



2019 DIVISION I
FOOTBALL
CHAMPIONSHIP

PARTICIPANT
2019-20 MANUAL
Preliminary Rounds

**2019 NCAA DIVISION I FOOTBALL CHAMPIONSHIP
PRELIMINARY ROUNDS PARTICIPANTS MANUAL**

- INTRODUCTION -

During the 2019-20 academic year, the Association will sponsor 90 national championships, 42 for men, 45 for women, and three for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Among the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Preliminary Rounds Participants Manual will serve as a resource for participating institutions to prepare for preliminary round competition of the 2019 NCAA Division I Football Championship. Additional championship information will be distributed to team administrators and coaches in the hours and days following the championship bracket announcement.

Please contact your host tournament manager, NCAA site representative, NCAA staff or any of us if you have any questions regarding this information.

Congratulations on a successful regular season and best of luck throughout the championship.

GREG SEITZ, chair
Division I Football Championship Committee

CHAD TOLLIVER
NCAA, Championships and Alliances

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TABLE OF CONTENTS

SECTION 1 – KEY PERSONNEL

NCAA Division I Football Championship Committee	1
NCAA Staff	2

SECTION 2 – OFFICIALS

Officials Selection Criteria	3
Chain Crew	3

SECTION 3 – INSTANT REPLAY

Personnel.....	3
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SECTION 4 – CHAMPIONSHIP ADMINISTRATION

Administration	4
Administrative Meetings.....	4
Administrative Teleconference	4
Alcoholic Beverages	4
All-Access and VIP Credentials	5
Bands/Spirit Squads/Mascots.....	5
Broadcast and Media Services – Championships Policies and Broadcast Information	6
Championship Merchandise – Pre-Order.....	6
Concussions	6
Corporate Involvement	6
Credentials	7
Crowd Control	7
Drug Testing	7
Fan Giveaways.....	8
Field Communications Devices (e.g., Phones or Coaches Headsets)	8
Game Times.....	8
Halftime	8
Home Team Environment.....	8
Media Services.....	9
Medical Evaluation Tents (Sidelines)	11
Medical Staffing	12
On-Field Championship Recognition Apparel	12
Parking Passes	12
Participant Awards.....	12
Practices.....	12
Radio and Internet Broadcasts (Audio)	12
Scouting of Opponents/Video Exchange.....	12
Sideline Heaters/Cooling Fans.....	12
Sideline Personnel.....	13
Snow Removal Policy.....	13
Squad Size	13
Statistics.....	13
Tickets.....	14
Tobacco.....	14
Uniforms	14
Video, Films and Still Photographs	15
Video Board Replays	15
Websites/Internet	15

TABLE OF CONTENTS

Page No. 2

SECTION 5 – FACILITIES AND EQUIPMENT

Bench/Sideline/Locker Room Towels	15
Footballs	15
Security	16
Sideline Hydration Equipment Program.....	16

SECTION 6 – LODGING, PER DIEM AND TRANSPORTATION

Lodging.....	17
Per Diem.....	18
Transportation.....	18

APPENDIXES

Appendix A – Bracket	19
Appendix B – Teleconference Checklist	20
Appendix C – Pregame Schedule Example	21
Appendix D – Field Diagrams.....	22

SECTION 1 – KEY PERSONNEL

NCAA DIVISION I FOOTBALL CHAMPIONSHIP COMMITTEE

The administration and conduct of the NCAA Division I Football Championship shall be under the immediate jurisdiction of the NCAA Division I Football Championship Committee. Members of the committee are the following:

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SECTION 2 – OFFICIALS

Seven on-field game officials and one instant replay official will be assigned to each preliminary round game.

OFFICIALS SELECTION CRITERIA

Before championship selections, conferences must submit a roster of their top two officiating crews they would like to be considered to work during the NCAA Division I Football Championship to the national coordinator of football officials (Rogers Redding) and the NCAA national office (Chad Tolliver). Crews will be selected to work various rounds of the championship based on the following criteria:

1. Only officiating crews from championship eligible conferences will be considered to work a game during any round of the championship.
2. Only the top two officiating crews, as designated by each conference, will be considered to work a game during the first two rounds of the championship.
3. Officiating assignments for the quarterfinal round and beyond will be based on an evaluation and determination by the national coordinator of officials.
4. A referee's experience with televised football games may be considered by the national coordinator of officials in determining officiating crew assignments.
5. Assignments for the Division I Football Championship Game will be based on the national coordinator of officials evaluations during the preliminary rounds of the championship.

Conference offices shall submit their two nominated officiating crews to work during the NCAA Division I Football Championship to the national coordinator of officials and the NCAA by the end of the day Saturday preceding the championship selection announcement (i.e., by 11:59 p.m. Eastern time Saturday, November 23, 2019). Once the crews have been approved and conferences assigned to work specific games of the championship, the national coordinator of officials will contact the supervisor of officials to inform them of selection and confirm crew assignments. All assignments are subject to NCAA review and approval.

CHAIN CREW

It is required that individuals working on a chain crew during any round of the championship be an experienced chain crew that has worked on a chain crew during the regular season.

SECTION 3 – INSTANT REPLAY

Instant replay will be used at each game of all rounds of the championship. Instant replay equipment will be provided to each site using instant replay by DVSport. A comprehensive guide regarding instant replay will be sent to all participating teams.

PERSONNEL

Replay Official. The NCAA national coordinator of officials will assign an individual to serve as replay official for the game via the nominated officiating crew that is assigned to work the game. The selected replay official should not have any conflict of interest (perceived or actual) to any team or conference participating in the game they are assigned to work.

DVSport Staff. Two representatives from DVSport will be on-site to manage the technical aspects of the instant replay equipment and work with the replay official in the replay booth during the game as the communicator and technician.

A representative from DVSport will be present at the mandatory administrative meeting to answer any questions.

Sideline Assistants. The host institution shall secure two local individuals to serve as the instant replay sideline assistants. The sideline assistants assist the replay official in communicating with the on-field officials for the review and discussion of plays, when necessary.

