



2019 DIVISION I
FOOTBALL
CHAMPIONSHIP

HOST OPERATIONS ***2019-20 MANUAL***

Preliminary Rounds

**2019 NCAA DIVISION I FOOTBALL CHAMPIONSHIP
PRELIMINARY ROUNDS HOST OPERATIONS MANUAL**

- INTRODUCTION -

This manual outlines the responsibilities of an institution/conference hosting a preliminary round of the 2019 NCAA Division I Football Championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee. We look forward to working with the staff members of the host institution/conference, competition site and community to achieve the “experience” objective at an optimal and equitable level.

Comments and suggested additions to this manual are always welcome. If you have any questions, please do not hesitate to contact the NCAA staff.

GREG SEITZ, chair
Division I Football Championship Committee

CHAD TOLLIVER
NCAA, Championships and Alliances

VERSION 2 – Updated 11/21/19

**2019 NCAA DIVISION I FOOTBALL CHAMPIONSHIP
PRELIMINARY ROUNDS HOST OPERATIONS MANUAL**

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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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Video Board Production

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SECTION 2 – CHAMPIONSHIP AND PROSPECTIVE HOST INFORMATION

The following information is provided to assist those member institutions that are interested in serving as a host for preliminary round games of the 2019 NCAA Division I Football Championship. Please review this information, submit or upload the necessary forms/documentation to the NCAA Host Reporting System (<https://championships.ncaa.org>) by the end of the day **Monday, November 18, 2019**.

Please contact Chad Tolliver (317-917-6706; ctolliver@ncaa.org) with any questions regarding the proposed budget process.

REFERENCES

NCAA Bylaw 31.1, pages 411-415 of the 2019-20 NCAA Division I Manual. The manual is on the NCAA website at <http://www.ncaapublications.com/productdownloads/D120.pdf>.

The 2019 NCAA Division I Football Pre-Championship Manual has been posted on the NCAA website at <http://www.ncaa.org/championships/division-i-football>.

CRITERIA – PRELIMINARY ROUND SITE SELECTION

Regarding first-round, second-round, quarterfinal and semifinal sites, in addition to the criteria listed in Bylaw 31.1.3.2.1, the NCAA Division I Football Championship Committee shall consider the following additional criteria when selecting playoff sites:

1. Prospective host institutions must submit the following minimum financial guarantees, which shall be 75 percent of the estimated net receipts as submitted on the proposed budget:
 - First round—\$30,000
 - Second round—\$40,000
 - Quarterfinals—\$50,000
 - Semifinals—\$60,000
2. If the minimum financial guarantees are met, the committee will award the playoff sites to the top eight seeded teams.
3. When determining host institutions for playoff games when both teams are unseeded, criteria shall apply as follows: (1) quality of facility, (2) revenue potential plus estimated net receipts, (3) attendance history and potential, (4) team's performance (e.g., conference place finish, head-to-head results and number of Division I opponents), and (5) student-athlete well-being (e.g., travel, missed class time).
4. If a second-round, quarterfinal or semifinal playoff site is not available due to the fact the institutions involved did not submit a proposed budget, the committee will contact the institutions and offer the opportunity to submit a bid at the current round's minimum financial guarantee level. If seeded teams are not involved, the committee will determine the host institutions by applying the championship site-selection criteria in Bylaw 31.1.3.2.1.
5. If no institution is willing to submit a proposed budget at the current level, the previous round's minimum financial guarantee will be offered. If seeded teams are not involved, the committee will determine the host institutions by applying the championship site-selection criteria in Bylaw 31.1.3.2.1.
6. The committee will consider previous crowd-control measures and crowd behavior of the prospective host institution.

FORMS

The following bid materials are required to be submitted or uploaded to the NCAA Championships Bid and Host Profile portal (<https://championships.ncaa.org>) by the end of the day **Monday, November 18**:

- Proposed Budget/Financial Report Forms - one for each potential round you wish to host.
- Facility profile.

- Key Contact Form.
- Professional lighting survey completed within the last two years.
- Power verification form.
- Video board questionnaire.
- Instant replay questionnaire and photos of space designated for instant replay.
<https://forms.gle/GSKoAsk1erCWsGRZ8>
- First, Second and Quarterfinal-Round Preferred Starting Times form.
- Photos of your facilities' proposed television announce position and each proposed camera location.
- Alcohol sales questionnaire.
- Safety and security plan.
- Safety key contact form ([Appendix C](#) of Best Practices for Venue Safety and Security).
- Certificate of insurance (*emailed to travel@ncaa.org and ctolliver@ncaa.org*).

Additional information regarding the bid process and required information is available in the Bid Checklist document available by clicking [here](#).

PROPOSED BUDGET/FINANCIAL REPORT FORM (ONLINE)

(Reference Bylaw 31.4, pages 420-422 of the 2019-20 NCAA Division I Manual)

The procedures below are to be followed when completing the online proposed budget/financial report form. **Note: One form is to be used for the submission of a proposed budget and the financial report at the conclusion of the competition. An online budget form must be submitted for each round of competition.**

Approval. A prospective host institution must submit an online hosting proposal for approval by the NCAA national office before it may be considered by the NCAA Division I Football Championship Committee as a preliminary round site. **Note: If you are interested in hosting a preliminary round game, a proposed budget must be submitted for each round you wish to host. All required bid information must be submitted/uploaded to the Championships Bid and Host Profile portal (<https://championships.ncaa.org>) by the end of the day Monday, November 18.**

Host Honorarium. When preliminary round competition is conducted on campus, the host institution may retain a maximum of 15 percent of the net receipts or receive an honorarium per the provisions of Bylaw 31.4.4 (whichever is greater) in addition to its approved budget. When an institution's athletics department is required to pay a fee for use of an on-campus facility, such a fee must be deducted from the institution's 15 percent. Host institutions conducting competition in off-campus facilities may receive a maximum of 10 percent of the net receipts, or an honorarium per the provisions of Bylaw 31.4.4 (whichever is greater).

