procedures, officiating, awards ceremony process, and NCAA policies. All information will be communicated through the participant manual, on the NCAA landing page, and in final instruction sheet.

ANNOUNCEMENTS (MEET)

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

COMPETITION TIMES

The committee will approve all starting times. The committee, in consultation with the host institution, will determine the order of events. Once determined, the schedule of events will be posted on the NCAA championships website.

EVALUATIONS

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

GAMES COMMITTEE

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

1. Committee liaisons assist host with preparation and conduct for the championships.
2. Approves the meet schedule. Men’s and women’s events are reversed each year. (*Note: Outdoor liaisons will confirm with you that the schedule conforms to the use of your facility.*) See Appendix A for a sample schedule of events.
3. Establishes all entry deadlines.
4. Approves key officials for the championships.
5. Conducts a pre-meet facility inspection. The committee will meet with you the Monday prior to the championships to discuss any concerns.
6. Supervises the data specialist that establishes and posts performance lists.
7. Handles online entries and establishes final list of entered student-athletes and institutions.
8. Supervises seeding of entries.
9. Collects all fines.
10. Meets with referees, announcer(s), starters, clerks, marshals, head umpires and protest officials prior to the first championship event or prior to the banquet the night before competition.
11. Handles protests and appeals during championships.

HOSPITALITY

Hospitality should be provided for officials, media, and NCAA committee and staff members throughout the championships. All hospitality functions must be pre-approved by the NCAA. If desiring to do additional hospitality enhancements (e.g., coaches' reception, official's meals, special committee functions).

NATIONAL ANTHEM

The national anthem shall be sung or played just prior to the first track event of each day (unless otherwise determined by the committee and host). Effort shall be made to avoid interruption of a field event already in progress (i.e., instruct event officials to hold the next student-athlete attempt). It is recommended to have a live performer(s).

PACKET PICK-UP

Packet pick-up should be scheduled from 1-2 p.m. (or another agreeable time set with NCAA championship manager) the day before competition begins, and should be located where there is adequate space to handle distribution for packets, credentials, and banquet tickets. The diagram and flow for packet pick-up will be established in consultation with the championships manager and committee. See Appendix J for materials to include in packet.

It is the responsibility of the host to provide personnel at registration (generally, two to three people at each table - men's and women's). If deemed appropriate by the committee, the coaches' boxes passes should be handled in the same manner. *(Please note: only one event pass per institution in each field event, regardless of the number of qualifiers shall be distributed.)*

A table also must be set up for the committee next to the packet pick-up area. The committee will answer questions during packet pick-up.

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

PERSONNEL

Announcers. The announcers must be knowledgeable and experienced track and field persons who can demonstrate enthusiasm for the competition. It is recommended to have an award announcer plus a track announcer. Provide your announcer with as much pre-meet information as possible, such as former champions, best times entered, and students' years in school, etc. As competition begins, give race reports where possible (i.e., leader at the half-way point, field event bests by round of competition). The announcer also will announce all results and provide up-to-date team scores throughout the competition. There should also be a person with a walkie-talkie at each venue to communicate updates/current leader status to the announcer.

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

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

PRACTICES

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

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

RACE FINISH

The NCAA will hire the crew responsible for timing the championships. Please see rule 5-12 of the 2023 and 2024 NCAA Cross Country and Track and Field Rules book for procedures regarding the timing and race finish. Additional guidelines are as follows:

Timing Devices. Two independent FAT timing devices with uninterrupted power source back-up must be used. The primary system must be digital photo-finish, such as that manufactured by Finish Lynx, with two cameras located on opposite sides (ends) of the finish line. One camera must be designated as the official camera prior to the first running event. The second camera will be used to break ties, where possible, in conjunction with the official camera. The second independent video system should be used in case the primary (official) system fails.

A third system must be on-site should permanent failure of either device occur, mandating its replacement.

An experienced FAT reader (preferably USATF certified) familiar with the system being used, should be used to read the pictures on the computer terminal. The reader will indicate what place and time each participant has recorded. It is preferred that an assistant FAT specialist captures each race and assists the reader, if necessary, in reading the pictures. The photo from the primary camera will be the only photo read, unless the second camera photo is necessary to break a tie or determine the proper place order. It is preferred that the same individual read all photos during the competition. Once the results have been recorded, the FAT reader will transmit the results to the committee, or its representative. When it is determined that there are no disqualifications, this representative will release the result to the host SID for distribution to: (a) the announcer; (b) the SID-results person; (c) post a set in a pre-designated posting area; (d) the NCAA committee; and (e) the awards custodian. In addition, the data specialist will provide the committee oversight to insure the correct next round seeding.

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

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

RESULTS

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

1. Formulate a flow plan to distribute all results to the announcer, the NCAA committee, award stand, media area and post a copy for coaches' review.
2. After each day of competition, results and heat sheets for next day's competition must be available at an announced location and time - one per coach. *Note: These cannot be sold or given to the public. See information on program sales and opportunities to include heat sheets/results.*
3. Final meet results will be available to coaches within an hour after the conclusion of the final event online in a printable version.

During the championships and after competition, the host sports information contact is responsible for reporting official results to the NCAA. Copies of results should be submitted in the following manner:

- Send the information to ncaa-content@turner.com, lpeterson@ncaa.org and ncaastats@ncaa.org;
- Specify the sport (division, championship, round) in the SUBJECT area; and
- Paste the text directly into an email or send email as an attachment in an MS Word document or Windows Notepad text document.

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

PARTICIPANT INFORMATION

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

The participant manual and all other information relevant to the championships will be posted to the championships website at NCAA.com. As the host you will be contacted for information pertaining to a championship website for NCAA.com. Additionally, as the host you are permitted to build a microsite of your own that includes information about the championships such as hotels, restaurants, local area attractions, parking fan fest or community involvement information, etc. Please send the link to your microsite to the championships manager for approval before going live with it.

