



***PARTICIPANT
2023-24 MANUAL***

**2024 NCAA DIVISION I FOOTBALL CHAMPIONSHIP GAME
PARTICIPANT MANUAL**

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INTRODUCTION

Congratulations on your advancement to participate in the 2024 NCAA Division I Football Championship Game! We hope your experience with this year's championship has been a rewarding one for your team. The purpose of this manual is to provide information to participants in this year's championship game to be played Sunday, Jan. 7 at Toyota Stadium in Frisco, Texas. The NCAA Division I Football Championship Committee, in cooperation with the local organizing committee, Team Frisco, has compiled the information contained in this manual to assist you in your preparations. Best of luck in the championship game.

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 on 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.

**2024 NCAA DIVISION I FOOTBALL CHAMPIONSHIP GAME
SCHEDULE OF EVENTS – All times Central unless otherwise noted**

Monday, December 18

10 a.m. (Eastern) Media Coordination Planning Videoconference Virtual

11 a.m. (Eastern) Administrative Videoconference Virtual

Tuesday, December 19

11 a.m. (Eastern) Game Presentation/Fan Engagement
Videoconference Virtual

Wednesday, January 3

All Day NCAA Staff Arrivals Area Airports

Thursday, January 4

All Day NCAA Staff Arrivals Area Airports

All Day NCAA Division I Football Championship
Committee Arrivals Area Airports

Evening Team Arrivals Area Airports

TBD NCAA Staff Meeting/Dinner TBD

Friday, January 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

9-9:20 a.m. South Dakota State Photo/
Stadium Walkthrough Toyota Stadium Field –
West Side Seats

9:25-9:45 a.m. South Dakota State Coaches Press Conference Press Conference Room

9:25-10:10 a.m. South Dakota State Player Media Interviews Toyota Stadium – Soccer
Hall of Fame

10:30 a.m.-12:30 p.m. South Dakota State Closed Practice Toyota Stadium – Practice Field 7

10:30 a.m.-12 p.m. Media Lunch Toyota Stadium – Winner’s
Club

12 p.m.-1:30 p.m. Media Snacks/Drinks Toyota Stadium – Winner’s
Club

11:30 a.m.–1 p.m. South Dakota State Community Engagement
- Group 1 Toyota Stadium – Practice Field 7

12:15-12:35 p.m. Montana Team Photo/ Toyota Stadium Field – West

	Stadium Walkthrough	Side Seats
12:40 –1 p.m.	Montana Coaches Press Conference	Press Conference Room
12:40-1:25 p.m.	Montana Player Media Interviews	Toyota Stadium – Soccer Hall of Fame
1:45-2:15 p.m.	Security Meeting	Toyota Stadium – Winner’s Club
1:45-3:45 p.m.	Montana Team Closed Practice	Toyota Stadium – Practice Field 4
2:45-4:15 p.m.	Montana Community Engagement - Group 2	Toyota Stadium – Practice Field 4
5-6 p.m.	VIP Event (NCAA Staff to attend if schedule allows)	Toyota Stadium – Red Star
6-7:30 p.m.	Football Feast (Travel Party Only)	Toyota Stadium – Soccer Hall of Fame
6:15-6:45 p.m.	Giftng Suite – South Dakota State (Travel party only)	Toyota Stadium – Winner’s Club
7-7:30 p.m.	Giftng Suite – Montana (Travel party only) (Travel party only)	Toyota Stadium – Winner’s Club
TBD	NCAA Staff/Committee Dinner	Hard Eight BBQ

Saturday, January 6

8 a.m. – 12:30 p.m.	Video Board Rehearsal	Toyota Stadium
9-10:30 a.m.	Committee Meeting	Sheraton Stonebriar – Eldorado II
1-2 p.m. (In case of Inclement Weather, practice time may need to be adjusted to 2:30 – 3:30 at an indoor facility)	Montana Closed Walkthrough	Toyota Stadium – Practice Field 4
2:30-3:30 p.m.	South Dakota State Closed Walkthrough	Toyota Stadium – Practice Field 7
1-2 p.m.	In-Venue Volunteer Training Meeting	Toyota Stadium – Winner’s Club
2:30-3 p.m.	Game Production Meeting	Toyota Stadium – Winner’s Club
TBD	Band Rehearsal – South Dakota State	Toyota Stadium
30 min	Joint Band Rehearsal	Toyota Stadium
TBD	Band Rehearsal – Montana	Toyota Stadium
4-4:30 p.m.	Administrative Meeting	Toyota Stadium – Winner’s Club