Minimum Financial Guarantee. In order to be considered by the Division I Football Championship Committee, all prospective host institutions are required to submit a minimum financial guarantee of \$30,000 (first-round), \$40,000 (second-round), \$50,000 (quarterfinals) and \$60,000 (semifinals), which shall be 75 percent of the estimated net receipts listed on the online hosting proposal. Once the minimum guarantee is met, the committee will review the other site selection criteria to determine the host.

No Adjustments. No adjustments may be made to the budget once it has been submitted to the NCAA national office without the prior approval of the NCAA staff liaison. Any adjustments must be requested in advance of the actual competition.

Unbudgeted Game Expenditures. There is no longer an "unbudgeted disbursements" section. Therefore, all lodging expenses for the officials and the NCAA site representative must be included in your budget. Officials fees, per diem and travel expenses do not need to be included nor do the per diem and travel expenses for NCAA site representatives. The NCAA will pay these expenses directly.

Othe Considerations. The following should be considered when completing the online proposed budget:

Footballs. The Wilson F1001, F1003, F1004, F1005 and F110 (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.

Bracket. The Division I Football Championship Bracket is attached as Appendix A.

Equipment. The host institution must provide all necessary equipment to conduct the competition. No permanent equipment may be purchased for preliminary-round games and charged as a game expense item. *The host institution may not assess phone line set-up charges.*

Instant Replay. The host institution shall be responsible for providing the cabling needed to provide instant replay during all preliminary-rounds of the Division I Football Championship.

It will be a host institution expense to provide single mode tactical fiber with ST to ST connections and a minimum of six strands of fiber with dust caps. This cabling needs to be long enough to reach from the location of the television production truck to the location of the instant replay booth (which typically is adjacent to the television talent booth). Please note that DVSPORT will provide the needed converters to turn that fiber into BNC and back from BNC to fiber for this need.

Host institutions can use single-mode fiber in the building or single-mode tactical fiber with other fiber connections (SC or LC) , but will need to have patches in place to bring it back over to ST for the converters DVSPORT is supplying. If your institution wants to provide converters and just hand DVSPORT the HD/SDI feeds with BNC connectors, that would satisfy this requirement as well.

The length of this cable run will vary for each institution depending on your venue configuration. You will need to work on your respective campus to determine how much cabling you need to obtain to meet this requirement. The estimated cost of this cable will likely range from \$1,500 to \$2,500.

Failure to agree to provide the necessary instant replay cabling will likely remove an institution from consideration for hosting.

If you have any questions please contact Andy Deering at DVSPORT (412-377-1339 or adeering@dvsport.com).

Internet Communications. Prospective host institutions must have a high-speed Internet connection with the latest version of the statistical software as set forth by the NCAA media services group. The host institution must also provide the personnel necessary to coordinate live statistics with NCAA.com.

NCAA site representative. The NCAA Division I Football Championship Committee will assign an NCAA site representative to each preliminary round game. The host institution shall provide payment for their lodging. NCAA site representative lodging should be budgeted for and included in your proposed budget expenses.

Once an institution is designated as a preliminary round host, the NCAA national office will provide an electronic statement of expense form that must be completed by the NCAA site representative. The NCAA site representative will complete the expense form online. Should an NCAA site representative have questions regarding this process they should contact Kim Giles via email (kgiles@ncaa.org).

Officials. Each preliminary round site will be assigned seven on-field officials and one instant replay official to their game. The host institution is responsible for making hotel arrangements and providing payment for their lodging. Each of the seven on-field officials and the instant replay official should be assigned their own hotel room. They should not be required to share a room with anyone else. Officials lodging should be budgeted for and included in your proposed budget expenses. All other officiating expenses (e.g., transportation, per diem, game fee, etc.) will be paid by the NCAA and are not the responsibility of the host institution.

Other Personnel. The host institution shall provide payment for the services of other necessary personnel and list those services on the online proposed budget. It should be noted that regularly salaried athletics department staff members may not be provided salaries or stipends.

Programs. IMG College Publishing, Lexington, Kentucky, has been contracted to provide programs; therefore, do not include expenses or receipts for programs in the online proposed budget. Host institutions must provide program vendors to sell the programs. Host institutions also must reconcile with IMG College within three days after the conclusion of the preliminary round competition.

Ticket Prices. Complimentary tickets are not allowed for NCAA championship events. However, for first-round games there is no other minimum ticket price (i.e., \$1).

During the second, quarterfinal and semifinal-rounds host institutions shall not set ticket prices lower than its regular-season ticket prices. Please refer to the [2019-20 NCAA Division I Football Pre-Championship Manual](#) for additional information regarding tickets.

Tickets - Visiting Teams. 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, quarterfinals 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.

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.