MEET DIRECTOR

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

To assist with your planning, the following documents are in the appendixes:

- An equipment list per event (Appendix B);
- Shipment schedule (Appendix D);
- List of support staff to secure (Appendix F); and
- Planning timetable (Appendix I).

TRAVEL PARTY

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at ncaa.org.

VIDEO BOARD

A host desiring to use their video board needs to consult the NCAA championships manager regarding its use. All content will be provided by the NCAA. Host should complete a video board questionnaire.

Section 19 • Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. Everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations.
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.

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- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

Section 20 • Neutrality

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

Section 21 • Officials

CONFIDENTIALITY

The committee and meet director will meet with the officials (separately from the participants' meeting) to review their responsibilities.

CREDENTIALS

See Media Services/Credentials section.

ENTRANCE

The host should notify the officials to a secured entrance in and out of the track that is away from spectators, coaches, and student-athletes.

FEES

Each key official will receive the following **per competition day** and will be paid by the NCAA:

- Two starters (\$145);
- One announcer (\$145);
- Two clerks of course (\$145);
- Two field referees (\$145) (throws, jumps);
- Two running referees (\$145);
- Two multi referees (\$145); and
- Head Umpire (\$145).

An additional 70 officials (outside of the key twelve officials) will be paid a \$75 fee each day of the competition (maximum three days). The host will list these officials' fees on the budget.

LODGING

See Lodging section.

HOSPITALITY

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

MEETINGS

The track and field committee and meet director will conduct a mandatory key officials' meeting the night before championship competition begins to review championships matters. All 12 key officials and event leaders designated by the host must be in attendance for this meeting.

NEUTRALITY

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

PARKING

Host should provide special parking for the officials.

SELECTION

The host should work in conjunction with the NCAA officials coordinator to secure all officials for the championship.

TICKETS

See Ticketing section.

OFFICIALS COORDINATOR

In conjunction with the NCAA officials coordinator, the host will assume the following responsibilities:

- Submission of additional (70) officials to the NCAA.
- Communicate expectations and responsibilities of officials.
- Coordinate arrival, check-in, breaks, and hospitality.
- Obtain necessary heat sheets and forms from data specialist and distribute prior to the start of each day.
- Ensure that officials have all necessary equipment to carry out their position.
- Ensure that key officials are present at mandatory key officials meeting.
- Provide NCAA (Liz H. Homrig and Linda Godby) an excel sheet that lists each official with contact name, address, phone number, email, night of arrival, date of departure.
- Immediately after the championship this list should also include confirmation the date of arrival and date of departure for all officials.
- Coordination of all officials to include providing them the following materials (copies of materials should be provided to NCAA championship manager):
 - Directions to hotel and facility;
 - Parking arrangements;
 - Meet schedule;
 - Contact numbers;
 - Rooming list with confirmation numbers (see Lodging for occupancy and nights permitted); and
 - Hospitality.

Section 22 • Programs

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

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PROMOTION

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

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

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 23 • Safety and Security

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

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

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

WEATHER

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule prior to making or announcing any formal changes.

Lightning and Weather Detection Service. The NCAA has made arrangements through Schneider Electric (WeatherSentry) to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host meet director should request to include his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. The site representative and meet director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the meet director monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the meet director contact a local meteorologist.

Section 24 • Ticketing

GENERAL TICKET GUIDELINES AND POLICIES

Admission Policy. All members of the general public must have a ticket in order to enter the facility; a minimum number of ticket windows must remain open until the conclusion of the event. Children three years old and younger are admitted free with the purchase of an adult ticket.

Lost/Stolen Ticket Policy. See Appendix G.

TICKET PRICES

Ticket pricing structure shall be determined in working with the championships manager. Pricing will be determined based on such factors as local market and inventory of reserved seats. Tickets must be purchased as a package until the first day of competition.

TICKETS SALES, ALLOCATION AND MANAGEMENT PLAN

Host Responsibilities. The meet director and facility staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

PROMOTIONS

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

GROUP SALES OPPORTUNITIES

Hosts may sell discounted ticket packages to groups. Group sales programs and ticket prices must be approved by the NCAA.

BREAKING OF TICKET BOOKS

All-session ticket books can be broken and sold as single session tickets, if approved in advance by the NCAA.

USE OF PROMOTIONAL TICKETS

When tickets are used in radio giveaways, the following guidelines apply:

- There may be no implied sponsorship of the championship or contest by the radio station or another corporate entity, with the exception of official NCAA Corporate Champions/Partners.
- Use wording like this when there is no NCAA Corporate Champion/Partner involved: "Be the fifth caller to the radio station and win two tickets to the NCAA championship hosted by the Big 12 Conference March 30 and April 1."
- Use wording like this when there is an NCAA Corporate Champion/Partner involved: "Enter the (Corporate Champion/ Partner Name) Women's Basketball Ticket Challenge. Tune into WXYZ for a chance to win tickets to the NCAA championship hosted by the University of Washington March 19 and 21."
- Wording like this is unacceptable: "WXYZ offers you a chance to win tickets to the NCAA championship in the WXYZ morning trivia contest."

TICKET DONATION

Host institutions/conferences should distribute a mailing to the local parks and recreation department(s) soliciting donations for the purchase of tickets for children who participate in recreational programs.

TICKET MAILINGS

Host institutions/conferences should send ticket information to the following groups:

- Booster club members;
- Season ticket holders;
- Previous year's ticket holders of postseason competition, if applicable;
- High school coaches in the area;
- Local chamber of commerce and merchants;
- Host institution's faculty, staff and students; and
- Local youth-group leagues.

