



HOST OPERATIONS 2023-24 MANUAL

Division I Football

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DIVISION I FOOTBALL

Thank you for your commitment to be an essential part of the 2024 NCAA Division I Football Championship Game! The purpose of this manual is to outline the responsibilities of individuals and/or groups involved in the administration of the 2024 NCAA Division I Football Championship Game. We look forward to an exciting championship, beginning in late November and culminating in the championship game in Frisco, Texas. Thank you again for your efforts in making the championship a success.

Role of Committee. The 2024 NCAA Division I Football Championship Game 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 staff and 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. Except as otherwise expressly set forth herein, all activities and events associated with the championship are to be administered and/or approved by the football championship committee and NCAA staff.

Role of Host. Team Frisco plays a vital role in the successful administration of the championship. Team Frisco shall be responsible for all local preparations for the game including, but not limited to, stadium preparation, ticket sales support, hospitality events, promotions, dissemination of informational materials, day of game administration, etc., in accordance with established NCAA policies.

Team Frisco is responsible for all operating personnel deemed necessary by the NCAA, including, but not limited to, ushers, ticket takers, private security officers, parking attendants, special police, city police and firefighters. All such personnel are to be under the sole direction and control of the competition site and are not to be considered employees or agents of the host institution/conference or the NCAA.

At all times, Team Frisco shall work in close cooperation with the Division I Football Championship Committee to ensure that the championship game reflects favorably upon both the traditions and character of intercollegiate athletics.

NCAA MISSION STATEMENT

The NCAA's core purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

INTRODUCTION

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA 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 championship attendee.

DEFINITIONS

Championship: Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (or National Collegiate champion in sports that do not have a separate division championship) in that sport.

Governing Sports Committee: The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

Host Institution/Conference: An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sports committee.

Local Organizing Committee: A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the local organizing committee.

NCAA Championships Manager The staff member(s) representing the NCAA championships and alliances staff assigned to serve as administrator(s) for a championship.

ROLE OF NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA partners, will lead the planning efforts, management and execution of all NCAA championships and events. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, in venue entertainment, fan and sponsor events, broadcast programming, youth events, as well as many other aspects.

The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.

ROLE OF GOVERNING SPORT COMMITTEE

The NCAA's core purpose, values and envisioned future provide the framework for all actions in the committee's administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sport committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division I Board of Directors.

NCAA COMMITTEE

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.

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GAME OPERATIONS (BLUE TEAM) - TEAM CAPTAINS**Tournament Manager**

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GAMES COMMITTEE

The Division I Football Championship Committee shall appoint a games committee to actively supervise the conduct of the game. The chair of the Division I Football Championship Committee shall serve as chair of the games committee. The games committee also shall include the commissioner of the host conference, or the commissioner's designated representative. The chair may appoint additional persons to the committee as the chair deems necessary, provided that a majority of the members of the games committee are salaried on a regular basis by an NCAA member institution or conference and perform regular staff functions representing at least 50% of the normal workload for a staff member at that institution or conference. In addition to the chair and host conference's commissioner, the NCAA Division I Football Championship Committee shall be in attendance.

Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers) may be sold and dispensed at NCAA Division I, II and National Collegiate 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.

- 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.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity—including gross sales, direct costs, and applicable taxes—for food, non-alcoholic beverages, and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid Portal.

General

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

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

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. 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 championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site 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/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

TOBACCO PRODUCTS

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.

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. 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.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.

Section 3 • Bands/Spirit Squads/Mascots

Band Communication. Each team band shall be provided with a two-way radio for use in communicating with the game producer. The game producer shall coordinate each team band playing, as well as public address announcements such that each team band is provided equitable time to play during game breaks and do not interfere with video board content or public address (PA) announcements. The band director, or his/her designee, should be available via a two-way radio (provided by the NCAA) at all times during the game. One of the championship game sideline assistants should be positioned on-field near the bands to provide additional communication assistance.

Bands, or any component thereof, are allowed to play during timeouts (except when designated NCAA promotions are occurring), 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. There will be a short call between each band director and Hannah Taylor of VW and Allison Zwarka of the NCAA to go through game protocol and answer any questions. Allison Zwarka with the NCAA will setup.

Band Practice. Confirm and coordinate band practice times on Saturday, Jan. 6 (if applicable) at nearby Memorial Stadium with Allison Zwarka (317-224-9901) by **Wednesday, Dec. 27**. Team bands may practice before the championship game. Band practice times must be scheduled and coordinated with Allison Zwarka (317-224-9901).

Dressing Rooms. Designated locker room space should be reserved for the mascot and/or spirit squad of each team to use on game day.

Spirit Squads. Cheerleaders and/or dance team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the NCAA by the competing institution's director of athletics (or designee); all other institutional representatives will be admitted only upon presentation of a ticket or credential. A maximum of 12 spirit squad members and one coach shall be allowed on the field during the progress of the game. The spirit squad members and mascot shall perform within an area designated by the NCAA. Institutions may bring more than the permissible 12 spirit squad members and rotate them on/off the field throughout the game as long as not more than 12 are on the field at any time. Those individuals above the maximum number of 12 must have a game ticket and be seated in a regular seating area, or an area outside of the sideline area determined by the host, when not performing on the field.

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/conference shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of spirit squads and their activities, yells and stunts are 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.

Section 4 • Broadcasting/Digital

BROADCAST

General Guidelines and NCAA Copyright. The NCAA retains exclusive copyright to all audio (natural sound) and video footage (television, radio, Internet, photographs, etc.) to all NCAA championship rounds. Local venues, local organizing committees and/or host institutions must gain written permission to license NCAA championship footage after the completion of the event. This includes any use of an in-house video board system and all audio/video historical recordings of NCAA championships. The television or radio entity that originated the game(s) must give permission for use of announcer calls of NCAA championship broadcasts. For more information on NCAA footage licensing, please visit NCAA.com/content/footage-usage-licensing.

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 (i.e., ABC) 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 staff on site must approve of the designated location of the network banner placement(s).

Acceptable locations for TV banners are from the end zone to the 20-yard line. Unacceptable locations for TV banners are from the 21-yard line to the 50-yard line.

Broadcast Rights. Exclusive broadcast rights for the NCAA Division I Football Championship Game have been purchased by ESPN. No television station, network or cable system other than an ESPN affiliate shall air live game action or a description of the game while it is in progress. This includes social media accounts.

Camera and Technical Crew Bibs. Selected NCAA championships will require all camera and technical crews who have access to the field to wear a “bib” provided by the NCAA.

Camera Restrictions (Team Benches). Camera personnel may not shoot from behind the team benches into the team huddle even if the team huddles out on the field. The cameras may shoot only from outside a 10-foot perimeter of the benches. They must refrain from conversation with team, bench or officials from the time the game begins until it ends, including timeouts and halftime. The NCAA staff, in conjunction with the NCAA media coordinator, will designate the “off-limits” area surrounding the team benches. Sideline reporters may listen in during timeouts/commercial breaks and will be allowed access behind a team’s bench throughout the game. This access is for the sideline reporter only and all camera restrictions will still apply. There will be no camera or live microphone, but the reporter may give a brief summary report following the timeout. Discussions in the team huddles will not be recorded or aired. These need to be completed by both participating teams and returned to a NCAA representative at the pre-championship meeting on Saturday, Jan. 6.

Communications. The broadcast entity will provide television communication between the timeout coordinator (TOC) on the field and the primary television truck.

Halftime Interviews. Coaches from the game being played may be interviewed one at a time at the half (the coach of the leading team going into halftime, the coach of the trailing team coming out of halftime). In the event of a tie, the broadcast entity will interview the designated visiting team head coach going into the locker room and designated home team head coach coming out of the locker room.

The first interview must be conducted immediately following the end of the first half. The interview must not exceed 90 seconds. The halftime clock will not start until the interview has been completed and the field is clear. The second interview will be conducted upon the head coach returning to the field following halftime.

Injury Reports. Broadcast entities should make arrangements with the sports information contacts of the respective participating institutions to receive student-athlete injury reports during the competition. Due to the privacy act, institutions are not mandated to give injury reports.

Instant Replay. The host venue must work with the NCAA playing rules liaison and DVSPORT to provide an adequate space for the instant replay system. DVSPORT should provide all the technical equipment to make this possible. The venue must provide an adequate working space that is NOT in view or close proximity to spectators and media. The television entity may have to provide an ISO monitor and headset to the producer in the primary television truck.

Locker Room Areas. Broadcast partners may use a handheld camera and microphone to capture background footage of the team during pregame in the locker room. It is subject to permission by the head coach for the broadcast partners to use a handheld camera and microphone in the team locker room during halftime. Coaches and student-athletes may not be interviewed at this time in the locker room area. Broadcast partners may not use footage from the locker rooms on a live basis. The participating institutions' sports information contacts will communicate to broadcast partners any authorization for locker room access following the administrative meeting. At times other than pregame and halftime, broadcast partner sideline reporters and NCAA Productions may establish a presence outside the team locker rooms, tunnels and/or access hallways in the stadium and in any other areas approved by the football championship committee.

Microphones. Under no circumstances may broadcast entities place microphones on coaches, student-athletes or officials during competition. Broadcast entities may not place microphones on or near team benches or team huddles or in team locker rooms. Microphones may be placed on selected officials with the approval of the NCAA. NCAA Bylaw 31.6.4.5 Live Microphone on Coach: "The placement of microphones on a team coach or in team huddles and bench areas for television, radio or motion-picture purposes is prohibited in all NCAA championships."

Mult Box. The NCAA and ESPN shall be the only media entities able to film/tape an NCAA championship when exclusive broadcast television rights have been granted. ESPN shall provide an audio/video press mult box for local television stations to take a feed if the broadcast entity has production facilities on site (e.g., mobile unit). Venues need to provide two eight-foot tables in close proximity to the television truck for the mult box set-up. Venues should provide adequate power based on the projected estimate of TV stations that will be at the championship according to the NCAA media coordinator.

Net Return. Stadiums that have cable or DSS should provide the broadcast entity with a house feed at no charge. Most television entities prefer a cable feed due to the shorter delay if the program they are originating is being aired on cable.

Other Access. It is mandatory for the head coach and/or student-athlete interview take place no later than 90 minutes prior to kick-off on game day. The broadcast entity shall request, through the participating sports information contact, the head coach and/or student-athlete no later than two hours prior to kick-off. In addition, subject to the approval of the head coach, handheld camera and microphone access would be permitted at team meetings at the hotel; at team meals; and at other team activities. Finally, the head coach could also approve a student-athlete to be allowed to videotape and document a team's tournament experience from their perspective.

Practices. The NCAA's media partners (ESPN, Westwood One, Turner Sports/NCAA Digital) main production staff (e.g., producer, director, talent) will be permitted to observe the closed practices. Personnel from the NCAA's media partners may not interview or talk with the coaches or student-athletes during any open or closed practice, unless the first contact is initiated by the team personnel. If the television set-up is not complete, then television technicians may be permitted to be inside the venue to set-up.

Pregame Timing Sheet. It is the responsibility of the NCAA staff to complete the pregame timing sheet prior to the event. The NCAA broadcast staff member will be on site for the championship and must review it with the television producer and the timeout coordinator. The pregame timing sheet and the timeout format will be reviewed with the football championship committee and with representatives of the participating institutions at the administrative meeting.

Public Address Announcer. In coordination with the NCAA, Team Frisco will provide the public-address announcer for the championship.

Radio Frequencies. All broadcast partners (television and radio) and team scouting devices that have wireless microphone packages must work with local stadium radio frequencies requirements. The broadcast partner and teams should contact the local Society of Broadcast Engineers (SBE) coordinator.