Drug-Testing Expenses/Proposed Budget. See pages 19-20 of the [drug-testing site-coordinator manual](#) for the Proposed Drug-Testing Budget. On notification that your site has been selected for testing, please complete and email the completed proposed budget to Drug Free Sport at ncadrugtesting@drugfreesport.com. The budget must be received and approved before the start of the championship.

Facility Specifications. Hosts must identify two separate rooms (one for each team) where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representative. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

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 – Host Institution. Drug-testing information must be kept confidential and provided only on a “need-to-know” basis.

If testing is to be conducted at the site, the tournament manager and drug-testing site coordinator will be contacted by Drug Free Sport no earlier than seven days before the start of the competition informing them that testing will be conducted.

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.

Site Coordinator Manual. Please review the [drug-testing site-coordinator manual](#) that is available on the NCAA website.

Site Coordinator's Responsibilities. The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the drug-testing crew chief. The site coordinator's responsibilities are outlined completely in the site coordinator's manual.

- Confidentiality. Keep testing information confidential at all times.
- Contact Information (team championships). The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- Championships Drug-Testing Site Coordinator Manual. The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- Escorts (team championships). Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- Meeting with Tournament Manager. The site coordinator will meet with the tournament manager to discuss duties and budget development.
- Second Meeting. A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - Assistance. Assist the drug-testing crew chief during testing as directed.
 - Confirmation. Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
 - Credentials. Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Game Management" is preferred.
 - Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - Meet with Crew Chief. Meet with the drug-testing crew chief the day prior to the scheduled testing date.
 - Plans. Meet with the tournament manager to finalize plans.
 - Invoice. Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
 - Transportation. Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- Transportation/Lodging (drug-testing crew). The drug-testing crew chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

FACILITY PROFILE

The facility profile to be considered for hosting NCAA preliminary round competition is available online at the following NCAA website (<https://championships.ncaa.org>). **This form and photos of the proposed television announce and camera positions are due by the end of the day, Monday, November 18.**

FINANCIAL REPORT

Within 60 days of the completion of your preliminary round game(s), the online financial report must be submitted electronically to the NCAA national office. Failure to meet this deadline will result in a financial penalty. **This form is available on the NCAA website (<https://championships.ncaa.org>).**

GAME TIMES

First, Second and Quarterfinal Round Start Times. For the first, second and quarterfinal-rounds of the championship, the NCAA will solicit the preferred starting times of the host institutions. Please note the listed preferred start times will be referenced and considered but the final time will be decided in consultation with the NCAA and ESPN. Games being broadcast on ESPN3 may start no earlier than 1 p.m. local time and shall ultimately be determined by ESPN in conjunction with the NCAA Division I Football Championship Committee. **Return the preferred start times form via online submission no later than the end of the day, Monday, November 18.**

Quarterfinal and Semifinal-Round Dates and Start Times. The date and time of the quarterfinals and both semifinal round games will be determined by ESPN in consultation with the NCAA Division I Football Championship Committee.

KEY CONTACT FORM

Return via online submission no later than the end of the day, Monday, November 18. This form is also available on the NCAA website (<https://championships.ncaa.org>).

LIABILITY INSURANCE

Coverage. Host institutions or sponsoring agencies, whichever is applicable, are responsible for making sure that primary comprehensive general liability coverage is in effect at the championship site. Such coverage should include a minimum of \$1 million per occurrence for bodily injury and property damage, unless statutes of the state in which the host institution or sponsoring agency is located provides a lesser maximum recovery limit.

Certificate of Insurance. Host institutions for preliminary-round competition must forward a certificate of insurance confirming the above mentioned coverage to the NCAA national office, **which must be provided by the institution no later than 48 hours after being selected as host.**

No Game Expense. If it is necessary for the host institution to purchase liability insurance, the cost for the insurance may not be considered as part of the game expenses.

RENTAL VEHICLES

The NCAA will pay for the rental of cars for a predetermined number of officials and the NCAA site representative. The officials and site representative who have been approved to rent cars will need to make their rental car arrangements through Short's Travel Management (866-821-8547). Short's will book their rental car reservation using Enterprise Rent-A-Car or National Rental Car. When using Enterprise or National, a direct bill to the NCAA will be set up to pay for the charges. In the event that Enterprise or National is not available in the particular area, another rental car company can be used. If another company is used, the official/site representative should pay for the charges and submit the receipt to the NCAA along with their expense reimbursement form.

SECTION 3 – 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.

If the game is to be televised, a television timeout coordinator will be selected and reimbursed by the televising network. If requested, the NCAA/host institution may provide suggested personnel to the televising network.

The official clock operator, ball persons, sideline chain crew and instant replay sideline assistants (2) should be appointed by the host institution for each preliminary round game.

The officials are requested to coordinate their local travel arrangements at the site of the competition with each other and the host institution to avoid additional expenses.

Officials are not permitted to consume alcoholic beverages en route to or from a preliminary-round game.

Officials should not be involved in any pre-game entertainment in conjunction with the participating institutions.

OFFICIALS LODGING

Hotel expenses (excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and included in the proposed budget and final financial report.

Each of the seven on-field officials and the instant replay official should be assigned their own hotel room. They should not be required to share a room with anyone else.

OFFICIALS TRAVEL AND PER DIEM

Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach air fare or 53 cents per mile, but not including terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel Management, 866-821-8547.

Officials will receive a \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a per diem of \$45.