If a host plans to distribute flyers, in addition to those produced by the NCAA, or to transmit ticket information via an email blast, the material must be approved in advance by the NCAA staff.

TICKET BACKS

Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

COMPUTERIZED TICKETS

Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

COUPONS

Under no circumstances may a "coupon promotion" be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

SPECIAL TICKET PLANS

Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

TICKET BACK DISCLAIMER LANGUAGE

See Appendix G for language that must be on the ticket back.

TICKET BLOCKS

Student-Athlete-Guest Tickets. Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the arena to administer the student-athletes' tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the meet director (or his or her designee). Individuals using those tickets will proceed through the pass gate to a nearby area with a table or booth, where they will be identified by the appropriate institution's designee, given a ticket stub and directed to their seats.

Public. Any spectator entering the facility must have a ticket (children age two and under are admitted free with a paying adult). Standing-room-only tickets are not permissible. Tickets must be purchased as a package until the ticket booth opens the first day of competition. After that time, single-session tickets may be purchased. Any spectator entering the facility must have a ticket, regardless of age (under two years do not need tickets) or the point during competition at which he or she arrives.

Section 25 • Transportation

PARTICIPATING INSTITUTIONS

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

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

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

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

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

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 26 • 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.

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.

WAIVERS

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

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

Appendixes

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Appendix A • Sample Schedule of Events

FRIDAY – MEN’S HEPTATHLON			
Start Time	Event	Gender	Description
11:00 AM	60 Meters	Men	Track
~11:45 AM	Long Jump	Men	LJ “A” & “B”
~1:55 PM	Shot Put	Men	Throws Cage
~3:20 PM	High Jump (2 pits)	Men	HJ & Throws Cage

FRIDAY – WOMEN’S PENTATHLON			
Start Time	Event	Gender	Description
11:30 AM	60m Hurdles	Women	Track
~12:15 PM	High Jump (2 pits)	Women	HJ & Throws Cage
~1:55 PM	Shot Put	Women	HJ Apron
~3:20 PM	Long Jump	Women	LJ “A” & “B”
~4:20 PM	800 Meters	Women	Track

FRIDAY			
FIELD EVENTS			
Start Time	Event	Gender	Description
10:00 AM	Weight Throw	Women	Throws Cage
11:00 AM	Pole Vault	Men	PV “A”
12:50 PM	Long Jump	Women	LJ “B”
3:30 PM	Pole Vault	Women	PV “A”
5:00 PM	Long Jump	Men	LJ “B”
5:45 PM	Weight Throw	Men	Throws Cage
RUNNING EVENTS			
1:00 PM	Mile	Women	Prelims
1:20 PM	Mile	Men	Prelims
1:40 PM	60 Meter Hurdles	Women	Prelims
1:55 PM	60 Meter Hurdles	Men	Prelims
2:10 PM	400 Meters	Women	Prelims
2:30 PM	400 Meters	Men	Prelims
2:50 PM	60 Meter Dash	Women	Prelims
3:05 PM	60 Meter Dash	Men	Prelims
3:35 PM	800 Meters	Women	Prelims
3:50 PM	800 Meters	Men	Prelims
4:05 PM	200 Meters	Women	Prelims
4:20 PM	200 Meters	Men	Prelims
4:35 PM	5000 Meters	Women	Final
4:55 PM	5000 Meters	Men	Final
5:15 PM	4x400m	Women	Prelims
5:35 PM	4x400m	Men	Prelims
5:55 PM	DMR	Women	Final
6:10 PM	DMR	Men	Final

SATURDAY – MEN’S HEPTATHLON			
Start Time	Event	Gender	Description
11:00 AM	60m Hurdles	Men	Track
~11:45 AM	Pole Vault (2 pits)	Men	PV “A” & “B”
~2:15 PM	1000 Meters	Men	Track

SATURDAY			
FIELD EVENTS			
Start Time	Event	Gender	Description
11:00 AM	Triple Jump	Women	LJ “A”
11:00 AM	Shot Put	Women	Throws Cage
11:00 AM	High Jump	Men	HJ Apron
2:00 PM	Triple Jump	Men	LJ “A”
2:00 PM	Shot Put	Men	Throws Cage
2:00 PM	High Jump	Women	HJ Apron
RUNNING EVENTS			
2:30 PM	Mile	Women	Final
2:40 PM	Mile	Men	Final
2:50 PM	60 Meter Hurdles	Women	Final
3:00 PM	60 Meter Hurdles	Men	Final
3:10 PM	400 Meters	Women	Final
3:20 PM	400 Meters	Men	Final
3:30 PM	60 Meter Dash	Women	Final
3:40 PM	60 Meter Dash	Men	Final
3:50 PM	800 Meters	Women	Final
4:00 PM	800 Meters	Men	Final
4:10 PM	200 Meters	Women	Final
4:20 PM	200 Meters	Men	Final
4:30 PM	3000 Meters	Women	Final
4:45 PM	3000 Meters	Men	Final
5:00 PM	4x400m Relay	Women	Final
5:15 PM	4x400m Relay	Men	Final

Appendix B • Equipment List per Event

The host institution is responsible for providing the facility and equipment required to conduct the NCAA Division III Men's and Women's Outdoor Track and Field Championships. Please refer to the 2021 and 2022 NCAA Men's and Women's Cross Country and Track and Field Rules Book to ensure compliance with equipment and facility specification.

