2019 NCAA DIVISION I FOOTBALL CHAMPIONSHIP

Administrative Meeting Checklist – Preliminary Rounds

1. Welcome participants.

2. Introductions.

   Visiting Head Coach ____________________ Home Head Coach ____________________
   Visiting Dir. of Ath. ________________ Home Dir. of Ath. ________________

3. Thank host institution.

4. Establish games committee (two athletics directors and NCAA site representative).

5. Read drug-testing statement.

   *NCAA drug-testing is a possibility at any and all NCAA championship rounds and sites. However, as a best practice, the NCAA will not announce whether or not drug testing will occur at any specific venue.*

   Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

   Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative from your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site.


   - Review of misconduct statement (NCAA Bylaw 31.02.4) and penalties for misconduct (NCAA Bylaw 31.1.10.3).

7. Traveling party and squad sizes.

   a. Squad size of 64 and official traveling party of 130 (submit roster form).

   b. Team expense forms.

   c. Sideline personnel list (not including cheerleaders, mascot or ball crew) of 36.
8. Officials.
   a. Conference
      (1) Referee
      (2) Umpire
      (3) Line judge
      (4) Field judge
      (5) Side judge
      (6) Back judge
      (7) Head linesman
      (8) Instant Replay
      (9) TV Liaison
   b. Transportation to stadium.
   c. Arrival time at stadium.
   d. Meeting times with chain crew, timer and ball boys.
   e. Field microphone.
   f. Distribute officials’ patches.


11. Review pregame schedule.
   a. Warm-ups – area.
   b. Officials meeting.
   c. National Anthem.
d. Official’s notification to teams in locker rooms.

e. Captains on field.

f. Introduction of student-athletes.

g. Kickoff time.


   a. Review of halftime intermission policy.

   b. Bands and other activities.

   c. Officials’ notification to teams in locker rooms.


15. Filming/videotaping arrangements.

16. Coaching communication devices (e.g., headsets, etc.) must follow the limitations in Playing Rule 1-4-12.

17. Postgame interview policy and procedure to be used (i.e., visiting team first; separate interview area and dressing rooms).

18. Crowd control/championship environment.

19. Scheduled in-game public address (PA) announcements and promotions; script provided by the NCAA/Van Wagner Sports & Entertainment shall be used.

20. Questions for officials.

21. Tobacco use.

22. Inclement weather monitoring/emergency evacuation plans (if necessary).

23. Other business.