5-6 p.m.	NCAA Division I Football Championship Committee – STATS Awards Reception	Embassy Suites Frisco Conf. Center
6-8:30 p.m.	NCAA Division I Football Championship Committee – STATS Awards Banquet	Embassy Suites Frisco Conf. Center
TBD	NCAA Division I Football Championship Committee TeamWork Dinner	TBD
TBD	Officials Meeting	Sheraton Stonebriar – Eldorado I
<u>Sunday, January 7</u>		
8 a.m.	Parking Lots Open	Toyota Stadium
9 a.m.	NCAA Committee Photo	Toyota Stadium – Super Suite and then Field
9:30 a.m.-2 p.m.	Credential Pickup	Toyota Stadium – West Side Gate
9:45-10 a.m.	Band and Spirit Squad Arrival – South Dakota State	Toyota Stadium – Gold Lot
10:15-10:25 a.m.	Team Walk – South Dakota State	Toyota Stadium
10:20-10:35 a.m.	Band and Spirit Squad Arrival- Montana	Toyota Stadium – Gold Lot
10:35-10:45 a.m.	Team Walk – Montana	Toyota Stadium
10:30 a.m.	NCAA Experience Volunteer Check-in	Toyota Stadium – West Media Gate
9:30 a.m.-11 a.m.	Media Breakfast	Toyota Stadium – Shell Space
11 a.m.-1 p.m	NCAA Experience – Brunch	Toyota Stadium – National Soccer Hall of Fame
11 a.m. – End of Game	Media Snacks/Drinks	Toyota Stadium – Shell Space and Photo Workroom
11 a.m.	Gates Open to Public	Toyota Stadium
11:30 a.m.	Photographers meeting	Toyota Stadium – Photographers Workroom
1 p.m.	CHAMPIONSHIP GAME	Toyota Stadium
Evening	Participating Team Departures	Area airports

PARTICIPATING INSTITUTION CHAMPIONSHIP GAME CHECKLIST

This checklist is arranged in chronological order to provide assistance to those individuals who have specific institutional responsibilities for the NCAA Division I Football Championship Game.

_____ Estimated ticket quantities are due from the four semifinalist teams by **Noon Eastern time Wednesday, Dec. 13.**

_____ Complete the Elite 90 academic award nomination form [here](#) no later than **5 p.m. Eastern time Wednesday, Dec. 13.**

_____ Upon receipt, distribute electronic copies of this manual to all staff members who may be assigned specific championship game responsibilities (e.g., coaches, athletic trainer, director of football operations, designated team administrator, sports information contact, ticket manager, band director, marketing director, spirit squad contact, etc.).

_____ Review the championship game schedule of events with the head coach and staff.

_____ Confirm with Wilson the model of football to be shipped to campus and the championship site for your team.

_____ Make local ground transportation arrangements for the team buses with Donna Maynes (donna@roadrunnercharters.com) and for courtesy cars with Bruce Ludlow (bludlow@southland.org).

_____ Alumni associations should contact Greg Hernandez (ghernandez@legends.net; 281-830-3012) to coordinate game day hospitality tents, security and catering needs.

_____ Review will-call and player-guest admissions and other ticket procedures.

_____ No later than **Sunday, Dec. 17,** each participant's sports information contact shall provide his/her media with this website - <http://www.ncaa.com/media> - to apply for credentials and hotels.

_____ The NCAA media coordinator, host media coordinator and sports information contact(s) of the two participating teams shall meet via videoconference **at 10 a.m. Eastern time Monday, Dec. 18,** to review and confirm media coordination needs and policies.

_____ Participate on a videoconference with the NCAA Division I Football Championship Committee, NCAA representatives and representatives from Team Frisco. Institutional representatives on the call should include the athletics director, primary team administrator, head coach, ticket manager, sports information contact(s), equipment manager, and other necessary athletics department staff members of the competing teams. The call will be conducted at **11 a.m. Eastern time Monday, Dec. 18.** The NCAA national office will make the arrangements for the call and email each athletics director the call agenda.