SECTION 4 – CHAMPIONSHIP ADMINISTRATION

ADMINISTRATION

General Policy. NCAA championship competition shall be conducted in accordance with the general policies established by the NCAA Division I Football Oversight Committee and shall be under the control, direction and supervision of the NCAA Division I Football Championship Committee, subject to the standards set forth in NCAA Bylaw 31 and the NCAA Division I Football Pre-Championship Manual.

ADMINISTRATIVE MEETINGS

A meeting of the head coaches, directors of athletics, athletic trainers and sports information contacts of the competing teams, with the game officials and representatives from the host institution, the Division I Football Championship Committee (or their designated site representative) and the NCAA national office staff (if applicable), will be held the night before the first-round, second-round, quarterfinal and semifinal games. The administrative meeting will include information on the provisions of Bylaw 31.1.10, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championship for reasons of misconduct.

It is strongly recommended for the head coach to attend the administrative meeting. The director of athletics or his/her designee (must be an athletics administrator) and a football operations/coaching staff representative are required to attend the administrative meeting to review all game arrangements. The head coach is accountable for any information that is discussed at the administrative meeting, even if not in attendance.

It is recommended that the meeting be conducted at 7 p.m. local time.

ADMINISTRATIVE TELECONFERENCE

On the Sunday preceding each round of competition, the NCAA site representative for each game will contact the directors of athletics for the two participating institutions to set up a required teleconference on the following day (Monday). The NCAA site representative will provide the teleconference dial-in instructions.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be sold and dispensed at NCAA division I championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at

the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.

New for 2019, sites that choose to sell alcohol (and are approved to do so) agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general & administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.

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

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

ALL ACCESS AND VIP CREDENTIALS

The host institution for all preliminary rounds should provide the visiting team with 13 All-Access credentials for its "University Personnel" [e.g., president/chancellor, athletics director, Faculty Athletics Representative (FAR), associate athletics directors and sports information contacts]. The visiting institution's applicable conference office staff should receive a maximum of three additional All-Access credentials. All-Access credentials are good for stadium admittance.

The visiting institution should also be provided 10 VIP passes, which will allow key constituents (e.g., alumni, spouses, etc.) to have access to the field, press box, news conference and locker room areas. This pass is not good for stadium admittance.

BANDS/SPIRIT SQUADS/MASCOTS

Bands. Host institutions must make space available for the visiting team band, upon request. The host institution may place the location for the band seating in the same location as is used during the regular season. The band seating block should be in addition to the regular visiting team seating block. Band members who are in uniform and performing at the championship will not be charged admission to the competition or their band seating block.

New for 2019, If the visiting institution intends to bring their band to the game they shall be required to notify the host tournament manager no later than Monday at 5 p.m. (host institutions local time) that they will be bringing their band and the size of the band. The early notice will allow the host institution ticket operations as much time as possible to accommodate seating for the visiting teams band.

Also new for 2019 as a courtesy, institutions that plan to travel to a road game with their band should consider potential matchups in future rounds and notify potential future hosts sites well in advance of their intent to bring a band. This will allow potential host sites to have plenty of time to plan to accommodate seating for potential future visiting teams band.

Bands, or any component thereof, are allowed to play during time-outs, halftime, and before and after the competition. Bands are not allowed to play during the game, once the ball is spotted and the umpire backs away from the ball.

Spirit Squad. Spirit squad and/or pompom team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 spirit squad and/or pompom team members, along with one spirit squad coach, shall be allowed on the field during the progress of the game. The spirit squad shall perform within an area designated by the tournament manager.

All spirit squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by spirit squads at championship events. Except as noted in this section, supervision of spirit squads and their activities, yells and stunts is solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its

squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her spirit squad of such requirements and ensure compliance.

Mascots. A uniformed mascot is permissible, however, the uniformed mascot may not enter the playing field during competition. Live mascots are also permissible, provided there is institutional control and it is at the discretion of the NCAA.

BROADCAST AND MEDIA SERVICES – CHAMPIONSHIP POLICIES AND BROADCAST INFORMATION.

Please refer to the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at www.ncaa.com/media.

CHAMPIONSHIP MERCHANDISE – PRE-ORDER

Teams selected to participate in NCAA championships will have the opportunity to pre-order preliminary-round event merchandise online (<http://www.event1teamstore.com>) through the official NCAA souvenir merchandiser, Event 1, Inc. After selections institutions will be emailed instructions for placing orders. All orders will be shipped directly to the institution approximately the week after competition each round.

Order deadlines by round:

First-round: Sunday, December 1 – 11 p.m. Eastern time

Second-round: Thursday, December 5 – 11 p.m. Eastern time

Quarterfinal-round: Thursday, December 12 – 11 p.m. Eastern time

Semifinal-round: Thursday, December 19 – 11 p.m. Eastern time

FCS Championship Game: Wednesday, January 1 – 11 p.m. Eastern time

Questions regarding the online team ordering process may be directed to Gina Taylor at Event 1 (913-693-2104; gina.taylor@hanes.com).

CONCUSSIONS

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

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

CORPORATE INVOLVEMENT

Teams are not permitted to have commercial logos (e.g., Gatorade, BodyArmor, etc.) on the sideline towels, cups, etc. during games of the championship. Visiting teams must bring their own such towels.

During games there shall be no corporate or commercial public address announcements, video board content or on-field activations. Institutional messages (e.g., public service announcements) or student-athlete recognitions are permissible provided they are non-commercial in nature (e.g., not advertisements for ticket sales) but must first be approved by the NCAA. Please reach out to Michael Gett with questions or concerns – mgett@ncaa.org // 317-917-6335.

CREDENTIALS

Violation of NCAA championship credential policies by individuals from participating teams may be subject to championship misconduct.

CROWD CONTROL

Access to the competition area shall be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals only. For the safety of participants and spectators alike, at no time before, during or after a contest shall spectators be permitted to enter the competition area. It is the responsibility of each participating institution to implement procedures to ensure compliance with this policy.