Radio Rights. Broadcast of the championship game must conform to the general broadcasting policies established by the Association. All stations broadcasting a game will be required to apply for the rights by filling out the radio rights request form found at [NCAA.com/content/audio-policies](https://www.ncaa.com/content/audio-policies).

Official college or university noncommercial stations of the host institution and competing institutions that broadcast the institution's regular-season competition will not be charged a rights fee. All commercial stations will be required to pay a rights fee.

Set-Up/Strike. All set-up and major technical adjustments must be completed before the teams take the field on game day. A strike may not begin until the teams have left the field following the awards ceremony. In all instances, the safety of the participating student-athletes and team personnel will be of the utmost priority.

Team Buses. Subject to permission by the head coach, broadcast entities may videotape/film on the team buses. Additionally, broadcast entities may videotape the arrival of teams at the stadium. It is permissible for broadcast entities to interview coaches at that time.

Television Feed for Video Board. It is the responsibility of the host to make arrangements to run cables to ABC in order to secure a feed of the television broadcast for use on the video boards. ABC will provide cable or personnel for this purpose.

Timeout Coordinators. It is the responsibility of the television entity or packager to secure a timeout coordinator for all televised NCAA championships. This timeout coordinator should wear a red hat.

SOCIAL AND DIGITAL

Microsite Guidelines. NCAA Championship hosts and LOC's are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should welcome fans enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.

Final approval of the city specific microsite will come from the NCAA event marketing and branding team. Prior to the microsite URL going live, please share with the championship manager to begin the approval process.

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations.
- Shopping and Dining.
- Special Attractions.

Local News

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

Venue and Transportation Information

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue Address, Venue Parking Map and Details, Google Map.
- Venue Security Information.
- Public Transportation Options.

Volunteer Information

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

Travel Information

Hotel, car rental and other travel accommodations should link to [NCAA.com/Travel](https://www.ncaa.com/travel).

Selections, Preliminary Rounds and Broadcast Schedule

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

Email Sign Up

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: [NCAA.com/newsletter-signup](https://ncaa.com/newsletter-signup)

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library at <https://ncaa-logo.pd.dmh.veritone.com/user/login>.

Copyrights, Licensing, Trademarks and Corporate Marks

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than NCAA.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: <https://ncaaphotos.photoshelter.com/contact>
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: NCAA is a trademark of the National Collegiate Athletic Association.

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](https://ncaa.com/Social).

Mobile Version

The NCAA championship information pages will be mobile friendly. In order for the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

Microsite Examples

If you would like to review an approved championship microsite please reference the following page:

- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

Social Media

The official NCAA social media pages and official hashtags can be found here: on.ncaa.com/SocialLinks

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are a school, LOC, Sports Corporation, venue, or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If

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the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

A host should not create a social media account or page (Facebook page, Twitter (X) feed, Instagram, Snapchat, TikTok account, etc.) solely devoted to promoting an NCAA championship. These pages become outdated, distract fans from established pages and fracture the NCAA message.

Please send direct questions, ideas, or news to Chris Dion, cdion@ncaa.org.

Section 5 • Championship Operations

ADMINISTRATIVE MEETINGS

1. **Participant Call.** A videoconference call with the NCAA Division I Football Championship Committee, NCAA representatives, representatives from Team Frisco and the athletics directors, head coaches, ticket managers, sports information contacts, and other necessary athletics department staff members of the competing teams will be conducted at 11 a.m. Eastern time, Monday, Dec. 18. The NCAA national office will make the arrangements for the call.
2. **Administrative Meeting.** The chair of the NCAA Division I Football Championship Committee will conduct an administrative meeting at 4:30 p.m. local time Saturday, Jan. 6. All directors of athletics, head coaches, sports information contacts, television personnel, officials, video board producer, public address announcer, security representatives, game management staff and representatives of Team Frisco shall be in attendance. Details of the championship game will be discussed and the committee will be present to answer any questions concerning game administration.
3. **Security.** A virtual meeting between members of the NCAA Division I Football Championship Committee, representatives from Team Frisco and security personnel shall be held at 3 p.m. local time Saturday, Jan. 6.

PERSONNEL

Ball Crew. Team Frisco shall provide a ball crew to support both teams for the game. The ball crew members must be at least 16 years of age and competent to perform the required duties. The ball crew members must wear shirts provided by Team Frisco and a logo bib provided by the NCAA for the championship game. Ball crew members (two on each sideline) must be assigned to each sideline as well as under each goal post (three each) to retrieve kicked balls. Field access credentials shall be required for all members of the ball crew. The ball crew members must perform their duties under the direction of the Referee.

Chain Crew. Team Frisco shall provide the chain crew and equipment for the game. The crew used for the game will be a crew that works Division I college football games in the Dallas-Fort Worth (DFW) area during the season. The chain crew shall consist of two people operating the measuring chain and one person operating the down indicator. This official chain crew shall work on the sideline opposite the press box. An auxiliary (unofficial) chain crew shall operate on the sideline of the press box. The chain crew members must wear shirts provided by Team Frisco, a uniform style of pants (referee pants or khaki pants) and a logo bib provided by the NCAA for the championship game. Unofficial red or orange nonslip line-to-gain ground markers positioned off the sidelines on both sides of the field are recommended. Team Frisco must provide back-up chains and line-to-gain markers for the championship game.

Game Personnel. Except as specified in the Officials section of this manual, Team Frisco shall secure all necessary game operations personnel, including but not limited to, clock operators, scoreboard operators, public address announcer, ball crew and chain crew. ESPN shall secure the timeout coordinator (“Red Hat”) and may reach out to the host for suggestion for a qualified local individual to fill this position.

Team Hosts. Each team should be assigned a team host to serve as a “concierge” for the participating institution’s travel party.

GAME PRODUCTION

Communication. Team Frisco shall provide the football championship committee with at least 30, two-way radios (and earpieces) to be used by the games committee and NCAA staff during the conduct of the game. Two of the radios should be on a separate frequency to be used by the committee and a designated game management staff member. The remaining radios should be on the same frequency as game management. In addition, a telephone should be installed in the committee’s suite.

Competition Time. The 2024 NCAA Division I Football Championship Game is tentatively scheduled for a 1:04 p.m. (local time) kickoff. Allison Zwarka of the NCAA and Hannah Taylor of Van Wagner (VW) will be the primary contacts for pre-game event production and timing. Host staff should also be appointed to serve as points of contacts for this role. On game day, these individuals will be on the field and/or in the press box to manage the timing and event production.

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A countdown clock synced by a member of the host staff with the official game clock will be installed in a visible location in each locker room. It will take teams approximately three minutes to walk between locker rooms and the playing field. Other event staff members will be near the locker rooms to provide timing and logistical support during pregame. The assigned pregame warm-up areas on game day for each team can be found in Appendix C.

The following pregame schedule shall be used as the tentative schedule for the championship game. However, this schedule is subject to change according to television programming demands. The final schedule (timing sheets, scripts, run of show) shall be finalized not later than 7 a.m. local time the day before the game and will be provided during the Friday administrative meeting.

Also, it is anticipated that there will not be a slide in the start time for the 2024 NCAA Division I Football Championship Game. Please note that if there were to be a “slide” option, the start time may “slide” by as many as five minutes. A “slide” must be determined not less than 60 minutes before kick-off. If so, Allison Zwarka will have prepared a separate pregame timing sheet using a five-minute slide and have copies available on game day if a “slide” will end up being applicable.

All times are local times – tentative schedule.

10:25:00 AM	HOME TEAM ENTERS STADIUM VIA FANFEST WALK
10:45:00 AM	VISITING TEAM ENTERS STADIUM VIA FANFEST WALK
11:00:00 AM	FIELD AVAILABLE FOR TEAMS
11:00:00 AM	STADIUM GATES OPEN TO PUBLIC
11:33:00 AM	GAME CLOCK STARTS (SET BY ABC)
12:00:00 PM	OFFICIALS MEETING (TIMER, BALLS, CHAINS)
12:32:00 PM	ONE MINUTE WARNING TO TEAMS
12:33:00 PM	TEAMS LEAVE FIELD FOR LOCKER ROOMS
12:38:00 PM	SETUP TRUSS ARCHES ON SOUTH SIDE
12:41:00 PM	BANDS LEAVE NORTH STAGE TO FORM TEAM TUNNELS
12:47:00 PM	OFFICIALS NOTIFY VISITING TEAM (ONE MINUTE WARNING)
12:48:00 PM	VISITING TEAM EXITS LOCKER ROOM
12:49:00 PM	OFFICIALS NOTIFY HOME (ONE MINUTE WARNING)
12:50:00 PM	HOME TEAM EXITS LOCKER ROOM
12:51:00 PM	VISITING TEAM INTRO VIDEO FOLLOWED BY TEAM RUNOUT
12:53:00 PM	HOME TEAM INTRO VIDEO FOLLOWED BY TEAM RUNOUT
12:55:00 PM	BANDS / FLAG MOVE INTO PLACE ON FIELD
12:57:00 PM	NATIONAL ANTHEM PERFORMED BY BOTH BANDS
12:58:30 PM	FLYOVER
1:00:00 PM	ABC LIVE BROADCAST BEGINS
1:00:00 PM	COIN TOSS AT MIDFIELD
1:02:45 PM	FINAL PREGAME FIREWORKS
1:03:00 PM	KICKOFF

Expense Reimbursement Form. Expense forms with instructions will be available online if you are logged into the membership side of ncaa.org: ncaa.org/championships/travel/championships-travel-information

Forms can be mailed to the director of athletics of each competing institution, if they are unable to be accessed via the website. Please contact the NCAA travel department at the national office (317-917-6757; travel@ncaa.org) to receive hard copies of the form. Completed forms must be received at the NCAA national office within 30 days of competition.

Field Access. Team Frisco shall install directional signage between the playing field and locker rooms to clearly indicate to teams the path to walk to and from the field. Team Frisco game operations staff, competition site personnel, security and NCAA football championship committee members shall be deployed along this path during pre-game, halftime and post-game to ensure a smooth flow of traffic by participating teams and officials.

Field Communication Devices. Teams are expected to bring their own field communication devices (e.g., coaches headsets) for use during the championship game. The stadium staff will assist each team in setting up their headsets.

It is the committee's policy that, if during the game, one set of communication devices is not working, the other team is not required to disconnect its own communication devices. However, the stadium staff will assist any team whose headsets become inoperable during the game by attempting to restore the headsets to working order.

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.

Field communication devices should not contain any corporate logos or company names on the headsets. FCS Championship Game logo temporary stickers will be provided to cover any such logos or company names during the championship game.

Halftime. The intermission will be 20 minutes; however, it can be adjusted to meet game administration situations. Eighteen (18) minutes will be allotted for the halftime entertainment, with the understanding the field must be cleared two minutes before the start of the second half. The time clock for the 20 minutes will start when the teams have cleared the field. Under no circumstances will the intermission be extended for entertainment. Sideline assistants will escort team bands to, on and off the field for their pregame (if applicable) and halftime performances.

Each competing team's band shall be granted six minutes of the 18-minute halftime entertainment period. Six minutes will be reserved for the host agency. If a competing team's band is not available, the NCAA may use its allotted time. The competing institutions must inform Michael Gett of the NCAA not later than Monday, Dec. 18 if their bands, spirit squad, and mascot will be available. A final halftime schedule will be shared with teams during the Saturday, Jan. 6 administrative meeting.

Home Team. The NCAA Division I Football Championship Committee has determined that the higher-seeded team will be the home team and wear dark jerseys. NCAA staff and the Division I Football Championship Committee will make team bench/sideline determinations. If neither team is seeded, NCAA staff and committee members will determine the home team most likely before the semifinal round of competition.