_____ Complete and return the Institutional Contact Form in Appendix G to Ty Halpin (thalpin@ncaa.org), Alyssa Rice (arice@ncaa.org) and Bruce Ludlow (bludlow@southland.org) by **5 p.m. Eastern time Monday, Dec. 18.**

_____ Complete Travel Party form (located in the action needed folder on the [selection file sharing site](#)) by **5 p.m. Eastern time Monday, Dec. 18.**

Participating sports information directors should provide NCAA Media Coordinator David Lentz at dlentz@ncaa.org and host Media Coordinator James Hill at jhill@southland.org, an updated two-deep chart and roster for championship game flip cards plus list of names for administrative credentials by **Monday, Dec. 18.**

The NCAA Game Presentation/Fan Engagement teleconference call will take place with selected staff of the two advancing teams at **11 a.m. Eastern time Tuesday, Dec. 19.** Individuals on the call should include contacts from each team for marketing, tickets, bands, spirit squads, alumni groups and football operations.

Confirm that institutional information (logos, team photos, student-athlete headshots, PSAs and other materials) has been uploaded to the NCAA Box site by **Friday, Dec. 22** for use in game presentation elements.

Confirm and coordinate band practice times on Friday, Jan. 5 or Saturday, Jan. 6 (if applicable) at nearby Memorial Stadium or Dr. Pink Field with Allison Zwarka (azwarka@ncaa.org) and Bruce Ludlow (bludlow@southland.org) by **Friday, Dec. 22.**

Each institution shall inform Jared Kramer (jkramer@ncaa.org) of the number and locations of tickets by **5 p.m. Eastern time, Friday, Dec. 22.** Any tickets not returned by deadline will be sold and teams will be financially liable. Any tickets released back to the NCAA may be offered to the opposing team, NCAA, Team Frisco or the general public.

Confirm team bus police escort needs for the championship game with Gina McFarlin (214-868-0481) not later than Noon Eastern time on **Tuesday, Dec. 26.**

A limited number of rooms are available in the media hotel block at the Holiday Inn Express & Suites Frisco NW (9444 Frisco Street, Frisco, TX 75034). The media rate is \$114.00 /night plus tax. The cutoff day for the block will be **at 5 p.m. Central time Wednesday, Dec. 27.** After this date, the hotel rooms and price will not be guaranteed. Please note that there are a limited number of hotel rooms available, and they are on a first-come, first-serve basis.

By 5 p.m. local time **Wednesday, Dec. 27,** finalize team hotel needs and contracts. Make arrangements for team check-in, billing, meeting space and team meals.

Additional tickets, if available, will be offered to the other team and/or placed online for general public purchase **Wednesday, Dec. 27.**

The head coach and two student-athletes of each of the two teams will participate in a separate virtual press conference with national media, **Thursday, Dec. 28.** The conference for South Dakota State will be 2-2:30 p.m.* Eastern time and the conference for Montana will be 2:30-3 p.m.* Eastern time. *Subject to change

Confirm band hotel room needs not later than 5 p.m. local time **Thursday, Dec. 28.**

At the **Saturday, Jan. 6,** administrative meeting, provide the football championship committee with your 70-person roster and list of individuals receiving one of the 50 sideline passes. In addition, additional student-athletes on the institutional squad list as of the date of the first-round games (not on the 70-person 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). Please provide this list of student-athletes also at this meeting.

_____ By **Saturday, Jan. 6,** each sports information contact shall provide David Lentz (dlentz@ncaa.org) with their starting lineups for the championship game.

_____ Complete post-championship NCAA evaluations within 30 days after the competition.

_____ Team expense report must be submitted online to the NCAA within 30 days after the competition.

NCAA DIVISION I FOOTBALL CHAMPIONSHIP 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.

<p>Kent Haslam Director of Athletics University of Montana Phone: 406-243-5419 Email: kent.haslam@umontana.edu</p>	<p>Mark Benson Director of Athletics University at Albany Phone: 518-442-2562 Email: mabenson@albany.edu</p>
<p>Gerald Harrison Director of Athletics Austin Peay State University Phone: 931-221-7904 Email: harrisongj@apsu.edu</p>	<p>Matthew Larsen Director of Athletics North Dakota State University Phone: 701-231-8985 Email: matthew.larsen@ndsu.edu</p>
<p>Brian Hardin Director of Athletics Drake University Phone: 515-271-4040 Email: brian.hardin@drake.edu</p>	<p>Tom Michael Director of Athletics Eastern Illinois University Phone: 217-581-2319 Email: trmichael@eiu.edu</p>
<p>Steve Moniaci Director of Athletics Houston Christian University Phone: 281-649-3096 Email: smoniaci@hc.edu</p>	<p>Thomas Pincince Director of Athletics Central Connecticut State University Phone: 860-832-3038 Email: pincincet@ccsu.edu</p>
<p>Edward Kull Director of Athletics Fordham University Phone: 212-636-6565 Email: ekull@fordham.edu</p>	<p>Mark Wharton Director of Athletics University of Tennessee at Chattanooga Phone: 423-439-4444 Email: mark-wharton@utc.edu</p>