RUNNING EVENTS

- _____ 1. Area for judges and timers.
- _____ 2. Two independent FAT timing devices and one backup stop watch per lane. Each independent system must have its own starting capability and it is recommended that each system have two cameras. Independent power source back up for cameras and computers is required. Refer to the **race finish procedures** in the **Meet Management** section of this manual.
- _____ 3. Staging for timing systems (large and sturdy to hold two cameras and operators).
- _____ 4. Extension cords and IPSs (one per camera).
- _____ 5. Stage lighting (if needed, for finish line).
- _____ 6. Sound system for the announcer.
- _____ 7. Hand-held radios. Provide to announcer, trainers, finish line, clerk, results person, referees, awards person, subcommittee and NCAA championships manager. Should have a minimum of four channels.
- _____ 8. Computer terminals and printers for results and heat sheets (check with data specialists for requirements).
- _____ 9. Fast, efficient copy machine for results (able to collate, sort and staple).
- _____ 10. Curbing or cones need to be used for circumference of track. Cones needed for break lane.
- _____ 11. Visual aids such as electronic scoreboards and lane markers.
- _____ 12. Umpire flags (one white, one yellow, per umpire), umpire reporting cards.
- _____ 13. Wind gauges (two) with Finish Lynx attachments.
- _____ 14. One set of traditional starting blocks for each lane, plus two extra sets of starting blocks. The blocks should be identical. Extra blocks must be provided in warm-up area.
- _____ 15. Block carriers/caddie.
- _____ 16. Relay cards will be provided by the NCAA.
- _____ 17. Lap counter/bell.
- _____ 18. One complete set of hurdles for each lane (and 10 additional hurdles). All hurdles must be in good repair with all heights/weights working. Hurdles must be of the same type. Hurdles must be provided in warm-up area.
- _____ 19. Relay batons (24), Gill will supply.
- _____ 20. Red cards/yellow cards (20).

LONG JUMP/TRIPLE JUMP

- _____ 1. Sand, level with the takeoff boards and runway.
- _____ 2. Pit leveler.
- _____ 3. Rakes, shovels and brooms.

- _____ 4. Flags for field judge (one red and one white).
- _____ 5. New takeoff and foul boards (two for long jump and two for triple jump).
- _____ 6. Timing lights or stop watch.
- _____ 7. Steel tape measure.
- _____ 8. Pin for measurement.
- _____ 9. Water source to keep sand wet.
- _____ 10. Board markers.
- _____ 11. Performance indicator.
- _____ 12. Wind gauges.
- _____ 13. Clipboards and pencils for double recording of marks.
- _____ 14. Distance indicator boards.
- _____ 15. Stopwatch.
- _____ 16. Plastic bin for materials.

SHOT PUT /HAMMER/DISCUS

- _____ 1. Scales and measuring devices to certify implements.
- _____ 2. Meet implements (two to three men's and women's hammers).
- _____ 3. Throwing toe board.
- _____ 4. Well-marked sector.
- _____ 5. Distance indicators for arc lines.
- _____ 6. Broom/foot mat.
- _____ 7. Flags to rope off area.
- _____ 8. Cage for officials/spectators safety (per NCAA rule book).
- _____ 9. Shot put stop boards at end of sector (if needed).
- _____ 10. Steel tape measure.
- _____ 11. Performance indicator.
- _____ 12. Clipboards and pencils for double recording of marks.
- _____ 13. Umpire flags (one red and one white).
- _____ 14. Fourteen-foot ladder (hammer area).
- _____ 15. Stopwatch.
- _____ 16. Plastic bin for materials.

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JAVELIN

- _____ 1. Artificial (recommended) or grass runway at least 36.58m long.
- _____ 2. Grass cut no longer than two inches.
- _____ 3. Toe board per NCAA rule book.
- _____ 4. Well-marked sector.
- _____ 5. Flags to rope off throwing area.
- _____ 6. Steel tape measure.
- _____ 7. Performance indicator.
- _____ 8. Meet implements (two to three men's and women's).
- _____ 9. Distance indicators for arc lines.
- _____ 10. Tarps to cover grass runway in case of rain.
- _____ 11. Clipboards and pencils for double recording of marks.
- _____ 12. Umpire flags (one red and one white).
- _____ 13. Stopwatch.
- _____ 14. Plastic bin for materials.

HIGH JUMP

- _____ 1. Timing light or stop watch.
- _____ 2. Steel tape measure and certified measuring pole.
- _____ 3. Landing pit.
- _____ 4. Standards.
- _____ 5. Performance indicator.
- _____ 6. Two to three regulation cross bars.
- _____ 7. Clipboards and pencils for double recording of marks.
- _____ 8. Umpire flags (one red and one white).
- _____ 9. Small ladder and stand.
- _____ 10. Stopwatch.
- _____ 11. Plastic bin for materials.

POLE VAULT

- _____ 1. Timing light or stopwatch.
- _____ 2. Steel tape measure and certified measuring pole.
- _____ 3. Landing pit (meets NCAA requirements).
- _____ 4. Standards.

- _____ 5. Performance indicator.
- _____ 6. Gadgets for bar replacement.
- _____ 7. Two to three regulation cross bars.
- _____ 8. Two sets of height extenders.
- _____ 9. Clipboards and pencils for double recording of marks.
- _____ 10. Umpire flags (one red and one white).
- _____ 11. Stopwatch.
- _____ 12. Plastic bin for materials.