Game Stoppages. In the event that a large number of spectators enter the competition area (e.g., playing field, sidelines, end zone areas) during a game, the Referee should be instructed to do the following:

1. Get both coaches together at midfield and let them know that the game is being suspended until the sidelines are cleared of everyone not authorized to be there.
2. Get the officiating crew together with two or three security staff members.
3. Announce via the public address system that the game is being suspended until the sidelines are cleared of all unauthorized individuals.
4. If necessary, take the officiating crew with appropriate security personnel to a safe location.
5. If the sidelines are not cleared within a reasonable period of time, then the Referee may declare that the game is over.

Hosting Opportunities. An institution failing to keep its spectators and other unauthorized personnel out of the competition area before, during or after a contest during any round of the championship may, as determined by the football championship committee, be prohibited from serving as a host for the subsequent round of the championship (including the following year in which the institution participates in the championship if the incident occurs during a semifinal).

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.

Announcement. Please read the following announcement at the administrative meeting:

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.

Media Obligations. Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference prior to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

Next Day Testing. If competition begins at 10 p.m. or later (local time), both teams have the option to defer testing to the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution

immediately following the competition. Once testing has begun, testing must be completed and cannot be deferred until the next morning.

If deferred until the following day, the testing must begin no later than Noon (local time) at the original test site. If a team defers testing to the next morning, the test must begin by noon local time and must take place at the original drug-testing facility from the day before. The certified collector and the involved institution must mutually agree on the start time of the drug test.

The host shall arrange necessary transportation for teams that elect to test the next morning or for individuals being tested who need to remain at the facility after other team members have departed.

Notification - Participants. The drug-testing crew chief or designee from the National Center for Drug Free Sport will notify the participating team's representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

FAN GIVEAWAY ITEMS

Items given away to fans inside or in the immediate vicinity of the venue (e.g., hats, pompoms, newspapers) must have prior NCAA approval, for reasons of spectator safety, enjoyment and protection of NCAA corporate relationships. To gain approval, please contact Michael Gett (mgett@nca.org) or Chad Tolliver (ctolliver@ncaa.org).

FIELD COMMUNICATION DEVICES (E.G., PHONES OR COACHES HEADSETS)

Visiting teams shall provide their own field communication devices (e.g., phones or coaches headsets) and will be responsible for the installation and maintenance. Further, if the field communication devices become inoperable, the other team may continue to use its field communication devices.

Both teams will be limited in the number of field communication devices that can be used in accordance with NCAA Football Playing Rule 1-4-12.

GAME TIMES

ESPN and the Division I Football Championship Committee have the final authority in determining the start of all games in the championship, including those not being broadcast on national television. Please note that traditional game times may need to be altered to accommodate the broadcast of a game. If not publicized in conjunction with the bracket announcement, first and second-round game times will be set by the NCAA not later than 2 p.m. Eastern time the Monday preceding the game.

HALFTIME

The intermission will be 20 minutes. There will be 18 minutes allotted for the halftime entertainment, with the understanding that the field must be cleared two minutes before the start of the second half. The time clock for the 18 minutes allotted for halftime entertainment will commence when the teams leave the field. Under no circumstances will the intermission be extended for entertainment.

The host institution must reserve six minutes of the halftime entertainment time for the visiting team's band. The host institution will be allowed six minutes for entertainment purposes.

If a visiting team's band is not available, the time reserved for that band may be used by the host institution. The visiting institution must inform the host institution no later than noon Wednesday before the game if their band will be available to perform during the intermission.

HOME TEAM ENVIRONMENT

As a reminder, the NCAA Division I Football Championship is an NCAA championship event and needs to be treated as such. It is the expectation of the Division I Football Championship Committee that hosts of any contest during the NCAA Division I Football Championship provide a competitive environment consistent with the significance of the championship event. The championship environment includes the participating teams, crowd, bands, spirit squads, as well as other individuals, events and elements associated with the contest.

The NCAA and Van Wagner Sports & Entertainment (VWSE) will provide video board content and public address announcements that the host institution shall be required to use when hosting a preliminary-round game. With the exception of team introduction videos, the NCAA/VWSE provided content should be the only content used on the video/LED boards throughout tournament play.

The host institution may generally otherwise conduct the preliminary round game as they would during the regular season from an environment/atmosphere standpoint. In doing so, the host institution shall ensure that the atmosphere, environment and all game entertainment elements show respect for and are not demeaning towards the visiting team or its fans. The NCAA site representative shall have the ultimate authority to require such elements that they deem to be in violation of the spirit of this policy be immediately discontinued.

The following are examples of expectations of the committee from the host institution in this regard:

1. **Monitoring.** The host institution shall designate a person for each sideline to be responsible for ensuring a championship environment for both teams and ensuring that only appropriately credentialed individuals are inside the team bench areas during the contest. Further, the NCAA site representative shall be empowered to address any situation that may not be meeting the intent of the expected championship environment.
2. **Team Introduction Videos.** If a host institution has a video board, the host institution shall be allowed to play their standard team introduction video used during the regular season. It is strongly recommended that any introduction videos for either team not be longer than one minute in length.

The visiting team shall also be provided the option to have their standard team introduction video shown as well during their team run-out. If the visiting team does not have or does not want to use their team introduction video, then-content provided by the NCAA/VWSE shall be used for their introduction.

3. **Artificial Elements.** Artificial elements (e.g., smoke, cannons, artificial sounds, pom-poms, mascots, etc.) used to enhance the experience for participating teams and fans may be used by either team; however, such elements should not be used to demean the opposing team in any manner or create an unsportsmanlike environment. Allowable artificial elements shall come secondary to any NCAA/VWSE required content.
4. **Video/Ribbon Board Advertisements.** Corporate signage or advertisements of any kind are prohibited from being displayed on any video boards, scoreboards and/or ribbon boards during the preliminary rounds.
5. **Artificial Noisemakers.** Artificial noisemakers (e.g., thunder sticks, cow bells, air horns, etc.) shall not be permitted inside the venue, and such instruments shall be removed from the playing and spectator areas at the request of the NCAA site representative.
6. **Bands, or any component thereof,** shall not play while the game is in progress (after either team breaks its huddle).

MEDIA SERVICES

Press Credential Criteria. A “media agency” for purposes of these criteria shall mean a daily or weekly publication, cable system, radio station, television station or television network, or online entity requiring immediate news coverage. More than one representative per “media agency” may be authorized by the media coordinator.