NCAA STAFF
P.O. Box 6222
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317-917-6222

Tournament Operations – Point

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Tournament Operations

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Tournament Operations - Point

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Tournament Operations

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Broadcast Operations

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Media Coordination

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Championship Presentation

In-Venue Presentation

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Championship Presentation

Branding and Signage

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Corporate Relations

Thad Vandeventer
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Public and Media Relations

Chris Radford
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Email: cradford@ncaa.org

Officials Liaison

JP Williams
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 Cell: 317-966-6354
 Email: jpwilliams@ncaa.org

Financial Operations

Micki Spears
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 Cell: 317-392-7343
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HOST PERSONNEL**Honorary Head Coach**

Jeff Cheney, Mayor
 City of Frisco
 Phone: 972-292-5050
 Email: jcheney@friscotexas.gov

Local Organizing Committee, Chair

John Wagner
 Vice President
 Hunt Sports Ventures
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Community Operations Head Coach

Josh Dill
 Director of Sports & Events
 Visit Frisco
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Game Operations Head Coach

Nick Shafer
 Vice President of Stadium Operations
 Toyota Stadium
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COMMUNITY OPERATIONS (RED TEAM) - TEAM CAPTAINS**Hospitality/Lodging & Transportation**

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 Destination Sports & Services
 Coordinator
 Visit Frisco
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Assistant Coach

Lisa Bethea
 Director of Destination Services
 Visit Frisco
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Finance

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 Finance Manager
 FC Dallas & Toyota Stadium
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Community Media

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 City of Frisco
 Director of Communications/Media
 Relations
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Volunteers

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 Volunteer Coordinator
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Community Outreach

Sophia Puliafico
 Destination Sports & Services Coordinator
 Visit Frisco
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GAME OPERATIONS (BLUE TEAM) - TEAM CAPTAINS**Tournament Manager & Event Presentation**

Bruce Ludlow
 Associate Commissioner
 Southland Conference
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Event Presentation

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 FC Dallas & Toyota Stadium
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Marketing

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Sports Media

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Assistant Coach/Stadium Operations

Josh Harding
 Director of Events
 FC Dallas & Toyota Stadium
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 Email: jharding@fcdallas.com

HONORARY TEAM MEMBERS**Rob Millar**

Assistant City Manager

Tom Burnett

President & CEO of Southwest Sports Partners

Henry Hill

Deputy City Manager
 City of Frisco

Chris Grant

Commissioner
 Southland Conference

Marla Roe

Executive Director
 Visit Frisco

OTHER TEAM FRISCO PERSONNEL

Drug-Testing Site Coordinator (if applicable)

Corwin Anschutz
Athletic Trainer
Lone Star High School
Cell: 469-576-5373
Email: anschutzc@friscoisd.org

Local Transportation (Teams)

Donna Maynes
Director of Sales
Road Runner Charters
8972 Trinity Boulevard
Hurst, Texas 76053
Phone: 817-510-6700
Fax: 972-692-5477
Email: donna@roadrunnercharters.com

Souvenir Concessions Manager

Tim Henning
Director of Merchandise
Toyota Stadium
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Email: thenning@fcdallas.net

Food Concessions Coordinator

Greg Hernandez
General Manager
Legends at Toyota Stadium
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Courtesy Car Contact

Bruce Ludlow
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Southland Conference
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Local Medical Contact

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Medicine
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Business Outreach

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President/CEO
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Business Outreach

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Frisco Chamber of Commerce
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HOTEL CONTACTS

Headquarters Hotel Contact

Sheraton Stonebriar
Dannie Wallace
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Media Hotel Contact

Holiday Inn Express & Suite Frisco NW
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Frisco, Texas 75034
Phone: 972-731-2000
Email: Christie.white@aimbridge.com [mailto:](#)

Team Hotel Contact

Westin Stonebriar
Dannie Wallace
1549 Legacy Drive
Frisco, Texas 75034
Phone: 972-668-8796
Email: Dannie.wallace@stonebriarhotels.com

Band Hotel Contact

Drury Inn & Suites Frisco
Jaunessa Anders
2880 Dallas Parkway
Frisco, Texas 75034
Phone: 314-626-6655
Email: jaunessa.anders@druryhotels.com

Team Hotel Contact

Omni Frisco
Khalid Guerra
100 Cowboy Way
Frisco, Texas 75034
Phone: 469-287-0421
Email: khalid.guerra@omnihotels.com

Band Hotel Contact

AC Hotel/Residence Inn Dallas Frisco
Sarah Aqui
4343 Frisco Green Avenue
Frisco, Texas 75034
Phone: 469-731-1527
Email: sarah.aqui@aimbridge.com

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 percent 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.