National Anthem. The national anthem will be performed prior to the game. All game presentation event participants during the National Anthem will receive a wristband that will get them access into Toyota Stadium through the north entrance. The wristbands will be prepared by the NCAA media coordinator.

Starting Line-ups. Each team shall provide to the NCAA media coordinator, David Lentz, not later than Saturday, Jan. 6, its starting line-up for the championship game. This information will be used to develop in-game video board/PA and ESPN broadcast content. Teams may make adjustments to the line-ups up until game time and communicate that information to David Lentz.

Video Board. The two participating teams will be instructed by the NCAA to provide introduction videos, logos, PSAs and other materials in electronic format to Hannah Taylor (919-720-0996; htaylor@vanwagner.com) of Van Wagner by Friday, Dec. 24, for display on the stadium video boards. NCAA staff will work with VW to develop a comprehensive video board production plan and run of show, inclusive of public address announcements and timing. Toyota Stadium staff will provide video board operational support to Hannah Taylor as the video board producer, during the game and will be available during championship week to finalize all production planning. A game production meeting is scheduled for 2:30 p.m. on Saturday, Jan. 6 at the Toyota Stadium Winners Club.

Practice. A practice schedule will be developed by the NCAA Division I Football Championship Committee in consultation with Team Frisco. Toyota Stadium practice fields four and seven will be made available for Friday and a backup location for Saturday team practices. At Toyota Stadium the visiting team will practice on Field Four and the home team on Field Seven. The championship game field is not available for practice prior to the game; however, both teams may walk on the field following their respective team photo on Friday, Jan. 5 (with the exception of any painted logos and the end zones). Teams should wear turf/tennis shoes and not cleats for the facility walkthrough.

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Should the participating teams prefer to practice on a turf field, they may utilize Dr. Pink Field adjacent to the assigned grass practice fields.

Team practices on both Friday and Saturday will be closed to the media. Media availability will be permitted for 30 minutes after the team picture on Friday. On Saturday, a minimum of three student-athletes and the head coach of each team will participate in scheduled news conferences that day. Should a team arrive on Thursday and wish to practice that day, the head coach shall determine if the session will be open to the media. The media should be informed when the interviews will be conducted. Team practice arrangements may not be changed without NCAA approval.

The Friday practice shall also be open to a limited number of local high school football coaches to view practices as guests of the NCAA and Team Frisco.

All team practices will be closed to the general public. Each team will be issued 100 credentials that they may issue to family members, alumni and other key constituents that they would like to have access to their team practices. Credentials will be issued by the NCAA media coordinator to the sports information director of each team. Each team shall assign a staff member to the practice field entrance gates to assist with credential/access management during their practice.

On Friday, the home team shall practice from 10:15 a.m.-12:15 p.m. and the visiting team shall practice from 1:30-3:30 p.m. On Saturday, the visiting team shall practice from 1-2 p.m. and the home team shall practice from 2:30-3:30 p.m. Please note that if a team arrives on Thursday and desires to practice, the host should work with the team to see if it is possible to accommodate this request.

Two lifts should be available on each practice field for team video personnel and equipment. One lift should provide an end zone view and one lift should provide a sideline view.

Two team practice liaisons should be on-site before, during and after each team practice to address any team needs.

It is strongly encouraged that participating institutions use their established practice times at the Toyota Stadium practice fields on Friday and Saturday. However, should an institution choose not to practice at the Toyota Stadium practice fields they are permitted to practice off-site. The institution will be solely responsible for making all arrangements for off-site practices. The institution will assume any and all risks/liability associated with that off-site practice/practice location.

Any institutions choosing not to practice at the Toyota Stadium practice fields will still be required to keep the previously established media/social media obligations at Toyota Stadium. **No exceptions will be made.**

NCAA staff, Southland Conference and Toyota Stadium staff should be notified immediately if a participating team does not wish to use their scheduled practice time at the Toyota Stadium practice fields.

In case of inclement weather only, indoor practice fields should be reserved for the home and visiting team. If possible, locker rooms and dressing areas should be made available at each location.

Travel Party/Squad Size. The official traveling party for the NCAA Division I Football Championship Game shall consist of 145 persons. Transportation expenses and a \$160 per diem will tentatively be provided for each member of the travel party.

The number of student-athletes in uniform cannot exceed 70, and at the administrative meeting, each coach shall designate the 70 student-athletes who will participate in the championship. A roster will be provided that should be used to list the 70 student-athletes as well as other personnel to be allowed on the sidelines during the game.

No substitutions will be permitted after the submission of the list for any reason. NCAA executive regulations may require the games committee to forfeit the game to the opponent of a team with more than 70 student-athletes in uniform.

In addition, additional student-athletes on the institutional squad list as of the date of the first-round games (not on the 70-man roster) will be allowed on the sidelines in their team bench area. The additional student-athletes must be wearing the same color game jersey top as the rest of their team (no pads/helmet) and other institutionally issued apparel (e.g., sweatsuit pants).

Section 6 • Competition Site

The Local Organizing Committee shall be responsible for ensuring that Toyota Stadium and adjacent facilities are in compliance with all NCAA policies pertaining to commercial involvement, the policies that have been developed by the NCAA Division I Football Championship Committee and that the playing field meets the specifications of the NCAA Football Rules Committee.

Athletic Training. Appropriate athletic training facilities should be available on site for the teams. Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host athletic trainer) must be present for all practices and the championship game at the facility. The athletic training room must open a minimum of two hours before all practices and the championship game, and remain open one hour after the conclusion of all practices and the championship game.

Team Frisco shall supply personnel and equipment to assist the participating teams with their sports medicine needs, including movement of one athletic training table to each sideline on game day. The athletic trainer(s) and physicians should be equipped with a means of radio communication.

Coaches' Press Box Booths. The visiting team coaches will be assigned to press box television booth two (2) and the home team coaches will be assigned to press box radio booth three (3). Consistent with NCAA Playing Rules, Team Frisco shall ensure that each coaches box is equipped with a monitor for the display of live television. These monitors shall not include replay or recording capabilities. Individuals in the coaches' boxes will need one of the 36 sideline passes provided to each team.

Contracts/Budgets. Development and execution of the contract dealing with the administration of the game will be the responsibility of the Division I Football Championship Committee with the assistance of the NCAA staff liaisons.

Entrances. Each entrance must be staffed by an adequate number of persons. Signage must be posted to clearly identify all entrances. No one shall be allowed to enter the stadium without a ticket or credential.

1. **General Public Entrance.** General public entrances shall open 120 minutes prior to the start of the game. Information shall be posted at each gate reminding ticket-holders of prohibited items. Gates shall close at the start of the 4th quarter of the game.
2. **Student-Athlete/Guest Entrance.** All patrons holding student-athlete/guest "complimentary" tickets shall be admitted through a special gate on the East side of the North stadium gates.
3. **Bands/Spirit Squads/Mascots.** Uniformed band members, spirit squads and mascots must enter the stadium as a group. The visiting team band will enter the stadium through the North Gate and proceed directly to their seats. The home team band will enter the stadium also through the North Gate and proceed directly to their seats.
4. **Team Buses.** Team buses will drop student-athletes, coaches and support personnel off at the South Gate of Toyota Stadium, near the locker room areas.

Team #1 Scheduled Arrival: 10:15-10:25 a.m.

Team #2 Scheduled Arrival: 10:35-10:45 a.m.

5. **Media Entrances.** The media will have two entrance points at Toyota Stadium. Additional photo/television workspaces will be located on the main floor of the building on the northwest side of the stadium – the media will enter the Toyota Stadium office doors at the northwest corner of the stadium. In order to access the press box and game day meal, the media must enter the stadium through the Winners Club via the West Media Gate. Press Conferences will be located in South Press Conference Room and can be accessed via SW Concourse Elevator and SW concourse stairs.
6. **Media Elevator.** Media may enter the press box area through the elevator located in the Winners Club on the west side of the stadium. Credentials shall be required to use the press elevator.
7. **Officials.** The officials shall enter through the SE gate on the south side of the facility.
8. **Participant Entrance.** The participating teams shall enter the competition site through the south gates, which is located on the street level, on the south side of the stadium.

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Electrical Requirements/Lighting. The competition site shall provide the following electrical service, all fed from the same transformer or the same distribution panel:

1. Two of 20 amp, 120-volt single-phase circuits at the video control position;
2. Four of 20 amp, 120-volt single-phase circuits in the vicinity of the mult boxes. Two long multiple outlet strips with attached six feet, or longer, power cords shall be available for each circuit;
3. At least two of the 20 amp, 120-volt single-phase circuits at the audio control position;
4. Additional circuits as may be required by the audio system company for its power amplifiers. These circuits should also be on the same ground;
5. Sufficient power as requested by the lighting company, including 220-volt service, if required. In all cases, lighting should be on a separate circuit from the video and audio and should be grounded separately; and
6. Access to sufficient electrical power solely dedicated to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast.
 - a. Service size – 200 kVA, 208 volt, three phase, three wire – no-load voltage at shore power service that disconnects to be 220 volts;
 - b. 1 – 400 amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp);
 - c. 2 – 200 amp solid state circuit breaker service disconnect;
 - d. 2 – 100 amp solid state circuit breaker service disconnect;
 - e. 2 – 120 volt, 20 amp duplex outlets each fed from a dedicated 20 amp single pole breaker.
 - f. If a generator is required, it shall be a dual twin pack, crystal synch with operator; operator to stay with such generator from hook up to power down.

(Note: It is imperative that the video control position, the audio control position and all video/audio distribution box and audio only distribution box locations be on the same ground.)

Toyota Stadium must provide lighting to meet network television standards as determined by the NCAA, which shall have the following MINIMUM measurements:

1. Horizontal Footcandles: 125
2. Horizontal Uniformity: 1.5:1
3. Camera One (1):
 - 50 yard line Side:
 - Vertical Footcandles: 125
 - Vertical Uniformity: 1.5:1
4. Camera Two (2):
 - End zones
 - Vertical Footcandles: 75
 - Vertical Uniformity: 2.5:1

Facility Availability. Toyota Stadium and the surrounding area (i.e., parking lots, frontage property and any other adjacent area that the competition site may provide to the NCAA) must be available for move-in from 9 a.m. Wednesday, Jan. 3, through Sunday, Jan. 7, for the purpose of preparing for, practicing for and conducting the NCAA Division I Football Championship Game. During that period of time, the competition site will be clean and accessible, and conditions must be safe and of championship caliber.

Locker Rooms.

1. **Officials.** One room, with showers, to accommodate at least nine individuals at a time must be available. The room shall be stocked with soft drinks (Coca-Cola products only) and snacks. A sign reading “NCAA USE ONLY” shall be posted on the door. Only designated representatives of the football championship committee; NCAA staff; tournament manager; and the NCAA media coordinator seeking clarification of a rules interpretation for the media shall be permitted in the officials’ dressing room before, during or after the game. One person shall be assigned to serve as the attendant for the room and ensure that it is “stocked” and secure. If a crew is made up of both genders, a second locker room should be provided. Security should be located outside the locker room(s).
2. **Teams.** Upon arrival, the head equipment manager for each team shall be provided with one locker room key. Locker rooms shall be available for team set-up by Thursday evening, Jan. 4. Team equipment delivery instructions should be provided to teams prior to Thursday. Following delivery, the institution’s delivery vehicle should use the team hotel for overnight parking.
 - Each team should have a portable storage pod available to them for storage. These pods should be placed on each team’s respective practice field at Toyota Stadium.
 - White, non-logo towels, soap, ice and beverages will be provided in each locker room. Teams should be provided a contact to share their locker room supply needs.

Parking. The LOC shall be responsible for maintenance and security in connection with its parking areas at its expense. On-site parking must be provided for participating institutions, championship personnel and officials in well-marked spaces. Sufficient parking space must also be made available to attending spectators.