ADDITIONAL FACILITY/EQUIPMENT NEEDS

- _____ 1. Awards stand to accommodate top eight finishers in each event. A decorative awards area indicating appropriate signage.
- _____ 2. Areas for trainers, games committee, scorer, officials.
- _____ 3. Chairs and tables for games committee and results personnel.
- _____ 4. Chairs and tables for FAT readers.
- _____ 5. Elevated area with tables and chairs for announcer.
- _____ 6. Chairs at field events areas for judges.
- _____ 7. Sufficient amount of rope with flags to rope off spectator areas and provide infield control.
- _____ 8. Blowers to dry field event areas (one hand held, and another on wheels).
- _____ 9. Ladder or fork-lift to recover hammers from cage.
- _____ 10. Tarps for shot, discus, hammer, and javelin runways in case of rain.
- _____ 11. Adequate public address system for competition and warm-up area

Appendix C • Gill Supplied Equipment

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
2 sets	Distance Marker Boxes for Javelin, Discus and Hammer
5	Performance Indicator Boards - 4 digit
1 set	Digits only for Performance Indicator Boards (Spare - two red, two black)
2 pair	Horizontal Jumps Take-off Markers
2 sets	Long Jump Pit Side Distance Indicator Boards
2	Horizontal Jumps Laser Measuring Device
2	Horizontal Jumps Pit Covers with NCAA Branding
2 sets	Triple Jump Pit Side Distance Indicator Boards
TBD*	Replacement Boards for Long Jump and Triple Jump (wood only)
3	Chalk Stands with chalk
2	Shot Put, 4kg - 105mm
2	Shot Put, 4kg - 109mm
2	Shot Put, 7.26kg - 125mm
2	Shot Put, 7.26kg - 129mm
3	Traditional Indoor Throwing Weight, 20 lbs.
3	Preferred Dominator Tungsten Indoor Throwing Weight, 20 lbs.
3	Traditional Indoor Throwing Weight, 35 lbs.
3	Preferred Dominator Tungsten Indoor Throwing Weight, 35 lbs.
2	Laser measuring device for throwing events
3	Long Steel Tape
3	Short Steel Tape
2 sets	Moya Blocks

Quantity	Description
30	Grand Prix Starting Blocks with speakers
2	Starting Block Caddy
115	Ultimate Manual Hurdles with NCAA logo
11	Hurdle Dollies
1	Lap Counter with Bell - on wheels
1 set	Lane Markers - numbered 1-8 or 1-9
3	Wind Gauges with finish Lynx interface and storage/carry case
1 set	Adjustable Steeplechase Barriers - Set of four
2	High Jump Landing Area (1360 or 1325) with NCAA logo top sheet
2	High Jump Weather Covers with NCAA logo.
2 sets	International High Jump Standards
10	High Jump Cross Bars
2	High Jump Measuring Device
1 set	Side panels on High Jump if padding is not solid blue or red.
2	Pole Vault Landing Area (1900 or 1800) with NCAA logo top sheet
2	Pole Vault Weather Covers with NCAA logo
2 set	Pole Vault Standards with Base Protection Pads
10	Pole Vault Cross Bars
2	Pole Trees
2	Pole Vault Measuring Device
2 sets	Pole Vault Cross Bar Lifters with E-Z ups (1 set long for men, 1 set short for women)
1	Pole Vault Standard Location Indicator Board
4	Bungee cords for Pole Vault warm-up
1 set1	Side panels on Pole Vault padding if the padding is not solid blue or red
1	Shot Put Cart
1	Discus Cart
1	Hammer Cart
1	Hammer/Discus cage net with NCAA logo.
1	Javelin Cart
2 sets	Shot Put Distance Marker Boxes
2 sets	Distance Marker Boxes for Javelin, Discus and Hammer
1 set	Digits only for Performance Indicator Boards (Spare - two red, two black)
5	Performance Indicator Boards - 4 digit
2	Performance Indicator Boards - 5 digit
2	Horizontal Jumps Laser Measuring Device
4	Horizontal Jumps Pit Covers with NCAA Branding
2 pair	Horizontal Jumps Take-off Markers
2 set	Long Jump Pit Side Distance Indicator Boards
2 set	Triple Jump Pit Side Distance Indicator Boards
4	Chalk Stands with chalk
4	Wind Direction Units
1	Shot Put, 4kg - 105mm
1	Shot Put, 4kg - 109mm
1	Shot Put, 7.26kg - 125mm
1	Shot Put, 7.26kg - 129mm
1	Orange Flyer Discus - 1kg - Medium Moment

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1	Purple Flyer Discus - 1kg - High Moment
1	Orange Flyer Discus - 2kg - Medium Moment
1	Purple Flyer Discus - 2kg - High Moment
1	Stainless Steel Hammer - 4k
1	Stainless Steel Hammer - 7.26k
4	Laser measuring device for throwing events
TBD*	Replacement Boards for Long Jump and Triple Jump (wood only)
3	Long Steel Tape
5	Short Steel Tape
2 sets	Moya Blocks
Min. 5	Student-Athlete Shelters with NCAA logo

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

Appendix D • List of Items Shipped to Host

(TENTATIVE)

