



2023 NCAA DIVISION I FOOTBALL CHAMPIONSHIP

Thursday/Friday Administrative Meeting Checklist – Preliminary Rounds

1. Welcome participants.
2. Introductions.

Visiting Head Coach _____ Home Head Coach _____

Visiting Dir. of Ath. _____ Home Dir. of Ath. _____

3. Thank host institution.
4. Establish games committee (two athletics directors and NCAA site representative).
5. Read drug-testing statement.

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

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

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

6. Misconduct.
 - Review of misconduct statement (NCAA Bylaw 31.02.4) and penalties for misconduct (NCAA Bylaw 31.1.10.3).
7. Traveling party and squad sizes.
 - a. Squad size of 64 and official travel party of 130 (submit roster form).
 - b. Team expense forms.
 - c. Sideline personnel list (not including cheerleaders, mascot, medical personnel or ball crew) of 50.

8. Officials.

- a. Conference

- (1) Referee

- (2) Umpire

- (3) Line judge

- (4) Field judge

- (5) Side judge

- (6) Back judge

- (7) Head linesman

- (8) Alternate/8th

- (9) Instant Replay

- (10) Communicator

- (11) TV Liaison

- b. Arrival time at stadium.
- c. 105-minute meeting.
- d. Field microphone.
- e. Distribute officials' patches.

9. Instant Replay.

- All 2nd half targeting calls will automatically go through the appeals process. Teams/conference will no longer need to initiate an appeal during the Division I Football Championship.

10. Broadcast information.

11. Review pregame schedule.

- a. Warm-ups – area.

Administrative Meeting Agenda

Preliminary-Rounds

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- b. Officials meeting.
 - c. National anthem.
 - d. Official's notification to teams in locker rooms.
 - e. Captains on field.
 - f. Introduction of student-athletes.
 - g. Kickoff time.
12. Halftime schedule.
- a. Review of halftime intermission policy.
 - b. Bands and other activities.
 - c. Officials' notification to teams in locker rooms.
13. Review of game balls [Wilson F1005 (Classic – Red), F1233 (Classic - Tan), F1002 (GST - Red), F1003 (GST - Tan), F1105 (GST Prime– Red), F1103 (GST Prime - Tan), F10053 (Omega) and F1006 (NFL Cut) footballs].
14. Confirm uniforms.
15. Filming/videotaping arrangements.
16. Coaching communication devices (e.g., headsets, etc.) must follow the limitations in Playing Rule 1-4-12.
17. Postgame interview policy and procedure to be used (i.e., visiting team first).
18. Crowd control/championship environment.
19. Scheduled in-game public address announcements and promotions; script provided by the NCAA/Van Wagner shall be used.
20. Questions for officials.
21. Tobacco use.
22. Inclement weather monitoring/emergency evacuation plans (if necessary).
23. Other business.
24. Adjournment.