Subject to limitations of space, credentials at all sites should be assigned as follows:

1. A representative of a national newspaper (e.g., with circulation greater than 60,000).
2. A media agency in the geographic area of the host city.
3. A media agency in the geographic area and/or locale of a participating institution that has staffed its games on a consistent basis throughout the season.
4. Individuals, certified by a participating institution, who will represent specific campus-related entities.

5. The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program and daily circulation newspapers that do not otherwise meet the aforementioned criteria.

Photography Credentials. Subject to limitations of space, photography credentials shall be assigned as follows:

1. A photographer from a media outlet that covers the collegiate sport consistently on a national basis.
2. A photographer from a media agency in the geographic area of the host city.
3. A newspaper photographer from the locale of a participating institution that has consistently staffed its games throughout the season.
4. A photographer, certified by a participating institution, who will represent campus-related entities.

Television Credentials (for non-rights holder). Subject to limitations of space, television credentials shall be assigned as follows:

1. An individual or crew designated by a national television network or cable system that originates daily sports news programs.
2. An individual or crew from a television affiliate in the geographic area of the host city.
3. An individual or crew from the locale of a participating institution that has regularly staffed its games throughout the season.
4. An individual or crew, certified by a participating institution, who will represent campus-related entities.
5. Each participating institution may be represented by a maximum of one crew for a “coach’s show.”

Online Agencies Credentials. Subject to limitations of space, credentials for online entities shall be assigned as follows:

1. An online entity may receive a credential only if its own staff writes an overwhelming percentage of that site’s material.
2. The website is regularly credentialed and covers the sport at the college level on a consistent basis.
3. The official website of a competing institution, as approved by that school’s sports information department.

Agencies Not Eligible.

1. Credentials will not be issued to persons solely for the purpose of writing or gathering material for books, movies or documentaries.
2. Credentials shall not be issued to representatives of professional sports organizations, scouting services or to other publications devoted solely to gambling.
3. Any online service that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes will not qualify for credentials.

Interview Policies. Interviews will be conducted after all preliminary-round games. The visiting team will go first for all preliminary games.

All coaches and student-athletes will be available for interviews.

After any game, selected student-athletes may be required to register for drug testing. Student-athletes cannot delay drug-testing registration unless requested to grant a short interview (not to exceed four minutes) by the television entity that has purchased rights to the contest. After the drug-testing registration procedure, each student-athlete will be available for interviews for up to 30 minutes before he must report to the drug-testing facility. No interviews may take place with the student-athletes during the 10-minute cooling-off period or during registration for drug testing.

The head coach shall designate a minimum of two starters to report to the interview area immediately after the locker room opens. The media coordinator also may request the head coach to include additional student-athletes to join the group in the interview room should the student-athletes' performance merit it.

The media coordination representative shall escort the sports information director, the head coach and a minimum of two starting student-athletes to the interview area after the 10-minute cooling-off period.

All locker rooms shall be open to the media after the 10-minute cooling-off period, which begins when the head coach enters the locker room immediately after the game. The coach must proceed directly to the locker room after the game unless requested to remain for a short television interview (not to exceed four minutes). The locker room shall be open to the media for up to one hour after the 10-minute cooling-off period has expired.

The pre-championship press conference format specifies that the visiting team head coach and student-athletes be scheduled in the interview room before the home team head coach and student-athletes. The interviews with the visiting team head coach and student-athletes generally will not exceed 20 minutes. The visiting team shall be interviewed first during postgame press conferences in the preliminary rounds. During the championship game, however, the postgame press conference format will be such that the losing team head coach and student-athletes will be interviewed first, followed by the winning team head coach and student-athletes.

Regardless of any personal regular-season radio and/or television contracts, the head coach first is obligated to the entire press staffing the championship and must report to the interview room immediately after the 10-minute cooling-off period expires. The head coach cannot delay a postgame interview with the covering press to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short television interview (not to exceed four minutes) by the entity that has purchased rights. After fulfilling this commitment to the press staffing the championship, the head coach may participate in special interviews.

Head coaches shall not become available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, report immediately to the interview room and make themselves available to all media representatives staffing the championship. Should a head coach permit one media representative to enter the locker room before the 10-minute cooling-off period has expired, the locker room shall be open to all other media representatives desiring access to the area.

Microphones. The placement of microphones on a team coach, in team huddles, or in the team areas is prohibited at all NCAA championships.

Press Conference Backdrop. NCAA press conference backdrops will not be sent to preliminary-round sites of the NCAA Division I Football Championship. Preliminary-round hosts may use their own press conference backdrop, as long as it is free of corporate logos, wording or marks. If a host site does not have a press conference backdrop or doesn't have one free of corporate marks, they should use pipe and drape as a backdrop.

MEDICAL EVALUATION TENTS (SIDELINES)

New for 2019, sideline medical evaluation tents are permitted in the team bench area if space permits. Visiting teams wishing to use a medical evaluation tent will be responsible for bringing their own, as the host institution is not responsible for providing a sideline medical evaluation tent for the visiting team.

Medical evaluation tents will be required to be lowered when not in use. When raised, medical evaluation tents are not permitted to block the sightline for any permanent broadcast cameras and are strongly encouraged not to block the sightline of fans in the stands

Any medical evaluation tent used during the preliminary rounds shall be free from any corporate logos. Any medical evaluation tent with existing corporate logo(s) must be removed or covered at the respective participating institutions expense.

MEDICAL STAFFING

Host Medical Staff. It is the responsibility of the host institution to provide medical coverage and care for participating student-athletes.

Travel Party. Medical personnel receive credentials for the championship as part of the normal institutional sideline access. It is the responsibility of the participating institution to include medical personnel in their normal sideline credential numbers.

Communication. Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes.

ON-FIELD CHAMPIONSHIP RECOGNITION APPAREL

The NCAA retains the exclusive rights to distribute any championship recognition apparel during all rounds of the championship. No other championship recognition apparel shall be distributed by any other manufacturer or entity.

PARKING PASSES

The host institution for all preliminary-round games should provide the visiting team with five complimentary parking passes in a prime location to be used by its institutional personnel.

