

## **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.