OFFICIALS EXPENSE REIMBURSEMENT

The NCAA and Short's Travel Management will be responsible for scheduling and direct billing air travel expenses for the game officials. They will also arrange and direct bill rental car expenses via Enterprise Rent-a-Car or National Rental Car. The host institution should secure and be direct billed for the lodging for all seven game officials. The host institution should budget for officials lodging as part of their budgeted expenses in their proposed budget.

NCAA staff will be responsible for all other official expenses, which include game fee (\$710), per diem (\$45 per day), transportation between their home and the game site in their personal automobile (\$.53 per mile, only if the official did not fly) and any rental car charges from a rental agency other than Enterprise or National.

Payment to officials will be paid via ArbiterPay. NCAA staff will provide officials working the championship with details on how reimbursement will be handled. Instructions on setting up an ArbiterPay account will also be provided.

See the Instant Replay section of this manual regarding the selection and reimbursement of instant replay officials.

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 4 – 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. Each stadium will be responsible for providing all audio/video cabling and ring-down phone connections from the broadcast truck positions to the replay booth.

CABLING FOR INSTANT REPLAY

The host institution shall be responsible for providing the cabling needed to provide instant replay during all preliminary-rounds of the Division I Football Championship.

It will be a host institution expense to provide single mode tactical fiber with ST to ST connections and a minimum of six strands of fiber with dust caps. This cabling needs to be long enough to reach from the location of the television production truck to the location of the instant replay booth (which typically is adjacent to the television talent booth). Please note that DVSPORT will provide the needed converters to turn that fiber into BNC and back from BNC to fiber for this need.

Host institutions can use single-mode fiber in the building or single-mode tactical fiber with other fiber connections (SC or LC) , but will need to have patches in place to bring it back over to ST for the converters DVSPORT is supplying. If your institution wants to provide converters and just hand DVSPORT the HD/SDI feeds with BNC connectors, that would satisfy this requirement as well.

The length of this cable run will vary for each institution depending on your venue configuration. You will need to work on your respective campus to determine how much cabling you need to obtain to meet this requirement. The estimated cost of this cable will likely range from \$1,500 to \$2,500.

Failure to agree to provide the necessary instant replay cabling will likely remove an institution from consideration for hosting.

If you have any questions about any of the requirements listed in this Instant Replay section, please feel free to reach out to Natalie Steger, NCAA Associate Director, Championships and Alliances (who is also the broadcasting liaison for this championship). Natalie can be reached at 317-917-6690 or nsteger@ncaa.org. You can also feel free to contact Andy Deering with DVSPORT, Inc. As you are aware, DVSPORT provides the instant replay services in conjunction with the Division I Football Championship. Andy can be reached at 412-377-1339 or adeering@dvSPORT.com.

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. The NCAA will coordinate air travel, if necessary, and help secure the use of a rental car for the replay official. Rental car expenses will be direct billed to the NCAA (when using Enterprise or National).

The NCAA will be responsible for reimbursing the replay official for the game fee (\$710), transportation between home and the game site in his or her personal automobile (53 cents per mile, if the replay official did not fly) and per diem (\$45 per day). NCAA staff will reimburse the instant replay official via ArbiterPay. Replay officials will receive information on setting up an account in ArbiterPay once they are selected to work a game.

The host institution will be responsible for securing and be direct billed for lodging for this individual for up to two nights. The host institution should reflect these instant replay lodging expenses in the proposed budget as a budgeted expense.

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. These individuals will be responsible for all of their personal expenses (e.g., lodging, meals,

transportation, etc.). However, the host institution will be responsible for assisting the DVSPORT personnel in securing hotel lodging during their stay (two to three nights).

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. The sideline assistants should each be paid a \$100 fee for his or her service, which should be paid by the host institution. The host institution should reflect these expenses on its proposed budget and financial report as a budgeted expense.

If a school uses one sideline assistant for replay during the regular season it is acceptable to use only one sideline assistant for the preliminary rounds of the Division I Football Championship.

SPACE AND POWER REQUIREMENTS

Dedicated "private" space in the press box or suite level to accommodate no less than four people is required. This "private" space should contain the following:

1. An unobstructed view of the playing field.
2. Adequate counter space (at least 10 feet long and two feet deep) in the front of the box
3. At least two dedicated power sources with a minimum of four power outlets.
4. Enough power to accommodate a power consumption of 520 Watts/110 Volts = 4.73 amps.
5. Separated from any other activity (e.g., media, fans, etc.).

SECTION 5 – 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.

No alcoholic beverages are to be provided during the meeting. If refreshments are provided, Coca-Cola products must be used.

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/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.

1. **Institutional Merchandise.** A buy-out option can be made with Event 1/NCAA when the host institution 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 percent 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 percent of sales (or another percentage to be exclusively determined by the NCAA) (net of taxes and credit card service fees) of all non-NCAA championship merchandise.

2. **Merchandise Received.** The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year's championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.
- 3 **Reordering Process.** The host institution 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.

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

Host institutions will be responsible for creating and producing credentials to be used during all preliminary round games of the Division I Football Championship. Please see the [Media Coordinators Manual](#) for more details.

NCAA site representatives assigned to each championship site will have NCAA produced all-access passes (credentials) that must be honored at each site. Pass designs will be forwarded to the host prior to the event for their informational purposes.

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).

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 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.

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.

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.