SHIPPED FROM	ITEM	QUANTITY	ESTIMATED ARRIVAL DATE
NCAA	Protest Forms	50	Sent with championship manager
NCAA	Extra bibs	50 sheets	Large labels sent with championship manager (Avery 5126)
NCAA	Relay Cards	50	Jimmy Stuart will print on-site. Will need 50 sheets of cardstock.
NCAA	Receipt Books	1	Sent with championship manager
NCAA	USATF record form	5	Sent with championship manager
NCAA	Credentials	Credentials for: participating teams and individuals, coaches and administrators, media, NCAA committee, meet officials and tournament personnel.	Approx. 2-3 weeks prior to champs
NCAA	Credential boards	12 (if needed)	Approx. 2 -3 weeks prior to champs
NCAA	Lanyards	Enough for credentials	Approx. 2 -3 weeks prior to champs
NCAA	DIII horizontal championship banner	2 (suggested) - 10'w x 3' h	May 1
NCAA	Blue Disk logo banner	4 (suggested) - 4'w x 4' h	May 1
NCAA	DIII MW Outdoor Track and Field - Table Banner - Champ	1 (suggested) - 30'w x 3' h	May 1
NCAA	DIII MW Outdoor Track and Field - Sport Icon - Champ	5 (suggested) - 10'w x 3' h	May 1
NCAA	NCAA.com banner	3 (suggested) - 10'w x 3' h	May 1
NCAA	Press conference backdrop	TBD	May 1
NCAA	CCP Sponsor banner	2 (mandatory)- 12' w x 4'h	May 1
NCAA	Championship sponsor banner	2 (mandatory) - 12' w x 4'h	May 1
NCAA	DIII Signage	Tentative list: 2 retractable banners, 8 A-Frames, and 3 feather flags- Must be returned	TBD
Event 1 Merchandise	Merchandise*	Event 1	Approximately 1-2 weeks prior to champs
Tournament Specialists	Hip Numbers	Numbers 1-9 - 300 each	
Numbers 10-12 - 220 each			
Numbers 13-18 - 45 each			

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Numbers 19-14 - 45 each	TBD		
Marathon Printing	Safety pins	Enough for 4 pins for front bibs and back bibs	Tuesday or early Wednesday of championships
Marathon Printing	Bib Numbers	Front bibs (7.5" x 5.875"): 925 total (numbers 1-925)	
Back bibs (9" x 7"): 925 total (numbers 1-925)	Tuesday or early Wednesday of championships		
MTM Recognition	Trophies	Four team trophies; one individual mini-trophy to each 1-4 place team; one watch to the national championship team; and one mini-trophy to each of the top eight finishers of each event (four for each relay team). Participant medallions.	Middle of May
Coke	DASANI bottles of water	150 cases of 12 oz. bottles; 24/case	2-3 weeks prior to championship
Coke	Body Armor bottles	30 cases of 20 oz. bottles; 24/case	2-3 weeks prior to championship
Coke	Body Armor powder	2 cases powder; 12 packets/case	2-3 weeks prior to championship
Coke	Cups	4 cases of cups; 2,000/case	2-3 weeks prior to championship
Coke	Coolers	14 10-gallon coolers	2-3 weeks prior to championship
Coke	Ice chests	8 48-quart ice chests	2-3 weeks prior to championship
Coke	Cooler carts	5	2-3 weeks prior to championships

*** Event 1 Merchandise will send a merchandise plan to the specified contact two weeks prior to the championships. The plan will outline everything Event 1 is sending, based on size of championship and site. Quantities listed in this chart are based on previous championships.**

Appendix E • Staffing Needs and Recommended Number of Officials

STAFFING NEEDS

Perhaps the most important element in running a successful championship is in the assignment of officials. If you are having a difficult time finding qualified persons in your area, check with the NCAA officials coordinator or a member of the committee for possible suggestions.

SPECIAL NOTES

1. 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.
2. During the championships, non-competing student-athletes and coaches are prohibited from being on the infield. Areas in the bleachers should be designated for coaches. Instruct your marshals to patrol the infield and field event areas regularly.
3. Marshalls should also be used to keep student-athletes from warming up on the track.

RECOMMENDED NUMBER OF OFFICIALS

[See Basic Principles card]

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

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

1. **Marshals.** It is recommended that there be six marshals designated to police the facility for safety and operations.
2. **Umpires.** It is recommended that there be one head Umpire and 15 additional umpires to cover the oval and straight-away events.
3. **Lap Counters.** It is recommended that there be assigned six additional lap counters who report to the head umpire according to NCAA rules.
4. **Starters.** It is recommended that there be four starters, including the starters for the combined events.
5. **High Jump.** It is recommended that there be five high jump officials.
 - a. Chief Judge/administrator.
 - b. Pit judge.
 - c. Recorder.
 - d. Attempt and timing judge/flight coordinator.
 - e. Indicator board operator/second recorder and/or PDA recorder.
6. **Pole Vault.** It is recommended that there be seven officials.
 - a. Chief judge/administrator.
 - b. Pit judges (two).
 - c. One official recorder or PDA recorder.
 - d. Attempt timing judge/flight coordinator (two).
 - e. Indicator board operator/second recorder and/or PDA recorder.
7. ***Shot Put.** It is recommended that there be eight shot put officials.
 - a. Chief judge/administrator.
 - b. Circle judges (two).
 - c. Sector judge.

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- d. Assistant sector judge/implement retriever.
 - e. Recorder.
 - f. Attempt timing judge/flight coordinator.
 - g. Indicator board operator/second recorder and/or PDA operator.
- 8. Long Jump/Triple Jump.** It is recommended that there be no more than nine long jump/triple jump officials.
- a. Chief judge/board/administrator.
 - b. Pit judge/measuring tape holder.
 - c. Recorder.
 - d. Attempt timing judge/flight coordinator.
 - e. Raker(s) - two maximum.
 - f. Wind gauge judge (outdoors).
 - g. Measuring tape holder.
 - h. Indicator board operator/second recorder and/or PDA operator.
- 9. *Javelin.** It is recommended that there be eight javelin officials.
- a. Chief judge/administrator.
 - b. Foul line judge.
 - c. Javelin landing judge.
 - d. Sector judge.
 - e. Recorder.
 - f. Attempt timing judge/flight coordinator.
 - g. Sector assistant.
 - h. Indicator board operator/second recorder and/or PDA operator.
- 10. *Discus-Hammer-Weight.** It is recommended that there be eight discus/hammer/weight officials.
- a. Chief judge/administrator.
 - b. Circle judge (two).
 - c. Sector judge.
 - d. Recorder.
 - e. Attempt timing judge/flight coordinator.
 - f. Sector assistant.
 - g. Indicator board operator/second recorder and/or PDA operator.