1. **ADA Parking.** ADA parking is available in Platinum, Gold, Red, Green, and Blue Lots. Space is first-come, first-served. A disabled hang tag or disabled license plate is required to park in these spots.
2. **Officials.** Officials shall be dropped off in the Southeast VIP Lot. Chain crew members will drive themselves to the stadium and be provided parking passes to the Platinum Lot.
3. **NCAA.** Team Frisco will provide 50 parking spaces to be allocated and designated for NCAA use in the Platinum parking lot. The parking passes for the spaces should be given to Antonio Cannavaro for distribution. These are intended for use by such groups as the Division I Football Championship Committee, NCAA staff, instant replay personnel, and the NCAA corporate champions/partners.
4. **Media.** 125 parking spaces should be allocated and designated for media parking on game day in the North Gold parking lot. The media parking passes will be yellow in color.
5. **Broadcast.** The competition site shall provide parking spaces for ABC staff, satellite trucks and mobile equipment of all credentialed electronic media agencies in the south end of the far West portion of the Platinum parking lot at no cost. ABC shall be responsible for securing and paying for security. A reasonable “parking fee” to cover costs such as security and electricity, to be determined by the host in accordance with the competition site’s customary rates for other events, may be charged to agencies that have not purchased live telecasting or broadcasting rights from the NCAA.
6. **Game Day Staff and Volunteers.** Game day staff and volunteers will be provided passes to park in the Gold or Red parking lot. Tailgate Town support staff will be provided passes to park in the North Gold parking lot.
7. **General Public.** Spectators will be able to park in the Red, Blue, Green, or White parking lots. All competition site parking lots should be closed to the general public until 7 a.m. on game day. Also, the local organizing committee (LOC) shall use its best efforts to ensure other lots near the stadium that are not controlled by the LOC adhere to this same standard. Parking passes shall be sold for \$20 each, may not be purchased in advance and a parking map shall be printed on the back of each parking pass. A no re-entry policy will be enforced on game day. The parking passes will be produced by Nick Shafer with Toyota Stadium.
8. **Team VIP.** Each institution will be provided five parking passes in the Platinum parking lot. In addition, 25 Platinum lot parking passes will be held back for sale to the VIPs of the participating teams. Each institution shall decide how many, if any, of the parking passes they want and purchase them in bulk from the LOC.

DIVISION I FOOTBALL

9. **Recreational Vehicles.** Spectators with Recreational Vehicles (RVs) and Campers will be charged \$40 per parking space that their RV or Camper occupies. There is no saving of spaces, and a no-entry policy will be in place. RVs or campers will be able to enter any of the Toyota Stadium lots at 7 a.m. and will be charged \$20 per each parking space that is taken up by the vehicle. The parking lots for RVs and campers will not open until the day of the game.
10. **Team Buses.** After dropping off teams at the corner of at the South Gate, coach/player/staff team buses will be directed and parked in the south end of stadium team designated bus compounds. Toyota Stadium shall provide this space as a designated complimentary parking area for team buses. All other Team Buses or courtesy cars will be directed into the Gold Lot complimentary.
11. **Team Band Buses.** Team band buses shall park in the North Gold parking lot.

Tailgating. Tailgating is a longstanding college football tradition and an important component of game day activities. To ensure that spectators have a safe and enjoyable experience, spectators are asked to adhere to the following regulations on game day, unless specifically authorized to do otherwise by the NCAA:

1. Possession and consumption of alcohol in the Toyota Stadium parking areas is subject to the laws and regulations of the State of Texas and/or City of Frisco. Police will patrol these areas and enforce all applicable laws.
2. No kegs or other common source containers.
3. No tents larger than 10' x 10' and they must be located in front of a parked car or within the four spaces allocated to a recreational vehicle.
4. Tailgating activities that take up vacant parking spaces or interfere with pedestrian or car traffic flow within or around a parking lot are prohibited.
5. Parking permit holders are responsible for functions they host in their parking spaces.
6. Open flames are not permitted.
7. Pop-up tents and canopies must be secured or dismantled if left unattended.
8. Lots open at 7 a.m. on game day. All spectators are encouraged not to come before this time as traffic line-ups will not be permitted. Parking lots will stay open after the game, but all vehicles must be off property by 11:30 p.m. that night.
9. All vehicles in the stadium parking lots must keep their parking pass displayed at all times, or be subject to towing.
10. No corporate signage is permitted at any time unless prior written approval by the NCAA has been obtained.
11. No couches or upholstered furniture are permitted.
12. Spectators who want to watch television or use other entertainment devices that require electricity are allowed to do so as long as they provide their own power and video sources.
13. No outside food vendors are allowed without the permission of the NCAA or Toyota Stadium.
14. Pets are permitted but must be kept on a leash at all times.

Signage. The NCAA staff shall coordinate the stadium signage and décor program, with implementation assistance from Team Frisco. All game and practice competition site décor elements and signage should be installed by 9 a.m. on Friday, Jan. 5.

No advertising, banners, signs or displays of any kind may be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and ancillary events site(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard other than NCAA banners and television banners approved by the NCAA. Any permanently-affixed (or previously leased) advertising banners, signs, cup holders or displays shall be covered with décor elements by the competition, practice and ancillary event site(s) and at the competition, practice and ancillary event site(s) expense as specified by the NCAA.

In regard to any signage that is to be covered, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

1. **Alcoholic Beverage Advertising.** Advertising displays at the competition, practice and/or ancillary event site(s) for liquor, tobacco, beer or wine companies or organizations promoting gambling are prohibited.
2. **External Signs.** All exterior competition site corporate and/or professional franchise identification must be covered and must be covered with décor elements as specified by the NCAA at the LOC's expense.
3. **Commercially-Named Competition Sites.** Commercially-named competition, practice and ancillary event site(s) may display two pre-existing interior signs with the competition, practice and ancillary event site(s)' name at the top of the competition site (excluding the scoreboard), with placement designated by the NCAA. The competition, practice and ancillary event site(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice, and/or ancillary event venue(s) is an existing NCAA Corporate Champion/Partner, the NCAA in its sole discretion, may allow additional branding of the commercially-named venues.
4. **Electronic Messages.** No host or venue-specific messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championships and alliances staff liaison.
5. **Media Banners.** Only ESPN, Westwood One and the NCAA may display banners in the stadium. No other radio or television outlet may display a banner. ESPN may display only two banners and Westwood One may display one banner.
6. **NCAA Branding.** A shipment of NCAA Division I Football Championship signage will be delivered to Toyota Stadium prior to the championship and will be installed by stadium staff and Sport Graphics of Indianapolis, Indiana (317-899-7000) and their local subcontractors. The comprehensive signage package consists of exterior competition site branding, inner bowl branding, and club and suite-level branding for the NCAA and the NCAA Division I Football Championship.

The NCAA shall have the right to display branding/recognition (e.g., signage, banners, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue.

7. **Field Layout.** The NCAA shall design the field graphics for the championship game, including end zone and midfield logos and artwork. All championship-specific stencils and paint will be sent to stadium staff to paint the field.

Smoking. Smoking is not permitted in the stadium seating areas or along the railing overlooking the seating bowl, club, suites or restrooms. The designated smoking areas are located on each of the four concourses, just inside the stadium gates.

Sound. An adequate public-address system must also be available and shall be tested prior to the start of competition.

Stadium Set-Up. The stadium should be prepared and set in accordance with the NCAA football rules. An inspection of the stadium will be conducted by the NCAA Division I Football Championship Committee on Friday, Jan. 5.

Team Benches. NCAA staff and the Division I Football Championship Committee will make team bench/sideline determinations. The Team B team bench shall tentatively be assigned to the east side of the playing field and the Team A team bench shall tentatively be assigned to the west (press box) side of the playing field. Team B shall be assigned the south end zone and the Team A to the north end zone. See Appendix C for a diagram.

Videotaping. Team video taping will be directly behind the south endzone score board located in the 200 level of the south side of the stadium. Members of the video crews should apply for credentials indicating they are team video crew members. Team video crews may arrange to visit the video locations prior to game day by contacting a designated member of the host staff. For team practices, two lifts will be available on each practice field (end zone view and sideline view) for team video personnel and equipment.

Section 7 • Critical Incident Response/Emergency Plan

The NCAA recognizes that there may be cases where circumstances warrant the delay or postponement of the championship game. The NCAA and Toyota Stadium have established this emergency plan that spells out the persons responsible for making such a decision as well as the procedure for doing so. Ultimately, game postponement and cancellation decisions will be made by the NCAA, in consultation with Team Frisco and ABC. Reasons for a delay or postponement could include one or more of the following types of situations:

- Lightning and/or Severe Weather Conditions.
- Natural Disaster and/or Damage to Stadium Superstructure.
- Terrorist or Unspecified Threat to the Safety of the Event.
- Stadium Power Failure.
- Serious Injury of a Player, Coach, Game Official, Team Representative or Spectators.
- Fatality Before Game Day or Arriving at Stadium.
- Fatality During Competition.

Individuals will collectively make decisions on-site as a committee.

If weather conditions could alter the approved schedule, the tournament director must contact the NCAA championship administrators 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. NCAA severe weather policy requires that play be halted if lightning occurs within an eight-mile radius of your stadium. Once a lightning strike occurs, play cannot resume until 30 minutes has passed since the last lightning strike has occurred in the eight-mile radius.

The NCAA has made arrangements through WeatherSentry 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 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. The host tournament director and 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 tournament director 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 tournament director and the tournament manager monitor the national storm center forecast using weather.gov or weatherbug.com. It is finally also recommended that the tournament director and the tournament manager make contact with a local meteorologist.

Additional individuals who will participate in the discussion and provide information as part of the weather delay committee and/or crisis management team:

- Designated Host Staff.
- Referee.
- NCAA Championship managers and other necessary NCAA Staff (i.e., broadcast, game presentation, media coordination).
- Division I Football Committee Chair.
- Each Team's Lead Administrator.
- Television Producer(s).

In all cases, a primary meeting place for all discussions should be determined by the host.

Once a determination is made that a situation warrants the possible delay or postponement, the appropriate personnel will gather in the primary location (unless instructed to move to the secondary location) to discuss information and make a decision. At all times, the teams will be kept informed of the decision-making process through their representatives in the meeting, and the public will be made aware of the situation through periodic updates on the public-address system.

In such cases as there is a need for the evacuation of spectators from the stadium, the emergency evacuation plan set forth by the stadium will be in effect. As a competition site without a roof, there is no designated shelter large enough for the attendance, although the bathrooms located on the concourse can provide shelter for a limited number of people, as well as the tunnel. Approximately 2,500 people can be sheltered at Toyota Stadium. If there is more than that amount of people in the stadium, the venue personnel will ask them to go to their vehicles for shelter. If venue personnel are aware of severe storms for the championship game, they will be constantly monitoring the weather radar which is located on Toyota Stadium property. Venue personnel will give spectators enough time and warning for people to seek shelter either by sheltering them within the competition site, depending on the amount of spectators in the stadium, or ask them to leave the stadium and go to their vehicles. This will all be completed by the public-address announcer. In the case of a pop up storm, the venue personnel will use every means available to shelter as many people as they can, as well as giving the option to leave the stadium and go to their vehicles for shelter.