PROFESSIONAL SCOUTS

Per NCAA championship policy, professional scouts are required to purchase tickets and sit in general seating areas. They should not be provided with a credential or allowed access to the press box.

PROGRAMS

This championship will feature a printed program, which the NCAA and IMG College Publishing has the exclusive right to distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of IMG College before, during and after the event.

Content/Editorial

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

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

Supplemental Handouts

IMG College encourages the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes), provided any such materials:

- are only distributed with the purchase of a program
- do not include information available in the program
- do not include advertisements

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 IMG College approval.

Program Vending and Complimentary Programs

IMG College will enter into an agreement with the official program vendor of the host institution or sponsoring agency, and will supply programs and settlement sheets to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete vending accountability, including full responsibility for inventory. When the requirements listed below (Program Vending Standards) are met, the host institution will receive a 20 percent commission of gross sales for providing these services. Below are the program vending responsibilities of both IMG College and the host, or official program vendor.

IMG College Responsibilities

- Reserves the right to manage vending/fulfillment in-venue
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College

- Within one week post-championship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority

Host Responsibilities

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College
- If the host would like to make programs available in suites during the championship or available post-championship as a giveaway, for resale, or to provide as a souvenir for donors, fans or corporate partners, they may purchase a bulk amount of programs (minimum of 25) from IMG College. Please make IMG aware of this interest no later than noon EST on the Monday prior to the championship.
- The host venue will provide all vendors unless otherwise prearranged with IMG College
- Return a signed vending agreement to IMG College prior to the event
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing IMG College. All program vendors shall receive standard facility credentials.
- Distribute the allotted amount of complimentary programs as specified below:
 - First Round – 295 per site
 - Second Round – 165 per site
 - Quarterfinal Round – 35 per site
 - Semifinal Round – 35 per site
- Meet the “Program Vending Standards” (listed below) to receive 20 percent commission of the gross program sales
- After meeting the “Program Vending Standards,” IMG College will pay the vendor 20% commission of gross sales. The vendor is to keep the commissions earned and cut a check to IMG College for the amount due listed on the IMG College provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by IMG College, after the event within the time frame specified in the vending agreement

Program Vending Standards

- Receive and take inventory of the programs upon arrival. Notify IMG College of any discrepancies in the quantity received or damages to the programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.
- Provide an appropriate number of sellers throughout the facility in order to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed at all times. If using tables, please make best effort to make table presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat at all times.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with IMG College.
- Display signage in a professional manner, if provided by IMG College.
- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.
- Below are a few best practices for vending programs:
 - Designate individuals to sell programs and pay them a commission for each program they sell, or

- Recruit volunteers to sell programs as a fundraiser for their non-profit organization and pay them commission for each program they sell
- Encourage vendors to walk through the stands to sell programs during the event

Questions

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

PROMOTIONAL ASSISTANCE

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.

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.
- Map out the timeframe to market the championship. Timing is always tight for non-predetermined sites. As such, prioritize your list of marketing tactics and focus on digital platforms that are time and cost effective and can have a big impact.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Collateral.

NCAA Championships Marketing Portal. The NCAA Championships Marketing Portal is a comprehensive tool designed to help hosts create marketing materials designed to drive attendance and ticket sales for the championship. The NCAA Championships Marketing Portal can be accessed at NCAACHampsPromotion.com.

Championship hosts should customize and download all necessary artwork to promote the championship from the portal. Hosts should make every effort to use 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 username, password and specific marketing budget allocated for the championship. The reimbursable amount for the Division I Football Championship preliminary rounds is \$500 per round hosted. **The reimbursement amount is separate from, and in addition to, the marketing/promotions budget allocated by host institutions through the championship bid process and approved through the Host Reporting System by the Championship Administrator.** Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information or have additional questions.

Customizable artwork templates and marketing resources available on the NCAA Championship Marketing Portal include:

- PRINT
 - Poster
 - Flyer
 - Print Advertisement
 - Table Tent
- DIGITAL
 - Email blast
 - Web Banner
 - Social Media Graphics
 - Video board graphic
- OUTDOOR
 - Billboard

- Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines

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

All requests – artwork and reimbursement – must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed through the portal. If you do not have a local print vendor, a list of NCAA preferred vendors is available within the portal.

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

Television/Video and Radio Ticket Spots. TV and radio spots are not provided for non-predetermined sites. If spots are needed, please contact Sean Ward (sward@ncaa.org) to discuss. Any spots that are produced by a host, require approval of scripts and final spots prior to use.

Social Media Guidelines.

Host institutions/conferences may use already established social media accounts (e.g. Facebook, Twitter, etc.) as a platform 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 appropriate. Please refer to NCAA.org/socialmedia for a listing of official NCAA social media accounts.

Applicable Marketing Bylaws:

NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions.

12.5.1.1.1 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, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

12.5.1.8 Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] 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 that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men's Basketball. In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete.(Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

13.4.3.3.1 NCAA or Conference Championship Promotional Materials. The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing

committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
- (b) Are not sent exclusively to prospective student-athletes;
- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

13.1.8.5 NCAA Promotional Activities Exception. An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

Championship Logos. The official NCAA championship logo is available at www.ncaalogos.com. New users are required to register for the site. Once access is granted, users can search the site as needed for logos and applicable style guides. The 2019 Division I Football Championship logo can be found by searching **19 DI Football**. Questions regarding the logo library can be directed to Durenka Robie at drobie@ncaa.org or 317-917-6825.