* Indicates events where an additional individual may be used for implement retrieval from the landing area back to the throwing area.

Appendix F • Support Staff

- Announcer.
- Awards announcer.
- Trainers and assistants.
- Maintenance crew.
- Hurdle crew.
- Concessionaires.
- Program sales.
- Facility set-up crew.
- Spotters for announcers.
- Clean-up crew.
- Block holders.
- Marshals.
- Packet pick-up staff.
- Mementos distribution staff.
- Ticket takers/sellers.
- Implement custodians.
- Awards custodian and assistants.
- Persons to distribute results/heat sheets.
- Crew to check-in officials.
- Clerical staff for copying and collating.
- Runners - field events to result area, result area to announcer, events to award area, finish line to FAT readers, etc.
- Several assistants to the meet director.
- Assistants for the host media coordinator to obtain quotes, photos, and escort student-athletes to the press conference area. Also, they may need assistance in posting results, quotes, stories, to the host meet website and NCAA.com.
-

Appendix G • Ticket Back Language

2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Appendix H • 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 I • Planning Timetable

MAY OF YEAR PRIOR

- Attend the NCAA Division III Men's and Women's Outdoor Track and Field Championships, if possible.
- Meet with committee to discuss preliminary plans, logistics, budget, etc.

SUMMER/EARLY FALL

- Check your outdoor track and field facility to determine if any construction or maintenance is required during the summer months. (*Note: Double alley water fall start lines should be added for distance races.*)
- Establish location for banquet.
- Arrange location of meeting and banquet facilities, student-athletes' social (if applicable) and packet pick-up area. Where off-campus facilities are used, acquire a contract or letter of commitment that specifies facilities involved and dates and times for use.
- Discuss promotion of the meet with key members of your athletics department and institutional staff. Review ALL promotional ideas with the NCAA championships manager to assure compliance with NCAA guidelines.
- Establish a mailing list for distribution of promotional information (e.g., local radio and television, newspapers, civic groups, corporations).
- Identify entertainment functions, if any, and determine if additional sponsorship moneys are needed. If so, contact the NCAA championships manager for approval of function and/or mementos, and suggested sponsor. **All above items must be approved by national office.**
- Review NCAA corporate involvement guidelines before pursuing donations from local companies and approval should be granted before any arrangements are finalized. These NCAA guidelines can be found online at naaa.org.
- Review list of equipment supplied by Gill and determine any unnecessary items (Appendix C). Contact Gill representative to work out exactly what equipment is needed and confirm a delivery date.
- Prepare list of officials and support staff required. Begin to assign persons to specific positions. Request assistance of officials and support staff in regular-season meets to assure familiarity with tasks assigned.
- Discuss with the championship manager apparel needs for volunteers/officials.

OCTOBER

Committee Room

- Review supplies needed by committee.
- Arrange for two computers with Internet access and connected to a printer to be available in the committee room.
- Wireless access must be available to the committee in the committee room.
- Arrange for Internet connection for entry posting in the same room where the data entry person will be working.

Medical

- Arrange for medical services -- trainers, EMT, physician and ambulance.

Timing/IT

- Arrange in press box/timing/scoring area with necessary Internet and phone lines for the data specialist.
- Send list of "key officials" to NCAA championships manager by Oct. 1.

NOVEMBER

- Send diagram of facility with all areas by Nov. 1 to the NCAA championships manager.

FEBRUARY

- Send all information as required for championship website to the NCAA championships manager by end of Feb.
- Make provisions for areas to use for drug testing.
- Establish system for media information, results distribution, interviews, etc.
- Prepare rough draft of tickets. Send draft to NCAA office for approval.
- Establish a process to retain all website information, mailings, press releases, other pertinent materials for future hosts.
- Post coaches' information on host Website after NCAA approval.
- Coordinate all press releases with sports information director (SID). Send a copy of all materials to the NCAA championships manager at the national office PRIOR to release.
- Gather list of individuals needing credentials and access points. Please note the NCAA will be responsible for the creation and printing of all credentials.
- Plan and diagram facility layout including coaches' boxes/viewing areas (include diagram on website if possible).
- Consider setting up a procedure for collecting regular-season outdoor meet video clips from multiple institutions and conferences to compile a banquet video.
- Acquire statement from track surveyor regarding certification of track measurements. Send copy to NCAA championships manager. Due by end of February.

MARCH

- Be sure any facility used for the championship does not have corporate signage or advertising.
- Order signage through online signage website (NCAA will place order – communicate with NCAA staff what you would like to order).
- Review budget to determine if it is in-line with projected expenditures. If changes are necessary, they must be submitted in writing to the NCAA championships manager for approval.
- Arrange for walkie talkies with four channels to be used by NCAA committee and meet personnel.
- Make arrangements for site and official couriers for possible drug testing.
- Send a promotional mailing to groups and individuals established in the summer.
- Determine role that security agencies will play during championships (i.e., parking, crowd control, traffic, ticket area).
- Confirm delivery date of all equipment from Gill.
- Construct/secure awards stand for top eight place finishers and be sure to provide enough room on the stand for the four members of each relay team.
- Contact all meet officials by letter and include a return card for confirmation. Notify officials of meeting with the track and field committee, and any other meetings they need to attend.
- Begin to finalize banquet arrangements.