Media Plan. In the event of a critical incident or crisis during an NCAA championship, the NCAA media coordinator has several duties to perform. As soon as the incident happens, the NCAA media coordinator will need to contact their director and provide a briefing on the incident. Either the NCAA media coordinator or the director should then call NCAA Public and Media Relations (PMR) (317-917-6117) with incident details. Normally, the NCAA media coordinator will be present in the command center (predetermined place on-site) and is responsible for coordinating the release of information to the media. Information should be coordinated with all applicable parties to include at a minimum their director, the NCAA championship manager, PMR, the host institution/conference and sponsoring agency (if applicable), the tournament manager, the games committee chair, the impacted institution(s) and other local government/emergency service/medical agencies that have a role in handling or investigating the incident. Depending on the incident, it may be necessary to hold a news conference in which local fire, police, medical and local, state or national officials participate.

The NCAA media coordinator should work to establish a media relations center location away from the command center. If it is available and there are no safety considerations to prevent it, consider using the press box. If the press box is not available, the NCAA media coordinator will determine the location of the center. Media will not be permitted in or around the command center.

Media Plan Guidelines:

- First response is to contact the appropriate personnel at the national office (championship manager, director, senior vice-president for championships, PMR, etc.) for guidance.
- Draft initial press release, coordinate it, and release it ASAP once approval is given. Work with PMR to distribute the release, as PMR has a ready-made distribution list of all applicable media.
- Consult with appropriate leadership to determine if a news conference is necessary. If a news conference is necessary, determine appropriate spokespersons and provide “just in time” media training (i.e., work with participants on messages and potential questions and answers).
- When information is not available, or you cannot release it, state the information is not available or why you are not allowed to release it.
- Make sure message delivery is consistent across all platforms.
- Alert the media when updates will be made (i.e., NCAA media coordinator will give more details every half hour).

Emergency Plans	
1.	Ensure that all staff understands the importance of knowing what to do during an evacuation. It is important that staff know the nearest exit, know the location of a secondary exit, make sure that all exit paths are clear, and direct guests away from the emergency and to the nearest exit. The evacuation should be discussed at every event and reviewed periodically during the event to ensure that all the staff understands the importance.
	Ushers/Ticket takers/Security have had an orientation
2.	<p>The stadium emergency plans are to be comprehensive documents that include, but are not limited to, the following topics:</p> <ul style="list-style-type: none"> • Immediate actions to be taken when incident occurs. • Possible cause of incidents, natural (weather) or as a result of actions taken by people. • Responsibilities: police, fire, stadium, club. • Evacuation routes, including alternate routes. • Communication protocols. • Command protocols. • Isolated area evacuation. • Full stadium evacuation. • Actions to be taken with constituent groups (i.e., teams, officials, media, non-essential staff). • Control elements of restricting access, cordoning areas, searching areas, dealing with the cause of the incident. • Media management. • Major medical incident responses. • Morgue provision. • Government agency involvement. • Sustaining the operation. • Recovery from the incident. • Alternate staging areas for the recovery phase.

Snow removal policy. 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 pre-championship 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 to get a potential open spot for the placement of a field goal or PAT attempt.

Snow/ice in seating areas. 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.

Section 8 • 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.

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

Section 9 • Equipment

The Local Organizing Committee shall be responsible for providing all necessary equipment for the conduct of the championship game except for the equipment mentioned in this section that will be provided by the NCAA. Unless the equipment is deemed necessary for the conduct of the game, visible advertising may not appear on the equipment. Other equipment shall not have any commercial advertising attached to it other than the customary manufacturer's label that the company ordinarily places on its products. It may be permissible to give credit in the game program for equipment loaned or donated for use during the game, subject to the approval of the NCAA.

All final and selected preliminary round sites will receive POWERADE branded equipment and product. For more information regarding the hydration program, please refer to the Hydration Product section of this manual.

Game Balls. The 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 are the official balls for the NCAA Division I Football Championship. Prior to the championship game, a total of 18 game balls and 14 autograph balls will be sent to the host. Nine of the game balls should be the same model number as being used by the visiting team. The remaining nine balls should be the same model number as being used by the home team.

The game balls will be stamped with the 2024 NCAA Division I Football Championship Game logo. The game balls and autograph balls may be used for promotional purposes.

Twelve (12) stamped game balls will also be shipped by Wilson to both of the teams advancing to the championship game for their use in preparation for and during the championship game in Frisco. Please note, teams will be required to use the championship-branded footballs at the final site.

Playing Surface. Toyota Stadium features a sand based field installed with a hybrid Bermuda grass variety called Tiffway 419. The field is manicured with reel type mowers daily from ¾ to one inch in height.

Printers and Copiers. The NCAA will ship a printer for use at the stadium and at its headquarters hotel. The existing stadium copy machine in the press box will be used for all game-related copying needs.

Team Benches. Toyota Stadium staff will ensure that the following equipment is provided and in place on each team's bench area on game day:

1. Four benches;
2. (Three) 8' folding tables (more as requested);
3. Athletic training/taping table;
4. 10-gallon water coolers;
5. 64-quart ice chests;
6. Six 50-pound bags of ice;
7. 1,000 eight-ounce paper cups; and
8. Six (6) cases of non-carbonated drinks.

Shipping & Storage. NCAA staff shall develop a comprehensive spreadsheet detailing the expected NCAA-related shipments to Toyota Stadium. This spreadsheet shall also include the specific rooms within the facility that the shipments should be delivered to upon arrival.

Storage Areas. The host in collaboration with the NCAA championship managers should establish storage areas at the venue for shipments including but not limited to:

- Championship awards/trophies.
- Footballs.
- Apparel.

Section 10 • Fan Engagement

Conference Call. The NCAA will conduct a fan engagement teleconference call with selected staff of the two advancing teams, Monday, Dec. 18 at 12:30 p.m. Eastern Time. Individuals on the call from each team should include contacts for marketing, tickets, bands, spirit squads and alumni groups.

Team Introductions. For pregame player introductions out of team locker rooms, the NCAA will tentatively supply an arch truss to run under equipped with smoke machines and sparklers. As such, teams will not be permitted to bring their own tunnels, smoke machines or other devices. Pregame introductions will be coordinated by the NCAA; teams will take the field once given notification from the NCAA, per the pregame timing sheet.

Section 11 • Health and Safety

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the NCAA Sport Science Institute website. A non-exhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes, the NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events and the NCAA Sports Medicine Handbook.

- Blood-Borne Pathogens and Other Biohazards.
- Catastrophic Incidents and Emergency Action Plans.
- Cleaning and Disinfection.
- Inclement Weather, Air Quality and Other Environmental Considerations.
- Independent Medical Care.
- Medical Facilities.
- Medical Disqualification, Removal and Return to Activities.
- Medical Staff: Resources, Communications, Training and Responsibilities.
- Medical Supplies and Equipment.
- Medical Treatment (including for, among others, the following emergency conditions):
 - Asthma.
 - Burners (Brachial Plexus Injuries).
 - Cardiac Emergencies.
 - Cervical Spine Injuries.
 - Concussion and Traumatic Brain Injury.
 - Diabetic Emergency.
 - Head and Neck Injury.
 - Heat Illness and Heat Stroke.
 - Hypothermia.
 - Mental Health Emergencies.
 - Rhabdomyolysis.
 - Sickle Cell and Other Exertional and Non-Exertional Collapse.
 - Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

In addition, and as a supplement to the legislative and policy requirements and related guidance described above, the following health and safety considerations and expectations will also apply to all championship events.

Ambulance Service

At the NCAA's expense, an ambulance shall be provided for event participants on game days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

Planned access to an ambulance shall be provided by the championship host. If it is determined that an ambulance should be provided on site, the championship host shall obtain the ambulance service and the incurred cost is reimbursable by the NCAA. Any ambulance used must be equipped in accordance with all applicable government regulations and industry medical and safety standards.

Coaches, Officials, Event Staff and Spectators

Host institutions should consult as necessary with applicable institutional legal, medical and risk management personnel to determine and appropriately plan for the management of emergency and other health and safety incidents involving individuals other than student-athletes that may occur at the championship event or venue.

Concussion Management

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 their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

For further details please refer to the "NCAA Sports Medicine Handbook Guideline on Concussions" online at ncaa.org/health-safety.

First Aid

The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first aid room for spectators on gameday.

Medical Staffing

1. **Host Medical Staff.** It is the responsibility of the host conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.
2. **Travel Party.** Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits though institutional funds. Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.
3. **Access.** Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.
4. **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. Typically, an access point from the stands supervised by security will allow access to student-athletes.

Portable Immersion Tubs

Portable immersion tubs (hot or cold) are permitted at championship events only where use is a component of an established emergency or other health and safety plan and managed under the direction of sports medicine staff, an athletic trainer or physician in accordance with all applicable institutional and government health regulations and requirements.

Team Frisco must arrange for access to two physicians (general practitioner and an orthopedic surgeon) that must be accessible by cell phone or pager during all practices and they must be in attendance at the championship game. At the NCAA's expense, an ambulance service shall be provided for event participants on game day. The ambulance service must be obtained by Team Frisco. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment). Paramedics and a first aid room must also be provided. If necessary, a nearby hospital facility may be used by participating teams. This hospital shall ensure that championship participants will be provided priority care and assistance.

X-Ray Machine

If necessary, teams should use the x-ray machine available at Toyota Stadium. Teams should consult with the Team Frisco medical support staff to schedule usage.

Section 12 • Hospitality/Events

Alumni Pregame Hospitality Tents. Hospitality space shall be made available inside Toyota Stadium North Concourse for each university. A member of the host staff should be designated as the point of contact for alumni associations to coordinate hospitality tents, security and catering needs.

Please note that corporate logos and branding are prohibited in alumni pregame hospitality tents inside of Tailgate Town. Fan giveaway items with corporate logs are also prohibited.

Stadium Hospitality Suites/Terrace Seating. The NCAA and Team Frisco will provide a complimentary 20-person suite at Toyota Stadium for each institution. Each institution will be given 20 suite tickets, which will be distributed to each team ticket manager upon arrival in Frisco (unless the team requests that the tickets be shipped prior to arrival).

Each institution should work with a member of the host staff to order food and beverage for its suite. The cost of catering is the responsibility of each team. Team Frisco is responsible for managing the sale of suites for the championship game. Toyota Stadium features enclosed suites as well as outdoor/covered suite decks and spaces.

A minimum of one additional suite will be held until Wednesday, Dec. 27, for sale to individuals or groups affiliated with the participating teams. A member of the host staff should be appointed for institutions to contact if interested in purchasing additional suites.

In addition to the suites, a separate covered terrace section on the north side of the stadium (109 seats) will be offered to each institution at \$100 per ticket. There may also be hospitality available for purchase in the National Soccer Hall of Fame (subject to availability).

Committee Seats. An enclosed suite with view of the playing field shall be available for the NCAA Division I Football Championship Committee's use during the championship game. Only members of the Division I Football Championship Committee, NCAA staff liaisons and invited guests will have access to the suite. The NCAA suite for the championship game will be located in Suite Number 23 (Super Suite). Arrangements should be made to have the game shown on the television monitor(s) located in the suite.

NCAA Experience. The NCAA reserves the exclusive right to create and sell "NCAA Experience" hospitality packages (which may include tickets) for the championships and any ancillary events. The competition venue shall hold all space for possible hospitality use at no cost and subject to no food and beverage minimums. This space, preferably, shall be within the ticketed area. If no appropriate space exists within the ticketed area, the host shall offer alternate off-site options for hospitality in close proximity to the competition venue. The distribution of alcohol may be permitted only if logistics of security are reviewed and approved in advance by NCAA staff. Any hospitality packages contemplated by the LOC/host must be approved in advance by the NCAA. Space is needed to accommodate approximately 800 people.

Section 13 • Hydration Product

POWERADE

Equipment Information

The NCAA will provide certain championships relevant equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any equipment that will be provided. Following the championships, each host site will be required to provide the NCAA with a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance.