Signage. Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships and alliances representative. Materials containing NCAA marks and logos may not be sold.

For semifinal-round sites only, the NCAA will provide two 15' NCAA Football logo field stencils and paint for the 20 or 25-yard lines. The stencil and paint will be sent to the tournament manager listed on the key contact form. If you have any questions regarding signage, please contact Durenka Robie (317-917-6825; drobie@ncaa.org).

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.

SEVERE WEATHER

If weather conditions could alter the approved schedule, the tournament manager and/or site representative must contact the NCAA championship manager before any decisions to change the schedule are finalized and

communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

Lightning and Weather Detection Service. The NCAA has made arrangements through Telvent DTN 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 tournament manager 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 tournament manager 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 tournament manager monitor the national storm center forecast using weather.gov or weatherbug.com. It is further recommended that the tournament manager make contact with a local meteorologist.

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.

STROBE LIGHTS

Please refer to the "Strobe Light Policy" 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.

STUDIES

Demographic or other studies may not be conducted unless approved in advance by the NCAA.

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

TELEVISION

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

Institutions that wish to broadcast their own institutional public service announcements (PSAs) during nationally televised NCAA championship events must purchase advertising time from the network at its own expense. The NCAA agreement with ESPN does not allow for "comp" or free PSA time for participating institutions. It is recommended that institutions contact ESPN the Monday before their contest by 9 a.m. Eastern time to determine if commercial inventory is available for purchase. Contact Chris Tate at 860-766-2624 or christopher.tate@espn.com.

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 6 – FACILITIES AND EQUIPMENT

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.

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.

FACILITY SET-UP

The host institution's football facility should be prepared and set in accordance with the NCAA Football Rules and Interpretations.

FOOTBALLS

The Wilson F1001, F1003, F1004, F1005, 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.

LIGHTING

Lighting Requirements. Light levels in the primary playing area (PPA) should be brightly lit with uniform lighting throughout the area. Vertical light levels (illuminating the sides of the players) should be maximized without creating severe glare for student-athletes and spectators. The lighting should be evenly distributed on the PPA. One of the most important areas of proper lighting at televised sporting events is the smoothness of the lighting levels (this means there are no major jumps in lighting levels when the same camera pans the field). The lighting should also provide adequate light levels in the bottom 10 to 15 rows of seats to allow camera operators exciting crowd shots. For lighting requirements, please refer to the NCAA best practices link below.

Effective September 1, 2002, all potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey of their venue that has been completed within the last two years. Some NCAA championship sites are awarded numerous years out and, therefore, the venue must provide a follow-up professional lighting survey to the NCAA four months prior to the event. Professional sports arenas that host NHL, NBA and NFL contests are exempt from this NCAA broadcasting mandate. Please remember to submit the professional light survey for your venue.

Please refer to the “NCAA Best Lighting Practices” 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.

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.
5. The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

SIGNAGE

Alcohol, Tobacco and Gambling Advertising. Advertising displays for liquor, tobacco, beer or wine companies, or organizations promoting gambling (including lotteries) are prohibited and shall be covered by the facility at its expense regardless of previous contractual commitments.

Commercial Identification – Permanent. All permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the facility at its expense unless the host institution is obligated by contract for such signage. Host institutions should review the contractual obligation with the NCAA site representative. NCAA championship banners should not be placed in close proximity to any commercial identification that cannot be covered due to contractual obligation.

Commercial Identification – Temporary. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the facility during the championship.

Electronic corporate signage (e.g., LED boards, ribbon boards, video boards, etc.) is considered to be temporary and thus is not permitted during preliminary-round games.

Field Goal/Point After Touchdown Net Signage. Corporate signage or advertising (e.g., Allstate, etc.) shall not be permitted on field goal netting during the all rounds of the championship. The host institution will be financially responsible for replacing a net with a corporate logo with a net that does not have a corporate logo.

Should a host institution consider their corporate-logoed net as a permanent structure of their facility, the institution must seek prior approval from the NCAA to keep the net up during any round of the championship.

Media Banners. Television broadcast entities may display a maximum of two television banners at NCAA championship sites. The television banners may only display the name and logo of the broadcast network. Television (e.g., ESPN, etc.) may have only two banners. National radio (Westwood One) may display a maximum of one banner. Local radio or student radio may not display banners at NCAA Championships. The NCAA site representative on site must approve of the designated location of the network banner placement. More information on NCAA media policies is available online at <http://www.ncaa.com/media>.

Professional Sports. Advertising displays mentioning or promoting any professional sports organization are prohibited and shall be covered by the facility at its expense regardless of previous contractual commitments.

Sideline Medical Tents. 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.

TELEVISION POWER REQUIREMENTS

Power, lighting and parking fees. NCAA championship venues, local organizing committees and/or host institutions/committees, shall not charge the NCAA, or any other televising entity, a fee in connection with the use of the facilities, power, lighting or television crew parking at the venue. The amount of parking passes will be determined in consultation with ESPN and the NCAA.

Power requirements (television compound). An area for parking the mobile unit will be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two television production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in close proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install up to two production work trailers. Each trailer requires 220 volt, single phase and 100 amps per leg.