DIVISION II OUTDOOR TRACK & FIELD

APRIL

- Send participant manual to NCAA championship manager for review and approval by April 1 (you will receive a manual template from the NCAA). Begin to prepare material to be included in coaches' packets.
- Draw map of packet pick up and secure volunteers. If possible, begin to gather materials.
- Review [Best Practices for Venue Safety and Security](#) and complete that document's Appendix A - Safety and Security Team Contact Information - and send to NCAA.
- Print tickets and parking passes.
- Get list from NCAA of travel arrangements for NCAA members and committee members.
- Secure national anthem singer and a backup.
- Ensure medical team is established and ambulance, ice machines and related items are in place.
- Be sure to have a plan in place for security and safety for practices.

EARLY MAY

- Send final assignment to officials, including arrival schedule, where to check in, etc. Prepare final assignment list of officials for committee.
- Review budget. Contact national office if you have any questions.
- Final check on delivery of awards, signage, and ship to list.
- Upon receipt of awards, verify that you have received the correct amount and type of awards. Besides the team and mini trophies, the host will also receive one men's watch and one women's style watch. These are to be given to the national championship team. The NCAA contacts the coach after the event to order the appropriate number of watches to cover their official travel party.

WEEK BEFORE

- Meet with LOC, conduct final run-through of all preparations for the meet.
- Confirm banquet and packet pick-up areas.
- Finalize preparations for awards area.
- If notification is received from the national office, prepare drug-testing facility and confirm personnel. Also, prepare alphabetical roster for each institution for use by drug-testing crew. Have 30-40 couriers available.
- Finalize facility set-up.
- Receive equipment from Gill. Verify that all equipment listed in Appendix C was received in quality condition.
- Finalize banquet details. Prepare signage for championships (results, concessions, protest table, clerking area, etc.).
- Assemble coaches' packet of information available at this time. The packet should include the information listed in Appendix J.
- Conduct a final check of walkie talkies.
- Relay cards will be provided by the NCAA.
- Confirm process for reporting results.

Appendix J • Coaches' Packets

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

1. Create check off sheet to place on each packet so the coach must go through materials and check they have received everything. Also, each coach must sign the form to indicate they are responsible for all the enclosed information and should return the form to the last table before exiting the packet pickup area.
2. Schedule of events (coaches' and student-athletes' banquet, implement weigh-in, training room hours, practice hours in facility and competition schedule);
3. List of host institution's telephone numbers, including cell phone numbers, where applicable, for the following: athletics office, director of athletics, meet director, sports information director and trainer;
4. List of restaurants (telephone numbers, hours of operation) and churches;
5. Local map and directions to facilities used;
6. Parking passes and parking information;
7. Result pick-up tickets and information;
8. Heat sheets;
9. Final information from host regarding clerking, seating areas and warm-up facilities;
10. Final instruction sheet from the Track and Field and Cross Country Committee (if there are changes);
11. Banquet tickets;
12. Coaches' and student-athletes' credentials and coach field-event passes;
13. Competitor numbers and pins;
14. NCAA statement and policies;
15. Participant medallions (note that these are gender specific); and
16. Gill gifts.

Appendix K • Marketing Plan



NCAA® CHAMPIONSHIPS
HOST MARKETING PLAN

Host Information.

Date: _____

Name: _____ Title: _____

Host Institution/Entity: _____

E-mail: _____ Phone: _____

Host Marketing Team.

Host Institution, Venue and Other (Sports Commission, CVB, etc.) Marketing Team Members (names, titles and contact information for all key contributors to your marketing efforts, including internal and external).

Name	Title	Role	Contact Information

Championship Information.

Division: I _____ II _____ III _____ National Collegiate _____

Gender: Men's _____ Women's _____ Mixed _____ Sport _____

Championship Date(s): _____

Venue Name: _____ Event Capacity: _____

Ticket Sales Information.

List all ticket package options – adult, youth, student, senior, group, family, etc. - and pricing including all-session, and single session, etc.

Ticket Type	All-Session Price	Single-Session Price	Other Price
Adult			
Youth			
Student			
Senior Citizen			
Group			
Family			
Other			

Point of Sale Opportunities. Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.

Target Markets. Define your target market based on the dates and times of the championship games you are hosting. Your target market should be specific to your site and identified demographic target. Additionally, you should identify other target markets. Please list in priority order.

General demographics of your target market:

- 1.
- 2.

Specific target markets:

- 1.
- 2.

Marketing Plan Objectives. Outline your goals and objectives for the championship. Specifically, how do you plan to meet the ticket sales goal and key dates to meet those objectives?

Host/LOC Resources:

<u>Resources:</u>	<u>Host</u>	<u>LOC</u>	<u>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</u>	<u>Venue</u>	<u>Other</u>
Database Name & Size:					
Website Address:					
Video/LED Board:					
Print Publications:					

DIVISION II OUTDOOR TRACK & FIELD

Facebook Fans:					
Twitter Followers:					
Local Event Calendar Listings:					
Other:					

Marketing Plan. Please outline your specific marketing strategies, including all traditional and non-traditional marketing efforts focusing on local, regional and national (if applicable) efforts.

	Details (describe activation)	Timeline/Dates
Grassroots Efforts:		
E-mail Blasts:		
Social Media:		
Cross Promotions During Events:		
Group Sales:		
Online:		
Radio:		
Print Publications:		
Outdoor:		
TV:		
Other:		

Marketing Budget.

Host Marketing Budget from Bid Specs: \$
 NCAA Online Marketing Website Budget: \$
 Total Marketing Budget: \$

Indicate specific dollar amounts and how funds will be spent below.

Host Marketing Budget from Bid Specs Allocation:	Budgeted	Actual Cost

Online Marketing Website Budget:	Budgeted	Actual Cost
Trade (List all trade and value below):		
TOTALS	\$	\$

Host Marketing Timeline. Please identify specific marketing activations, key milestones and target dates below.

Month	Marketing Activation	Milestone/Goal	Target Date
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2.		

	3.		
	4.		
	5.		

Thank You!