Cups, Coolers and Water Bottles

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only cups, cans, coolers or water bottles may be used during championships that are provided by the NCAA. If applicable, the host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

Hydration Program

Coca-Cola will provide a bottled water product (e.g., Dasani), POWERADE powder, and when applicable, POWERADE in bottles. Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. Equipment carrying any branding other than POWERADE, however, will not be permitted on the sidelines during NCAA championships.

If a championship also receives POWERADE-branded squeeze bottles, they should be provided to student-athletes. Non-POWERADE-branded squeeze bottles brought by teams/student-athletes will not be allowed.

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite).

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

Use of NCAA-Provided Coolers from Previous Years

The host may use previously supplied equipment from the NCAA, specifically POWERADE equipment with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

The NCAA and Coca-Cola will provide Dasani/POWERADE/Coca-Cola sideline equipment and product for the championship game. NCAA championship staff will share product and equipment quantities with the final site host once determined.

If you have any questions regarding any of this information, please contact Ty Halpin (317-917-6136; thalpin@ncaa.org) or Alyssa Rice (317-917-6627; arice@ncaa.org).

Section 14 • Insurance

LIABILITY

If event is held on-campus:

Host institution/conference must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

If event is held off-campus (also applies when on campus venue is operated by a third party)

Host institution/conference or Local Organizing Committee must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations, Host Liquor Liability and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

DIVISION I FOOTBALL

All venues (for competition and ancillary events) must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit
- e. Liquor Liability insurance with minimum limits of \$10,000,000 per occurrence and \$10,000,000 in the aggregate. The NCAA must be named as an additional insured on the venue's Liquor Liability policy.

Notes:

1. All agreements, whether with the institution, conference, an LOC or the venue shall include mutual indemnification language.
2. If an Unmanned Aerial Vehicle (UAV) or Drone will be used by the hosts or venue or its contractor, \$1M in liability insurance coverage shall be procured and maintained for third party body injury, property damage or privacy with no exclusion for loss arising from electronic malfunction.
3. Certificate must be submitted to NCAA 30 days prior to competition.
4. Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.
5. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
6. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

Section 15 • Lodging

Championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed. The participating institution may use the rooms for persons accompanying the official traveling party. If an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

MERCHANDISING

The hotel understands that the NCAA exclusively will have first right of refusal to sell products licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will be a pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

Section 16 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility and the NCAA. The primary objective of everyone involved in the administration of the championship, shall be to provide a memorable championship experience for each participating student-athlete, coach, administrator and tournament attendee.

ALL-TOURNAMENT TEAM

During the championship game, the media coordinator will distribute a link with which to vote for the game's most outstanding player. Voting will close with five minutes remaining in the game.

BROADCASTING/INTERNET

Please log on to NCAA.com/media for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at ncaa.org - ncaa.org/championships/statistics/ncaa-records-books.

CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites.

The following is a sample of the types of credentials that can be produced, if applicable:

- All Access – For event management-type personnel who need access to every area, including game surface.
- Event Management – For event management staff who do not need All Access.
- Media – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only).
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credentials to allow them to specific places such as the truck compound.

It is up to the tournament director to determine which areas may be accessed with each credential type.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Final-Round Site - Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should be directed to media to apply for credentials at NCAA.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) Credential system training sessions will be conducted. The system will notify via email all media members who apply for credentials whether their request has been approved or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

**** Working credentials will not be mailed.** The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

CREDENTIAL BOARDS

The NCAA will provide credential boards to all final sites. These are to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics, play-by-play summary and results as well as a cover sheet, event recap and postgame notes/quotes.

The host institution shall provide complete statistics of all NCAA championships competition.

FLIP CARDS

Flip cards should be provided to all media members for easy reference to participating team information, where applicable. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.

INTERNET POLICY

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships. Please visit ncaa.org/media for updated NCAA championship internet policies.

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics. The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance.

Once it is determined that neither the NCAA nor the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media (nflannery@ncaa.org).

MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site and/or if media guides and postseason information should be uploaded to the NCAA box library. If wanting to provide a printed version, the media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

MEDIA ACCOMMODATIONS

Hotel. If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact/link at the hotel whom they can call or link to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

Meals. Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

Parking. Complimentary media parking should be provided at all championship host sites. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

Media Workroom. If possible, a media workroom should be designated at each site, where media members can file stories following the competition. The workroom should provide an adequate amount of media seating, electrical outlets, complimentary wireless internet access and a pool of high-speed internet lines, if possible. Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

NEWS FILM AND MINI-CAMS

Please visit NCAA.com/media for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff. When possible, the media coordinator should designate the reporter from the Associated Press or the local newspaper as the pool reporter. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets (if applicable) distributed prior to competition.

When a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant, a rules interpretation is requested or there is a clock or timing issue, the pool reporter shall accompany the NCAA staff representatives to the officials' locker room to receive an interpretation in order to enhance the media's understanding of the activities that occurred. Interpretations are not given if the situation in question is a judgment call. Prior to entering the officials' locker room, the pool reporter shall go to the interview room or media workroom to speak to other media members and compile a list of questions to ask the official involved.

The host media coordinator, who will prepare the statement, will distribute the information to the media after it is reviewed and approved by an NCAA staff representative. Any statement involving an official's interpretation can be read by the news conference moderator in the interview room while the statement is being distributed.

If the involved official does not elect to speak to the pool reporter, the referee will decide whether the referee or the standby official will provide the interpretation on behalf of the officiating crew. The interpretation shall apply exclusively to the specific situation and will only be used to provide an interpretation of a rule.

PERSONNEL

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA will not pay any expenses. All volunteers should be a minimum of 16 years or older. It is preferred that all media coordination volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator's knowledge of the area media will help with advance planning.

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).

- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall – Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator – Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (i.e., website, e-mail, social media, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify tackles and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, will be asked to coordinate all press conferences, including any conducted before the start of championship play. For all formal press conferences, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes. An example of a name tent can be provided by reaching out to the NCAA Championships manager(s) assigned to this championship.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. With permission from the NCAA, exceptions may be made to the policy.

The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

(Note: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.)

Team Championships with a Formal News Conference. The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or NCAA Radio Network, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Press Conference Moderator Duties

1. The press conference moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
2. Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for his/her opening statement.
4. After the coach's comments, the moderator should invite questions from media.
5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
6. Limit the losing team to 10 minutes and the winning team to 20 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Press Conference Setup. Each host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should have a public address system and an elevated head table.

Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number).
- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.
- Mult box.
- Wireless microphones.

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA. Quotes from the formal press conference shall be available to the media immediately following each game.

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.

PROGRAMS

Championships will feature either a printed or digital game program, which the NCAA and LEARFIELD Publishing has the exclusive right to post/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 LEARFIELD before, during and after the event.

LEARFIELD will be responsible for all program production, including editorial content, layout and design, advertising and printing. Championship media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfield.com).

LEARFIELD 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; and
- 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 LEARFIELD approval.

RADIO/INTERNET AUDIO COVERAGE

Radio broadcast rights and made-for Internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to NCAA.com/media.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/rights-request.

SCOUT VIDEO COORDINATOR

A scout video coordinator is permitted to film the game from an upper video position. A credential also may be issued to a team videographer. The scout video coordinator will receive a media credential and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions. Media seating charts should be posted to the media work areas in advance.

SECURITY

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, NCAA.com, with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to NCAA-Editorial@warnermedia.com. Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to "Team Content Policy" link at NCAA.com/media-center/broadcast-services.

INTERNET

Complimentary wireless internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional "hookup fee" to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

TELEVISION

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison, media coordinator or member of the broadcast staff. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at NCAA.com/media.

LIVE STREAMING

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live stream of the event.

Apply for NCAA internet streaming rights online at NCAA.com/rights-request. Questions about Internet streaming can be directed to Nate Flannery (317-917-6523; nflannery@ncaa.org).

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

NCAA Championship hosts and LOCs are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should welcome fans enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.

DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations.
- Shopping and Dining.
- Special Attractions.

LOCAL NEWS

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

VENUE AND TRANSPORTATION INFORMATION

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue Address.
- Venue Parking Map and Details, Google Map.
- Venue Security Information.
- Public Transportation Options.

VOLUNTEER INFORMATION

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

TRAVEL INFORMATION

Hotel, car rental and other travel accommodations should link to: [NCAA.com/Travel](https://www.ncaa.com/travel).

SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

EMAIL SIGN UP

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: [NCAA.com/newsletter-signup](https://www.ncaa.com/newsletter-signup)

LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at ncaa-logo.pd.dmh.veritone.com

COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than NCAA.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: <https://ncaaphotos.photoshelter.com/contact>

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- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

SOCIAL MEDIA

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](https://www.ncaa.com/social)

MOBILE VERSION

The NCAA championship information pages will be mobile friendly. In order for the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

MICROSITE EXAMPLES

If you would like to review an approved championship microsite, please reference an example below:

- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions upon requesting a credential. Photo sales on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special rate and are bound by the following rights:

"For official NCAA member institution athletic department website, social media and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing."

For internal member institution use, please contact Clarkson-Creative at info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Howie Burke (howie.burke@gettyimages.com).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit on.ncaa.com/NCAAonGetty.

For additional questions regarding championship photography, please contact Nate Flannery (nflannery@ncaa.org; 317-917-6222).

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: on.ncaa.com/SocialLinks

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are a school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts).

In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

A host should not create a social media account or page (Facebook page, Twitter (X) feed, Instagram, Snapchat, TikTok account, etc.) solely devoted to promoting an NCAA championship. These pages become outdated, distract fans from established pages and fracture the NCAA message.

Please send direct questions, ideas, or news to Chris Dion, cdion@ncaa.org.

Section 17 • 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

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20% commission fee:

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations

- Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request reorders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference 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% 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% of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship. Reordering Process. The host institution/conference 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.

Section 18 • Officials

Awards. Officials that work the 2024 NCAA Division I Football Championship Game will receive compliments of RefQuest Plus a championship gift. Officials are also eligible to purchase a ring with the championship game logo from Jostens, the official NCAA provider of championship rings. Officials will receive an order form via email following the championship game to purchase a ring. Officials should allow 4-6 weeks for delivery pending verification from the NCAA.

Coin Toss. The Referee is expected to use the commemorative championship coin that will be provided to perform the pregame coin toss. However, NCAA staff (Alyssa Rice) shall have a back-up coin ready and available should one be necessary on game day.

Credentials. The game officials will receive their credentials at the administrative meeting on Friday.

Entrance. The game officials should have a designated entrance to enter the stadium.

Fees. The NCAA will reimburse game officials for their game fee (\$710, per diem (\$45 per day), transportation between their home and the game site in their personal automobile (NCAA rate per mile, only if the official did not fly) and airline baggage fees (up to two bags for officials that flew). Payment to officials will be paid via RefQuest Plus. NCAA staff will provide officials working the championship with details on how reimbursement will be handled. Instructions on setting up an RefQuest Plus account will also be provided.

Hospitality. NCAA policies prohibit officials from fraternizing with participants, coaches and other institutional representatives during championship week. However, Team Frisco shall assign two individuals to serve as the host for the officials during their stay in Frisco, and every effort should be made to provide them with the appropriate hospitality.

Instant Replay. Instant replay – a system using electronic means to review and assist game officials with certain on-field decisions – will be used during the NCAA Division I Football Championship Game. The use of instant replay will be governed by Rule 12 of the 2023 NCAA Football Rules and Interpretations. DVSPORT, Inc. will provide the necessary instant replay technology and the NCAA will assign the instant replay officials and personnel. The instant replay official will be required to attend the administrative meeting on Friday.