The following are the specifications that constitute efficient electrical power:

- Service size - 200 kVA, 208 volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts
- 1 – 400 amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp)
- 2 – 200 amp solid state circuit breaker service disconnects
- 2 – 100 amp solid state circuit breaker service disconnects
- 2 – 120 volt, 20 amp duplex outlets each fed from a dedicated 20 amp single pole breaker
- If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down

For additional information on NCAA Broadcast and Media Services guidelines, click on www.NCAA.com/media .

SECTION 7 – 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.

The host institution is responsible for making hotel arrangements and providing payment for their lodging of the seven game officials, instant replay official and the NCAA site representative. These lodging expenses should be budgeted for and included in your proposed budget expenses.

DVSPORT, the instant replay technology provider, will have two individuals on site to run the instant replay system. While the DVSPORT personnel will be responsible for paying for their lodging expenses, the host institution is required to make the appropriate hotel reservations for these two individuals.

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.

Per diem for the seven game officials, instant replay official and the NCAA site representative will be paid directly by the NCAA and is not the responsibility of the host institution.

RENTAL VEHICLES

The NCAA will pay for the rental of cars for a predetermined number of officials and the NCAA site representative(s). The officials and site representative(s) who have been approved to rent cars will need to make their rental car arrangements through Short's Travel Management (866-821-8547). Short's will book their rental car reservation using Enterprise Rent-A-Car or National Rental Car. When using Enterprise or National, a direct bill to the NCAA will be set up to pay for the charges. In the event that Enterprise or National is not available in the particular area, another rental car company can be used. If another rental car company is used, the official(s)/site representative(s) should pay for the charges and submit the receipt to the NCAA along with their expense reimbursement form.

TRANSPORTATION

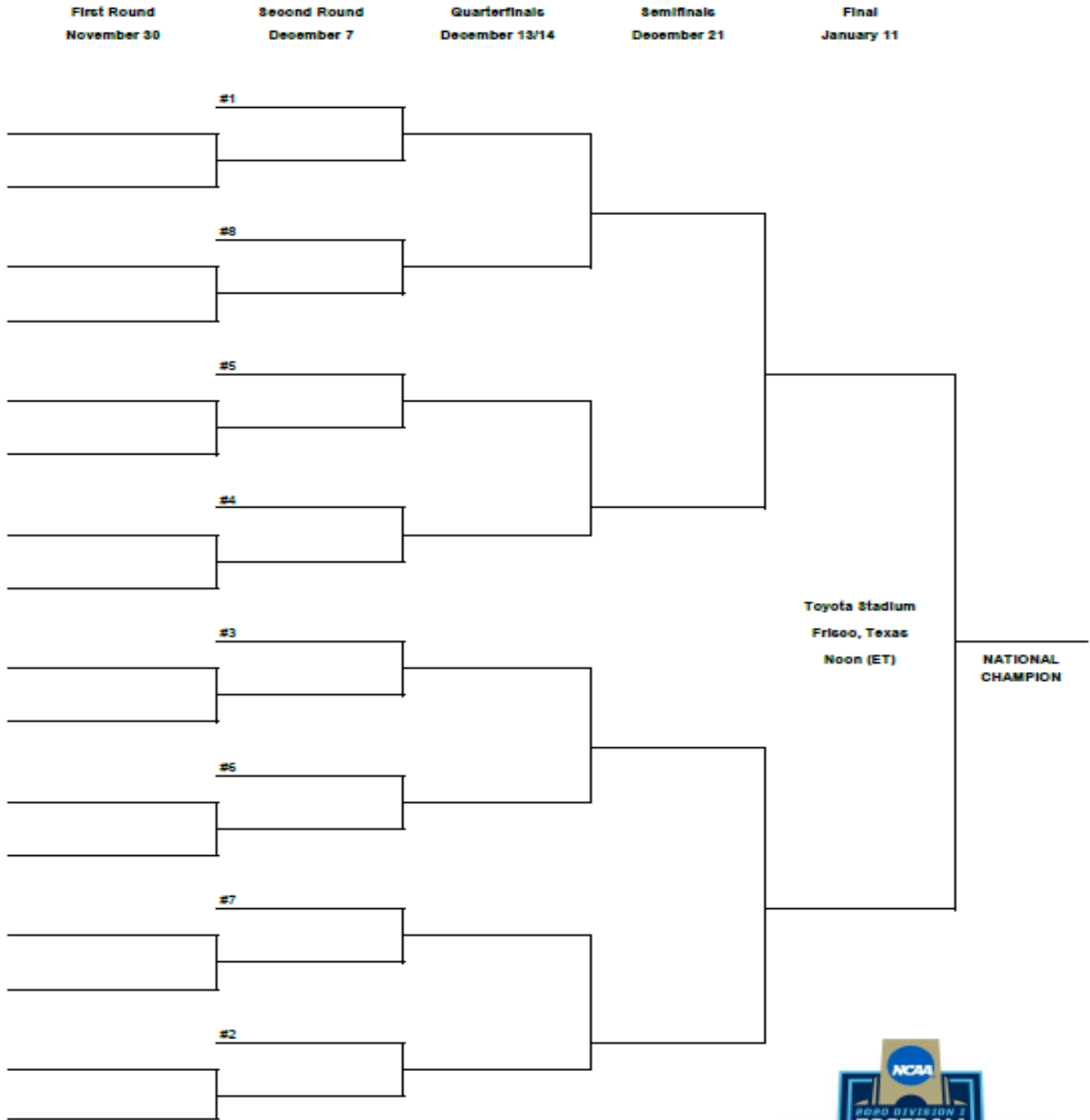
Please refer to NCAA travel policies for all information regarding transportation. Travel policies can be found online at www.ncaa.org/championships/travel/championships-travel-information?division=d1.