PARTICIPANT AWARDS

Participation awards will be provided to all student-athletes in the preliminary rounds of the championship. These awards will be sent to the institution's director of athletics from MTM Recognition, Inc. after teams have been eliminated from the championship.

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

PRACTICES

When requested, the host institution shall make practice facilities available.

The NCAA site representative, after consultation with the competing head coaches, shall establish practice locations and schedules. As a general rule, a limited workout may be conducted on the field of competition the day before the game, unless it is determined by the site representative that such a workout could damage the field.

RADIO AND INTERNET BROADCASTS (AUDIO)

Please refer to the "Audio Policy (Radio and Internet)" link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at www.ncaa.com/media.

If the press box only has enough space to accommodate one radio broadcast, the host institution is required to offer that space to the visiting team radio broadcast team. If the visiting team does not intend to use that space for radio broadcast purposes, then the host institution's radio broadcast team may use the space.

SCOUTING OF OPPONENTS/VIDEO EXCHANGE

Video of all games played during the current season (regular season and playoff games) must be exchanged for scouting purposes. Once both teams for a particular game have been determined, the video must be exchanged as soon as reasonably possible. All exchanged video must be complete and provide a "wide-angle" view of all 22 student-athletes. Video exchanged may only be obtained from the two competing institutions.

SIDELINE HEATERS/COOLING FANS

In the event of extreme temperatures, host institutions should provide sideline heaters/cooling fans for both teams. The cost of renting the heaters/fans can be included as a budgeted expense.

If the visiting institution chooses to rent its own heating/cooling equipment, the host institution is no longer expected to provide such equipment for the visiting team.

SIDELINE PERSONNEL

Not more than 36 sideline passes per team shall be provided.

Team medical personnel requiring access to the field/sideline should be included in the 36 sideline passes. Coaches who will be in the press box during the game shall also be included in the allotment of 36 sideline passes.

If a visiting institution chooses to bring their own “ball boys” those individuals are considered to be outside of the 36-person sideline limit.

SNOW REMOVAL POLICY

Snow on the field. If snow is in the forecast for game day, the host institution tournament manager, NCAA site representative and facility manager must meet with the Referee before the game (during the prechampionship meeting) to discuss field conditions and the procedures for snow removal should snow become a factor before or during the game.

The following rules are in place for removal of snow during the game:

- Any efforts to remove snow from the playing field must be consistent for both teams participating in the game.
- Extension of time between periods, during timeouts, and at the half for snow removal can be approved by the Referee.
- Brushes or other appropriate clearing devices should be used to keep sidelines, goal lines, and end lines as clear as possible.
- It is permissible to clear the 10 yard intervals, sidelines, goal lines and end lines away from the direction of an offensive team play.
- The goal line can be cleared if the Referee has any doubt on the location of the goal line when an offensive team is going in for a possible score.
- Only on-field players are permitted to clear a spot for a point after touchdown (PAT) or field goal attempt. They may do so by hand or foot. No machinery, equipment or assistance from field maintenance staff or anyone else can be used during a place kicking attempt. Additional clearing of a kicking spot (other than by the players) is prohibited.
- It is not permissible to clear any 10 yard intervals when an offensive team is inside its opponent’s 20-yard line so that team would get a potential open spot for the placement of a field goal or PAT attempt.

Snow/ice in seating areas. **New for 2019**, in the event of severe winter weather, all reasonable efforts should be made by the host institution to remove all snow/ice from the spectator seating areas.

SQUAD SIZE

Participating teams are limited to a maximum number of 64 student-athletes in uniform. Replacements are permitted up to the starting time of the game; after the game begins, no replacements shall be permitted for any reason. An institution that is advised it is in violation of this regulation and does not conform promptly to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. A roster form, to be provided by the NCAA national office, shall list the 64 student-athletes and shall be submitted to the NCAA site representative during the administrative meeting.

STATISTICS

Each participant’s sports information contact shall update team and individual statistics after each game, and the statistics shall be reproduced and distributed at the first scheduled news conference before the team’s next competition in the championship.

TICKETS

[Reference: Tickets in the Division I General Section and Bylaw 31.1.13 in the NCAA Division I Manual.]

An allotment of tickets shall be reserved for the visiting institutions. The visiting institution shall have access to 500 tickets. The host institution may place the visiting team seating block in the same location as they do for their regular season games.

The host institution will retain 250 of the 500 tickets, and the visiting institution will be advised that they are available, if needed. Additional tickets may be purchased, but the seat locations will not be guaranteed.

The visiting institution shall be required to purchase a minimum of 200 tickets from the host institution at the standard price point for tiering in that location for any preliminary-round playoff game.

Each visiting institution shall return all money and unsold tickets, and inform the host institution or sponsoring agency of the number it will require from the 250 tickets being retained, not later than 6 p.m. three days before the game (i.e., Tuesday for a Friday game, Wednesday for a Saturday game). If the tickets are not returned to the host institution or sponsoring agency by this time, the institution shall be responsible for all unreturned tickets at face value. Once the visiting institution releases the tickets being retained, the host institution or sponsoring agency will use them for public sale.

There are no minimum ticket prices for first-round games. However, for the second-round, quarterfinal and semifinals the host institutions shall not set ticket prices lower than the regular-season ticket prices. As a reminder, host institutions may not offer complimentary tickets for any round of the championship.

If the visiting team wishes to bring their band the host institution is required to make seating available for the visiting teams band, upon request. See the “Band/Spirit Squad/Mascots” section on page number 14 of this manual for more details.

Final Purchaser Database. The competition venue’s box office shall send the final ticket database of purchasers to the NCAA at the completion of the event. Please provide both customer and purchase information in an excel file, be sure to include at minimum: first/last name, street address, email address, and phone number. If easier, please pull an event audit report with corresponding customer and purchase tables, as this would also suffice.

TOBACCO

The use of all tobacco products is prohibited by student-athletes and game personnel [e.g., coaches, game officials, athletic trainers, student managers, NCAA site representative(s), tournament manager(s), etc.] during practice sessions and game competition. Officials are instructed to take a zero tolerance policy in this area. The use of tobacco products during other championship activities, such as press conferences and postgame interviews, is prohibited as well. Violations of this regulation shall be dealt with by the appropriate sports committee in accordance with NCAA Football Playing Rule 9-2-7 of the NCAA Football Rules and Interpretations Book and the misconduct provisions of Bylaw 31.1.10.