Locker Room. One room, with showers, to accommodate at least nine individuals at a time must be available. The room shall be stocked with soft drinks (Coca-Cola products) and snacks. A sign reading “NCAA USE ONLY” shall be posted on the door. Only designated representatives of the football championship committee, NCAA staff, tournament manager and NCAA media coordinator seeking clarification of a rules interpretation for the media shall be permitted in the officials’ dressing room before, during or after the game. One person shall be assigned to serve as the attendant for the room and ensure that it is stocked and secure. If a crew is made up of both genders, a second locker room should be provided. Security should be located outside the locker room(s).

Lodging. Officials will stay at the Sheraton Stonebriar hotel. Room rate and taxes, shall be billed to the NCAA direct billing account. Officials will be responsible for all incidental charges.

Meetings. A meeting room at the Sheraton Stonebriar hotel shall be made available to the game officials (when the room is not in use by the NCAA football championship committee) on Saturday afternoon for film review and instant replay planning. The ABC producer/director and NCAA broadcast staff liaison are encouraged to attend.

Officials Manual. An informational document for all game officials will be provided that includes much of the information in the Operations Manual as well as things about prepping for instant replay, game day schedule/expectations in detail, key contacts, behavior/ethical standards, travel/baggage policies, uniforms, prep meeting information, administrative meeting information, etc.

Parking. (Refer to parking section)

Uniforms. All officials shall wear uniforms devoid of patches that represent an affiliation with a conference or officiating organization. Each game official will be provided with an NCAA patch. The patch must be sewn or pinned to the left front of the jersey (above the heart). No other patches may be worn on any part of the officials’ uniform (e.g., conference affiliation), except for an American flag.

Smitty USA will provide the eight on-field officials with one hat, a football information package, one pair of pants, one pair of socks and one shirt.

Patches. The NCAA emblem patches to be worn by all of the game officials in the championship game will be available for pickup along with official championship gear in a designated meeting room at the headquarters hotel upon officials' arrival.

Selection. The NCAA Division I Football Championship Committee shall assign and pay the seven game officials and one alternate official for the contest. Those eight officials selected to work the NCAA Division I Football Championship Game shall report to the NCAA for all matters related to the administration of the championship game. During the conduct of the game, the referee shall be in charge.

The instant replay official and replay communicator will be recommended by the supervisor of officials from the football championship subdivision conference providing the on-field officials and approved by Steve Shaw, NCAA National Coordinator of Officials. The Instant Replay Official shall be compensated by the NCAA (\$710 for the Instant Replay Official and \$500 for the Instant Replay Communicator). Team Frisco shall secure and compensate the two Instant Replay Sideline Assistants each \$150. The NCAA will secure instant replay equipment and technicians through DVSPORT and pay for these services.

The eight game officials must report to the stadium two hours prior to the game and at least two officials must be on the field at least one hour before kick-off and the remaining officials must be on the field at least 30 minutes before the start of the game.

Television Booth Official. If available, the NCAA national coordinator of officials shall serve as the booth official for the television broadcast talent and production crew. This individual will sit in the primary announce booth and provide playing rules clarifications to the televising network. If the NCAA national coordinator of officials is unavailable, the booth official shall be from the same conference as those working the game as on-field officials.

Tickets. (Refer to ticket section)

Transportation. If air transportation is required, each official shall contact Short's Travel Management (866-821-8547) and make the necessary travel arrangements. All on-field and instant replay officials shall make plans to arrive at the site in time for the administrative meeting the day prior to the start of the championship game (i.e., Saturday).

With regard to transportation while at the host site, the officials shall be provided a rental car to share throughout the NCAA Division I Football Championship Game week. The referee and umpire on the crew will each be approved to rent a vehicle. Rental car reservations can be made when making their other travel arrangements with Short's Travel Management. The NCAA will be direct billed for these charges. Additionally, the local officials' liaisons will have transportation available for the officials if needed while in Frisco.

Section 19 • Programs

PROGRAMS

This championship will feature a printed program, which the NCAA and LEARFIELD 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 LEARFIELD before, during and after the event.

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfieldimgcollege.com).

SUPPLEMENTAL HANDOUTS

LEARFIELD 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; and
- 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 LEARFIELD approval.

PROGRAM VENDING AND COMPLIMENTARY PROGRAMS

LEARFIELD will enter into an agreement with the official program vendor of the host institution or sponsoring agency listed on the key contacts form, 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% commission of net sales for providing these services. Below are the program vending responsibilities of both LEARFIELD and the host, or official program vendor.

LEARFIELD 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 LEARFIELD.
- 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 LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Return a signed vending agreement to LEARFIELD 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 LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted number of complimentary programs as specified below:
 - 145 programs per team.
 - 75 for media.
- Meet the "Program Vending Standards" (listed below) to receive 20% commission of the net program sales.
- After meeting the "Program Vending Standards," LEARFIELD will pay the vendor 20% commission of net sales. The vendor is to keep the commissions earned and cut a check to Learned IMG College for the amount due listed on the LEARFIELD provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by LEARFIELD, 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 LEARFIELD 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 LEARFIELD.
- Display signage in a professional manner, if provided by LEARFIELD.
- 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.

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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.

Section 20 • Safety and Security

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the [Best Practices for Venue Safety and Security](#) when developing a safety and security program.

The suggestions outlined in the Best Practices for Venue Safety and Security are based on practices that are employed by competition venues across the nation. The need and ability to implement them at each facility and event will vary. Properly trained and equipped personnel constitute the primary element of implementing a successful safety and security program.

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

WEATHER

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship managers with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule before making or announcing any formal changes.

Weather Monitoring Systems and Environment Schedule Changes

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution for all rounds of competition for outdoor championships. It is expected that the host institution will identify one or more tournament staff members who will have designated responsibility for weather monitoring and the timely communication about all monitoring system and other weather updates and that the site representative and responsible host tournament staff will submit relevant email and/or cell phone contact information as part of system set-up to enable timely receipt of all system weather updates. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place. The tournament director should also consider contacting a local meteorologist to further facilitate weather and environmental monitoring as part of each event.

Section 21 • Ticketing

TICKET POLICIES /OPERATIONS

1. **Ticket Design/Printing.** If championship tickets must be printed, the NCAA will manage the design and printing of the tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.
2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments. Required allocations include: participating teams, NCAA partners, LOC/host and general public.

The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

5. **Suites.**
 - a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.
 - b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.
 - c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.

- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. LOC/Host Ticket Policies.

- a. **Allocation.** For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen or misdirected tickets.

7. Competition Venue Responsibilities.

- a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.
- e. **Participating Institutions' Tickets.** The NCAA will send team allocations to each participating team. All tickets will be mobile.
- f. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.
- g. **Final Ticket Database.** Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post-event purchaser surveys which allow the NCAA to improve the

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championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at [NCAA.com/ticket-terms](https://www.ncaa.com/ticket-terms).

The ticket back language should be placed on the back of all ticket stubs, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

Section 22 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must arrange make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at ncaaalo@shortstravel.com.

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book onsite ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at ncaachamps@stmDriven.com.

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at travel.ncaa.org.

All NCAA Championship travel information can be found [here](#).

PARKING

The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

Section 23 • Trophies and Awards

Awards Ceremony. The awards ceremony will be conducted immediately after the championship game from the stage located in the North End Zone. The chair of the football championship committee and/or the NCAA President will present the team trophy during the ceremony, and the individual awards will be delivered to the appropriate team in the locker room after the game by a member of the Division I Football Championship Committee. Subsequent to the team award, a Most Outstanding Player will be announced, and the winning student-athlete will be provided with an award on the stage. This student-athlete may be asked to answer a few brief questions for the fans. If the selected student-athlete is from the team that does not win, his trophy may be presented in the postgame interview room. The second-place trophy and awards will be shipped to the campus of that institution immediately after the game.

The announcement of the trophy presentation will be made by the public-address announcer in coordination with an on-field emcee. An NCAA representative will coordinate the timing of the announcement with the public-address announcer. If ESPN elects to cover the awards ceremony, arrangements should be made to provide adequate security at the site of the presentation, and the timing of the presentation might be altered.

Champions Locker Room Program. The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in the championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (jared.hunt@hanes.com) or Manisha Patel with Underground Printing for hats (ncaachamphat@undergroundshirts.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, dclendenin@ncaa.org or 317-917-6496.

Championship Awards. MTM Recognition, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

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

The NCAA national office will send a one National Champion team trophy for the first-place team to the attention of Nick Shafer, Toyota Stadium, 9200 World Cup Way, Frisco, Texas 75033 (469-365-0007). A Most Outstanding Player award will also be shipped to Toyota Stadium. The awards should be inspected upon arrival to ensure the adequate number and types of awards have been sent.

Individual mini-trophies (80) and gold watches (80) will be sent directly to the campus of the national champion following the championship.

For the national runner-up, 80 second place mini trophies and a team trophy will be shipped to that institution's campus following completion of the championship game.

The NCAA will offer institutions that participate in Division I Championships the opportunity to purchase awards (medallions, mini-trophies or watches) at the level to which the team advanced in the competition. For example, if a team received mini-trophies, an institution may purchase mini-trophies, but not watches or medallions. Since the NCAA provides awards for the official travel party (medallions provided to squad size only), additional championship awards may only be purchased for student-athletes on the institution's certified squad list who did not receive an award provided

by the NCAA. Since participant medallions are only provided to the squad size, an institution may purchase medallions for the remainder of the travel party and for student-athletes on the institution's certified squad list who did not receive an award provided by the NCAA. For more information, institutions should contact Deana Webber at MTM Recognition (800-324-5997, ext. 6888 or dwebber@mtmrecognition.com)

Elite 90. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that qualifies for the championship game is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics at elite90@ncaa.org or 317-917-6222. All documents, including deadlines and nomination forms can be obtained at the following location - Elite 90 forms.

You must be logged into the site to access the page. The submission deadline for nomination for the Division I Football Championship is Wednesday, Dec. 13, at 5 p.m. Eastern time.

The NCAA Elite 90 Award will be presented immediately following the taking of the team photos on Friday, Jan. 5.

Game Programs. Each team will receive 145 complimentary game programs for members of the official travel party that will be distributed to the team sports information contact on either a practice day or game day.

Student-Athlete Participation Awards. Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

Team Photos. Team Frisco shall arrange for a team and staff photograph to be taken in the stands along the press box side of Toyota Stadium before team practices on Friday, Jan. 5. The home team will have its picture taken at 9 a.m. and the visiting team will have its picture taken at 12:15 p.m. Team photos will be mounted on plaques and tentatively provided to teams on Saturday, Jan. 6, for each member of the team travel party. In the event of inclement weather, an alternative location should be determined.

Section 24 • Uniforms

Jersey Color. The NCAA Division I Football Championship Committee has determined that the higher-seeded team will be designated as the home team and will wear dark jerseys. The visiting team will wear white jerseys. If neither team is seeded, the Division I Football Championship Committee and NCAA staff will determine the home team. NCAA staff and the Division I Football Championship Committee will also make team bench/sideline determinations.

Laundry. If available, teams should be permitted to use venue laundry facilities. However, teams must supply their own powder detergent and provide their own staff to launder clothing. Teams should coordinate usage of the machines with host staff.

Teams seeking to use off-site laundry facilities can get information about local options from their team hosts.

Logo Helmet Stickers. Each team will be supplied with 100 championship game logo helmet stickers. These stickers are to be affixed to the back of each student-athletes helmet.

Logo Patches. Commemorative patches of the 2024 NCAA Division I Football Championship Game logo will be created for the two participating teams. The 145 patches per team will be produced by The Emblem Source and shipped to the two participating teams after the championship semifinals. These patches must be sewn onto all jerseys used in the championship game. Patches are to be worn on either the right or left chest portion of the jersey (same placement location for all team members).