Transportation to and from preliminary round sites for the seven game officials, instant replay official and the NCAA site representative will be paid directly by the NCAA and should not be the responsibility of the host institution.

APPENDIX A – BRACKET



2019 NCAA Division I Football Championship



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

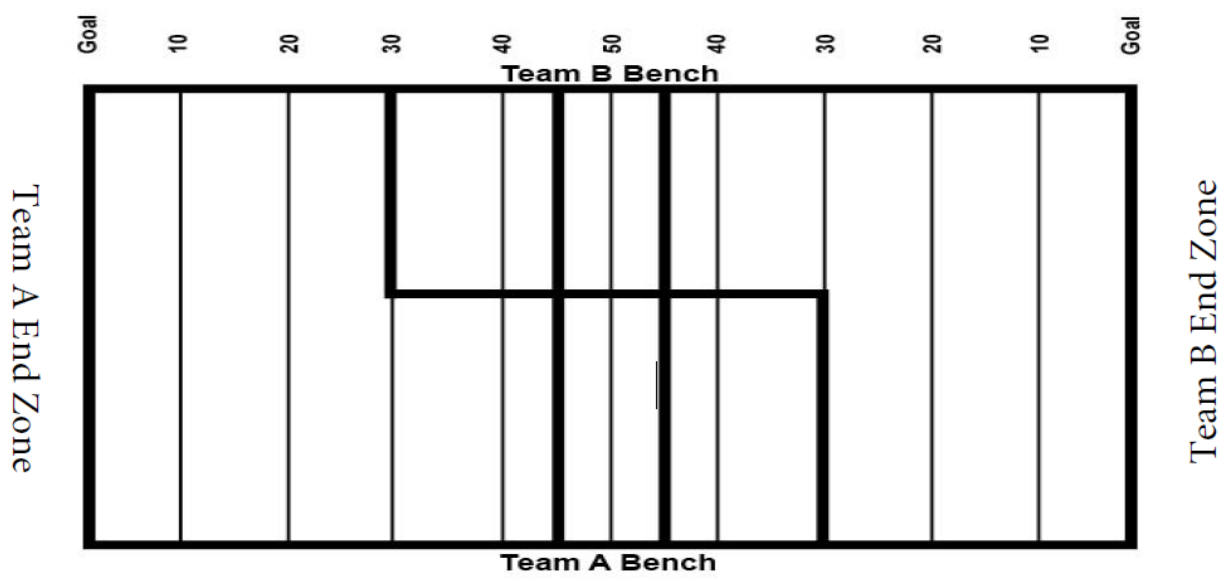
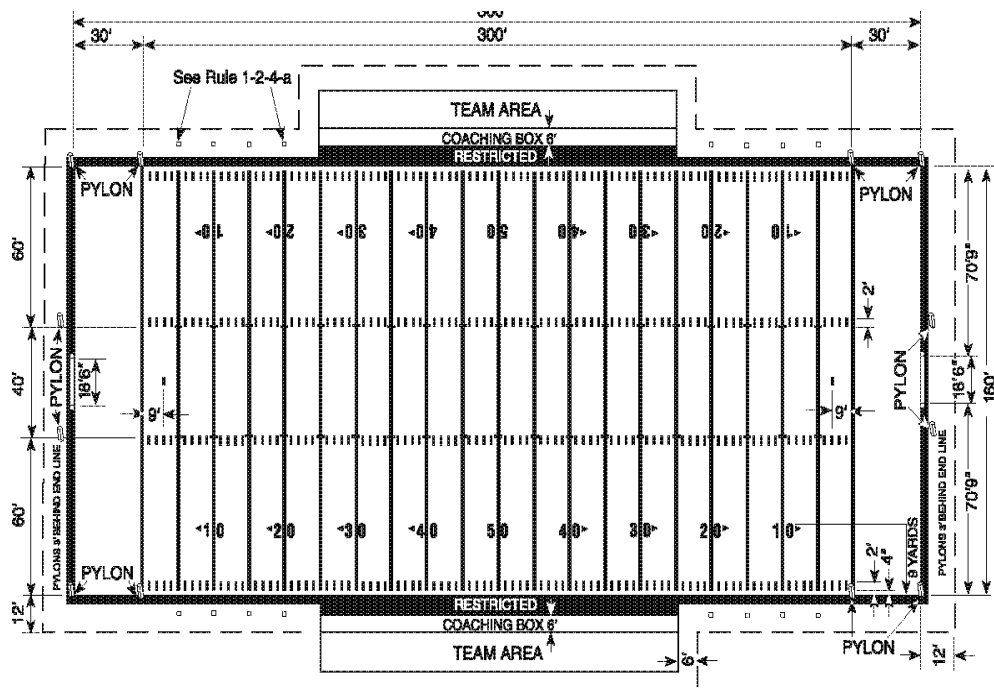
- 11:30 a.m. Field available for teams.
- 12:04 p.m. Officials' meeting with timer, ball persons and chain crew.
- 12:38 p.m. P.A. introductions of starting line-ups.
- 12:50 p.m. National Anthem.

- 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.