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.

UNIFORMS

The host institution will be the home team and will wear dark jerseys in all preliminary round contests. The visiting team will wear white jerseys.

The logo restrictions on student-athletes’ apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, athletic trainers, managers) who are in the team area for practices and games, or who participate in news conferences. Please note that contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. Also, the logo restrictions on student-athletes’ apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, spirit squad, dance team members and the institution’s mascot during NCAA championship events.

VIDEO, FILMS AND STILL PHOTOGRAPHS

Institutions are permitted to video championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use two cameras and may take video only during the portion of the playoffs in which it participates. The video may not be used for any commercial purposes. An institutional representative shall contact the tournament manager at the host site to arrange for camera space.

Each participating team is permitted to staff its respective games with a single camera crew (videotape or film). Each institution, may designate one videographer to be present during competition for purposes of capturing video of the institution's participation in the event for the sole use of the institution (i.e., not to be released for commercial purposes).

The location of the videographer cameras can be from both a mid-field and an end-zone angle. Videographers should work with the host institution regarding the logistics of the desired location(s).

If a participating institution chooses not to film or video its own game, it may make other arrangements with the host institution or competing teams.

Footage Usage. Please refer to the "Footage Usage and Licensing" link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at www.ncaa.com/media.

VIDEO BOARD REPLAYS

Host institutions with video boards may show a replay of regular game action as they see fit. The use of replay should not be used to discredit, demean or otherwise intentionally embarrass game participants or officials.

Official Replay Review. Once the referee has declared that a play is under further review by the replay official, the host institution may show the play in question on the video board but are required to only show either the live feed from the ESPN broadcast of the game or the feed from DVSPORT

If the host institution wishes to show the ESPN broadcast or the DVSPORT feed for official replay reviews they should be consistent across the board for all replay reviews during the game. They should not pick and choose so that they only show reviews that are beneficial to their institution.

WEBSITES/INTERNET

Please refer to the "Championships Web Site Guidelines" and the "Digital Rights Overview" links of the NCAA Broadcast and Media Services championship policies and guidelines that can be found on the NCAA website at www.ncaa.com/media. The official website of the NCAA Division I Football Championship is www.ncaa.com/fcs.

SECTION 5 – FACILITIES AND EQUIPMENT

BENCH/SIDELINE/LOCKER ROOM TOWELS

Towels are not part of the equipment provided by the NCAA. Any towels used on the bench/sideline may not contain any corporate logos/marks (e.g., Gatorade).

Bench/Sideline Towels. The visiting institution shall be responsible for providing their own towels for their bench/sideline (free of any corporate logos or marks).

Locker Room Towels (visiting team). The host institution is required to provide the visiting team with a minimum of 150 full size towels for the locker room during all preliminary-round games.

FOOTBALLS

The Wilson F1001, F1003, F1004, F1005 and F1103 (GST Prime) footballs are the official balls for the championship and will be used in all rounds of competition. Institutions will be allowed to choose the model of Wilson football they wish to use while on offense throughout the championship.

Following selections, each designated team will receive 12 Wilson footballs which are to be used throughout the duration of the preliminary rounds. It is the expectation that these 12 Wilson balls will last through the duration of the preliminary rounds. In the rare instance where extra footballs are needed, please contact Chad Tolliver at the NCAA national office.

The host institution will not be responsible for providing game balls during the preliminary rounds.

SECURITY

Development and implementation of a security plan is the responsibility of the tournament management in consultation with the NCAA Division I Football Championship Committee. As part of the bid materials, a host institution must have submitted their safety and security plan and a safety key contact form.

Locker Rooms. Protection must be provided for each team's (and the official's) locker room. Security shall also be provided for each locker room during the pregame, the entire game and during the postgame.

Noisemakers. Artificial noisemakers, air horns, cow bells, electronic instruments, etc. are not permissible. Stadium management is responsible for removing such instruments from the stadium.

Nonpermissible Items. The stadium management is responsible for enforcing the NCAA policies in this area, which include, but are not limited to, the following:

1. **Promotional Items.** Promotional items (e.g., cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises.
2. **Signs, Flags and Banners.** It is the responsibility of the tournament management to confiscate all prohibited articles. Items that can be held by one individual that reflect good sportsmanship and do not block the view of other ticket patrons may be permitted.

SIDELINE HYDRATION EQUIPMENT PROGRAM

Depending on the championship site, the NCAA and Coca-Cola, a Corporate Champion supporting all NCAA championships – will provide POWERADE branded drinking cups, water coolers, ice chests and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship.

First and Second-Rounds. The NCAA will not provide Dasani/POWERADE/Coca-Cola sideline equipment or product to host sites during the first and second rounds of the championship. During these rounds the host institution may use other items. Those items, however, must be absent of any commercial marks (e.g., logos and graphics) or such marks must be covered completely (this includes all sideline, media areas or any other back-of-house areas).

If the host has to provide and/or purchase product for any NCAA championship use (e.g., committee tent/suite), 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.

Quarterfinal and Semifinal Rounds. The NCAA and Coca-Cola –will provide drinking cups, water coolers, ice chests, water (squeeze) bottles and cooler carts for the quarterfinal and semifinal rounds of the championship. The following product/equipment shall be provided:

Dasani	40 cases (24 bottles per case)
POWERADE	20 cases (24 bottles per case)
POWERADE Powder	1 case (12 packets per case)
Cups	1 case (2,000 cups per case)
Cup Holders	8
Coolers (10-gallon)	8
Ice Chests (48 qt.)	6
Squeeze Bottles	6 cases (25 per case)
Carriers	2 cases (four per case)
Cooler Carts	2

1. This equipment shall be used for all championship practices and games. It should be available in any/all areas (e.g., in the locker rooms, in practice areas, student-athlete hospitality areas, etc.).
2. If your championship receives squeeze bottles, they should be provided to all student-athletes; competitor squeeze bottles branded with logos and graphics of a Coca-Cola competitor (e.g., Gatorade, BodyArmor) brought by teams/student-athletes should not be allowed.
3. NCAA and Coca-Cola will provide branded (e.g., Dasani, POWERADE) coolers and ice chests, that should be positioned in all areas, specifically on/near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable).
4. On the sidelines, all products should be consumed out of the NCAA provided water cups or water (squeeze) bottles only.