Section 25 • Volunteers

GOAL AND RECRUITMENT

A volunteer program for the championship should be implemented to accomplish the following goals:

- Provide an enthusiastic and warm welcome to participants and guests;
- Answer questions and provide information to visitors; and
- Contribute to the general excitement surrounding the championship.
- Assist the LOC with championship operations.

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identify, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

Volunteers must be 18 years of age or older and must sign a volunteer release waiver. Individuals with driving responsibilities MUST be 25 years of age or older.

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The Local Organizing Committee (LOC) cannot make a specific volunteer presentation to student-athletes of the host institution/conference. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public. Student-athletes and prospect-aged individuals must be selected by the same criteria as the general public applicants.

The NCAA may request additional volunteers from the LOC as necessary.

WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship (Appendix B). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested.

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ inches square.

The LOC will distribute uniforms during the required volunteer training sessions to ensure each volunteer's commitment. When ordering uniforms, the LOC will ensure that apparel includes women's styles and sizes.

The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

Note: Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.

Appendixes

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Appendix A • Schedule of Events

2024 NCAA DIVISION I FOOTBALL CHAMPIONSHIP GAME SCHEDULE OF EVENTS

Monday, Dec. 18

10 a.m. (Eastern)	Media Coordination Planning Videoconference	Virtual
11 a.m. (Eastern)	Administrative Videoconference	Virtual
12:30 p.m. (Eastern)	Fan Engagement Videoconference	Virtual

Wednesday, Jan. 3

All Day	NCAA Staff Arrivals	Area Airports
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Thursday, Jan. 4

All Day	NCAA Staff Arrivals	Area Airports
All Day	NCAA Division I Football Championship Committee Arrivals	Area Airports
Evening	Team Arrivals	Area Airports

Friday, Jan. 5

All Day	NCAA Division I Football Championship Committee Arrivals	Area Airports
8 a.m.-1:30 p.m.	Credential Pickup	Toyota Stadium - West Side Gate
9-10 a.m.	Home Team Photo/Media Interviews	Toyota Stadium Field-
	Stadium Walkthrough	West Side Seats
10:30 a.m.-noon	Media Lunch	Toyota Stadium - Winner's Club
12 p.m.-1:30 p.m.	Media Snacks/Drinks	Toyota Stadium - Winner's Club
10 :15 a.m.-12:15 p.m.	Home Team Closed Practice	Toyota Stadium - Practice Field 7
12:15-1:15 p.m.	Away Team Photo/Media Interviews Walkthrough	Toyota Stadium Field-West Side Seats
1:30-3:30 p.m.	Away Team Closed Practice	Toyota Stadium - Practice Field 4
4 :30-5:30 p.m.	VIP EVENT	Toyota Stadium - Soccer Hall of Fame
5:30-6:30 p.m.	Miracle League	Team Hotel Lounges
TBD	NCAA Staff/Committee Dinner	TBD

Saturday, Jan. 6

8 a.m-12:30 p.m.	Video Board Rehearsal	Toyota Stadium
1-2 p.m.	Away Team Closed Walkthrough	Toyota Stadium - Practice Field 4
2:30-3:30 p.m.	Home Team Closed Walkthrough	Toyota Stadium - Practice Field 7

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1-3 p.m.	In-Venue Volunteer Training Meeting	Toyota Stadium – Winner’s Club
2:30-3 p.m.	Game Production Meeting	Virtual
TBD	Band Rehearsal - Team A	Toyota Stadium
30 min	Joint Band Rehearsal	Toyota Stadium
TBD	Band Rehearsal - Team B	Toyota Stadium
3-4 p.m.	NCAA Security Meeting	Virtual
4:30-5:30 p.m.	Administrative Meeting	Toyota Stadium – Winner’s Club
TBD	NCAA Division I Football Championship Committee – STATS Awards Reception	TBD
TBD	NCAA Division I Football Championship Committee Dinner	TBD
<u>Sunday Jan. 7</u>		
8 a.m.	Parking Lots Open	Toyota Stadium
9-11 a.m.	NCAA Committee Meeting and Photo	Toyota Stadium – Super Suite and then Field
9:30-11 a.m.	Media Breakfast	Toyota Stadium – Shell Space
9:30 a.m.-2 p.m.	Credential pickup.	Toyota Stadium – West Side Gate
10-10:15 a.m.	Band and Spirit Squad Arrival - Team A	Toyota Stadium – Gold Lot
10:15-10:25 a.m.	Team Walk - Team A	Toyota Stadium
10:20-10:35 a.m.	Band and Spirit Squad Arrival - Team B	Toyota Stadium – Gold Lot
10:30 a.m.	NCAA Experience Volunteer Check-in	Toyota Stadium – West Media Gate
10:35-10:45 a.m.	Team Walk - Team B	Toyota Stadium
11 a.m.-1 p.m.	NCAA Experience – Brunch	Toyota Stadium – Soccer Hall of Fame
11 a.m.	Media Snacks/Drinks	Toyota Stadium – Media and
End of Game		Photo Workroom
11 a.m.	Gates Open to Public	Toyota Stadium
11:30 a.m. Workroom	Photographers meeting	Toyota Stadium – Photographers
Noon-12:30 p.m.	NCAA Staff Meeting	Toyota Stadium – Super Suite
1 p.m.	CHAMPIONSHIP GAME	Toyota Stadium
Evening	Participating Team Departures	Area airports

Appendix B • Volunteer Waiver of Liability

ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: _____ (the “Event”)

Participant’s Name (Please print): _____ (the “Participant”)

Participant’s Age: _____

In consideration for permitting Participant to participate as a volunteer in the Event as directed by the relevant staff, the undersigned, for themselves, and for their respective heirs, personal representatives and assigns, agree as follows:

Assumption of Risk: The undersigned hereby acknowledge and agree that they understand the nature of the Event; that Participant is qualified, in good health, and in proper physical condition to participate therein; that there are certain inherent risks and dangers associated with the Event; and that, except as expressly set forth herein, they, knowingly and voluntarily, accept, and assume responsibility for, each of these risks and dangers, and all other risks and dangers that could arise out of, or occur during, Participant’s participation in the Event.

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____

_____ or any subdivision thereof, and each of them, their officers and employees, (collectively, the “Releasees”), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant’s participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney’s fees, arising from, or in any way related to, Participant’s participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Permission to Use Likeness/Name: The undersigned further agree to allow, without compensation, Participant’s likeness and/or name to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is

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permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: The undersigned have read this assumption of risk, release and waiver of liability and indemnity agreement, and have had the opportunity to ask questions about the same. The undersigned fully understand this assumption of risk, release and waiver of liability and indemnity agreement, that the undersigned are giving up substantial rights in connection therewith, and that its terms are contractual, and not a mere recital. The undersigned acknowledge that they are signing this agreement freely and voluntarily.

Signature of Participant

Date _____

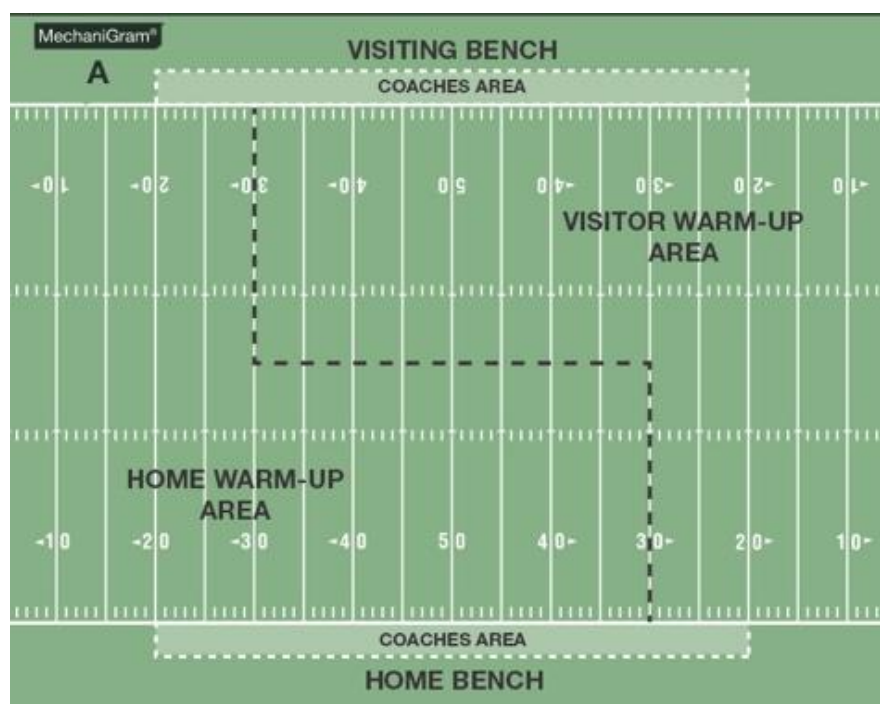
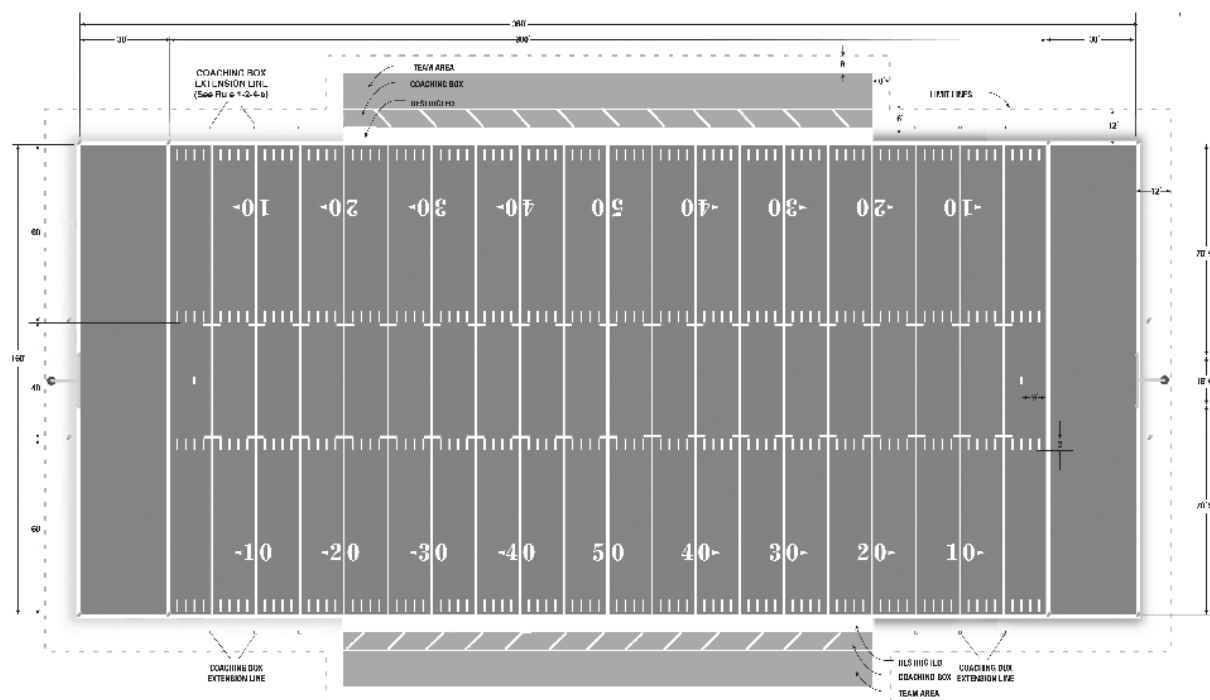
Signature of Parent/Guardian of Minor
(if Participant is under the age of 18)

Date

Signature of Parent/Guardian of Minor
(if Participant is under the age of 18)

Date

Appendix C • Field Diagram



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.