SECTION 6 – LODGING, PER DIEM AND TRANSPORTATION

LODGING

The host institution or sponsoring agency shall make local reservations for the visiting team and advise them of the arrangements. These arrangements should include an appropriate amount of meeting space at the hotel for the visiting team. Each visiting institution is obligated to confirm their accommodations.

A minimum of 60 double-double rooms should be reserved by the host institution for the visiting team for all preliminary-round games.

It is strongly recommended that the hotel reserved for the visiting team be: a) a full service property; b) be located within 30 miles from the competition venue; c) have minimum meeting space (one room for 100 for the purpose of team meals; two breakout rooms for 40 per room; and a conference room for athletic training needs); and d) provide a late check-out for any game starting after 4 p.m. local time.

If a visiting team prefers to stay at a hotel other than the one to which it has been assigned, they may be released from all or a portion of its room obligation only if obtains a written release of the reserved rooms from the hotel general manager before 5 p.m. local time on the Tuesday prior to the game. The hotel is under no obligation to provide this release. The visiting institution must file a copy of the written release with the NCAA site representative and the host institution. If a visiting institution fails to obtain this written release with the assigned hotel for the use of the original reserved rooms, full charges for these rooms will be the visiting institution's financial responsibility.

Unless approved by the NCAA in advance, an institution is precluded from relocating to a hotel where the game or instant replay officials may be assigned.

Participating institutions in first-round, second-round, quarterfinal and semifinal round games shall arrive not later than the established practice time the day before competition.

PER DIEM

Please refer to NCAA travel policies for all information regarding participating team transportation. Travel policies can be found online at www.ncaa.org/championships/travel/championships-travel-information?division=d1.

TRANSPORTATION

Please refer to NCAA travel policies for all information regarding transportation. Travel policies can be found online at www.ncaa.org/championships/travel/championships-travel-information?division=d1.

APPENDIX A – BRACKET



2020 NCAA Division I Football Championship

First Round
November 30

Second Round
December 7

Quarterfinals
December 13/14

Semifinals
December 21

Final
January 11



All games are available on

* Host Institution

All times are Eastern time. Information subject to change.

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The NCAA opposes all forms of sports wagering.



APPENDIX B – TELECONFERENCE CHECKLIST

This is a checklist for administrative teleconferences between the two competing teams' directors of athletics, head coaches and sports information contacts as well as NCAA national office staff (if applicable) and football championship committee representatives.

1. Introductions.
2. Date and time.
3. Footballs (Wilson F1001, F1003, F1004, F1005 and F1103-GST Prime).
4. Uniforms.
5. Visiting team arrival at game site and tentative transportation plans (e.g., bus, charter, etc.).
6. Agreement and explanation on the exchange of in-season film. All exchange films will be complete films. Teams shall exchange film of all games played during the current season.
7. Filming of game (either mid-field or end zone angle).
8. Will institutions bring their bands for halftime performance?
9. Roster (each institution should submit a completed roster form listing 64 squad members at the pregame meeting). PLEASE NOTE THE INCREASE TO THE SQUAD SIZE, NOW 64.
10. A list with the names of the 36 individuals receiving sideline passes (including coaches) due at the pregame meeting.
11. Visiting team lodging plan (e.g., confirm use of the hotel reserved by the host, staying overnight after the game, etc.).
12. Arranging for transportation to and from practice and game (at the expense of the team).
13. Alcoholic beverage sales with prior approval from NCAA.
14. Establishing practice schedule and coordinating with scheduled activities sponsored by the host institution.
15. Press box arrangements (e.g., space for coaches, etc.).
16. Coaching communication devices (e.g., headsets, etc.) must follow the limitations in Playing Rule 1-4-12.
17. Medical service and assistance available. (Refer to Medical Arrangements in Division I General Section of the Pre-Championship Manual).
18. Medical evaluation tents. Visiting institutions must bring their own. No corporate logos.
19. Squad size limitation, per diem, etc.
20. Pre-game warm-up areas.
21. Ball boys/girls for both teams must be secured by the host team.
22. Arrangements for VIPs and name of official institutional representative at the game.
23. Note that the handbook states no complimentary tickets will be issued. Review arrangements and number of tickets available for competing teams and locations. Discuss deadline to return unused tickets.
24. Visiting institutions must inform host tournament manager no later than Monday by 5 p.m. if they plan to bring their band.
25. Seating arrangements for visiting team band, if necessary.
26. A maximum of 12 spirit squad and/or pompom team members, along with one spirit squad head coach will be allowed on the field during the game.
27. Remind teams that expense forms must be returned to the NCAA.
28. Officials' expenses (e.g., game fee, per diem, travel, etc.) will be paid by the NCAA via ArbiterPay.
29. Host institution is responsible for reserving and paying for hotel lodging of the on-field and replay officials and the NCAA site representative.
30. No television under any circumstances without approval from the NCAA national office.
31. Radio rights are established and can be determined by calling the NCAA national office. Find out if either team has a radio station covering the game.
32. Adhere to all NCAA policies regarding signage, advertising and promotions before and during the game.
 - Electronic corporate signage is considered temporary and is not permitted.
33. Sideline hydration equipment and product (NCAA-supplied for quarterfinal and semifinal rounds only).
34. Towels. Bench/Sideline the visiting team brings their own unbranded towels. Visitors' locker room, the host institution is required to provide 150 full size towels for visitors use in locker rooms.
35. Snow removal. On-field and in the stands.
36. A run-of-show and script of all in-game events/announcements will be provided by the NCAA and our production partners, Van Wagner Sports & Entertainment. Please be prepared to provide a copy to the NCAA site representative at the pregame meeting.
37. Championship Environment. Host institution may generally conduct the preliminary round game as they would during the regular season from an environment/atmosphere standpoint. Remain respectful and non-derogatory. With the exception of introduction video, only NCAA/VWSE content should be used on video and ribbon boards.
38. Host institutions are encouraged to extend the utmost courtesy to the competing teams.
39. Remind institutions of the misconduct statement, which will be reviewed at the pregame meeting, and the crowd control policy.
40. Host sites for the next round of games will be announced late Saturday night.

APPENDIX C – PREGAME SCHEDULE EXAMPLE

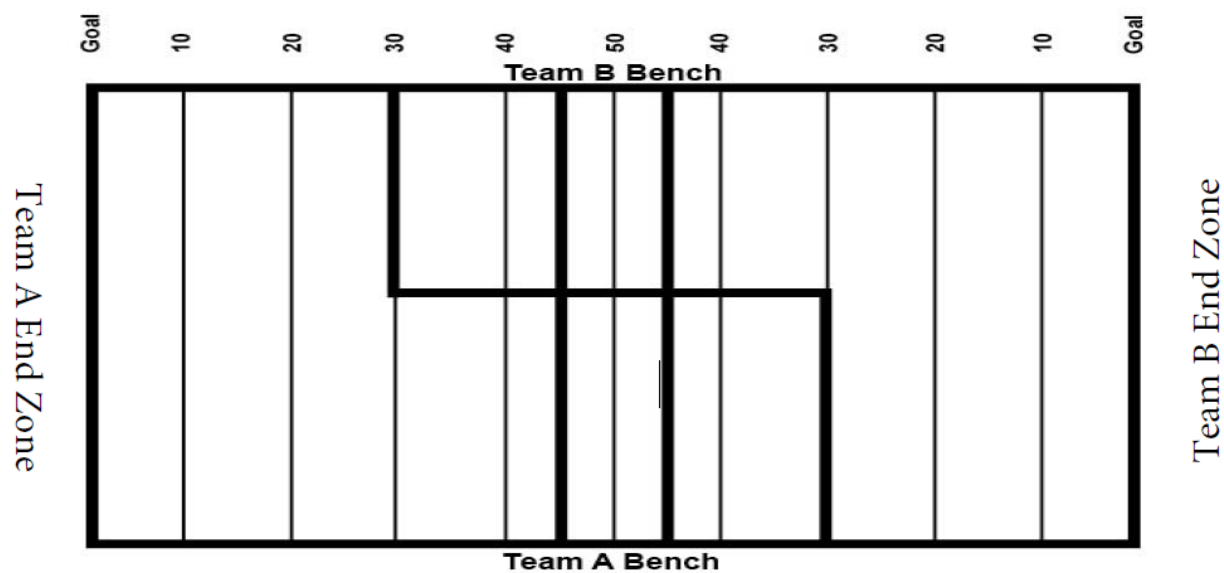
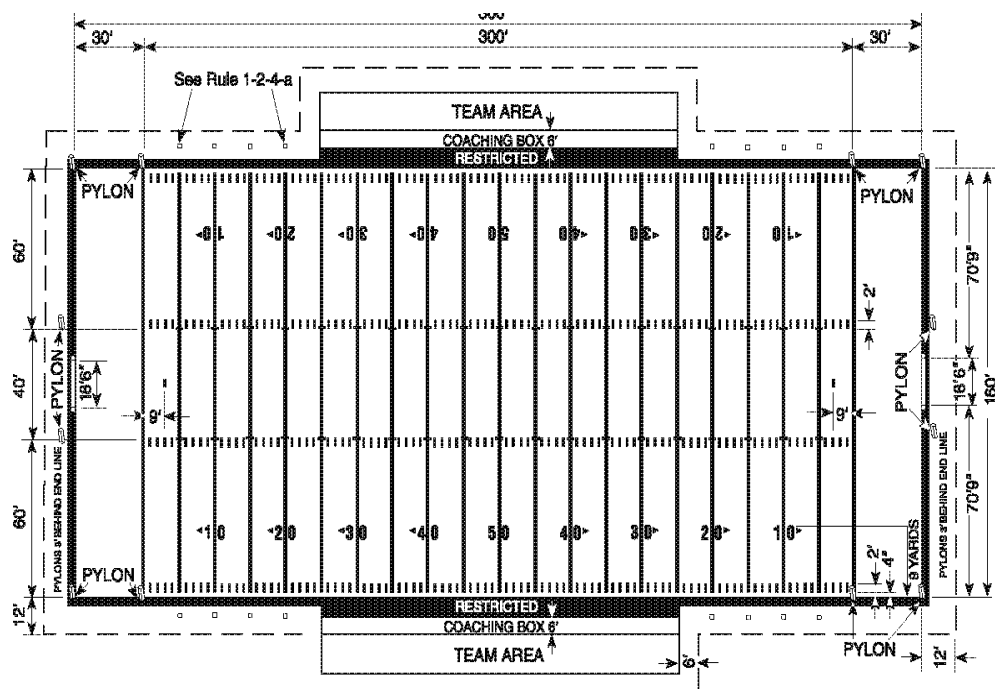
Preliminary-Round Pregame Schedule Example

11:30 a.m.	Field available for teams.
12:04 p.m.	Officials' meeting with timer, ball persons and chain crew.
12:38 p.m.	P.A. introductions of starting line-ups.
12:50 p.m.	National Anthem.
12:54 p.m.	Officials notify teams in locker rooms.
12:55 p.m.	Begin team introductions/taking the field
1:02 p.m.	Coin toss.
1:04 p.m.	Kickoff.

It is understood this schedule could be modified to accommodate television or special activities associated with the game.

Note: The National Anthem must be concluded before the NCAA broadcast partner comes on the air.

APPENDIX D – FIELD DIAGRAMS



Pregame Policies: Kickers should be allowed to kick at both ends of the field until 60 minutes prior to kickoff. At 60 minutes prior to kickoff, the field shall be divided into an “L-shaped” configuration with the 30-yard lines forming the “L”. At 40 minutes prior to kickoff, the field shall be divided at the 45-yard lines (leaving a 10-yard buffer zone between the two teams) until the teams leave the field after warm-ups.