AMERICANS WITH DISABILITIES ACT – TITLE III (PUBLIC ACCOMMODATIONS)

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.

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 announcements. The band director, or their 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. The mascot and/or spirit squad for each team shall use locker rooms at the north end of the stadium. South Dakota State will use North Locker Room A while Montana will be in North Locker Room B. The Team Frisco contact for mascots and spirit squads is Ann Ludlow (214-557-0811).

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 on 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 when not performing on the field.

All spirit squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors. 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.

Team Walks. Each team's band, spirit squad, mascot and alumni groups are strongly encouraged to participate in the "Team Walk" or entrance of their team into the stadium on game day. These events are described in further detail in the Fan Engagement section of the Operations Manual. Times of these events are listed below:

10:15-10:25 a.m. South Dakota State arrival and walk into stadium

10:35-10:45 a.m. Montana arrival and walk into stadium

BROADCASTING/DIGITAL

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 <https://www.ncaa.com/media-center/broadcast-services>.

Broadcast Rights. Exclusive broadcast rights for the NCAA Division I Football Championship Game have been purchased by ABC. No television station, network or cable system other than an ABC 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 after the timeout. Discussions in the team huddles will not be recorded or aired.

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 Montana head coach going into the locker room and the South Dakota State head coach coming out of the locker room.

The first interview must be conducted immediately after 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 when the head coach returning to the field after 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.

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 live 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 after 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 ABC shall be the only media entities able to film/tape an NCAA championship when exclusive broadcast television rights have been granted. ABC 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.

Other Access. It is mandatory for the head coach and/or student-athlete interview to 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 before 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 (ABC, 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 setup is not complete, then television technicians may be permitted to be inside the venue to setup.

Pregame Timing Sheet. It is the responsibility of the NCAA staff to complete the pregame timing sheet before 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.

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 <https://www.ncaa.com/content/audio-policies-0>

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.

Social Media. The official NCAA social media pages and official hashtags can be found at <https://www.ncaa.org/sports/2021/3/3/digital-social-media.aspx>

Please send specific questions to Maria Saam, msaam@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

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.

CHAMPIONSHIP OPERATIONS

Administrative Videoconference. A videoconference 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 videoconference.

Administrative Meeting. The chair of the NCAA Division I Football Championship Committee will conduct an administrative meeting at 4 p.m. Central time, Saturday, Jan. 6, in the Winner's Club at Toyota Stadium. 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 participate. Details of the championship game will be discussed and the committee will be present to answer any questions concerning game administration. (Appendix A is a copy of the administrative meeting agenda.)

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. Should teams wish to provide their own ball boys, please contact Ty Halpin (thalpin@ncaa.org), Alyssa Rice (arice@ncaa.org) and Bruce Ludlow (bludlow@southland.org) by 5 p.m. Eastern time, Monday, Dec. 18.

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 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 backup chains and line-to-gain markers for the championship game.

Competition Time. The 2024 NCAA Division I Football Championship Game is tentatively scheduled for a 1:05 p.m. (local time) kick-off. Allison Zwarka of the NCAA, Bruce Ludlow of the Southland Conference, Hannah Taylor of Van Wagner and Alan Ficek of Toyota Stadium will be the primary contacts for pre-game event production and timing. On game day, these individuals will be on the field and/or in the press box to manage the timing and event production.

A countdown clock synched by Alan Ficek 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 F.

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. the day before the game and will be provided during the Saturday 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.

10:15-10:25 a.m.	Team Walk – South Dakota State
10:35-10:45 a.m.	Team Walk – Montana
11 a.m.	Field available for teams
11:35 a.m.	Countdown clock begins (use 60-minute countdown when a “slide” is an option).
12:02 p.m.	Officials meeting with timer, ball persons and chain crew
12:35 p.m.	Teams leave field for locker rooms
12:49 p.m.	Officials notify Montana in locker room – one-minute warning
12:50 p.m.	Montana exits locker room
12:51 p.m.	Officials notify South Dakota State in locker room
12:52 p.m.	South Dakota State exits locker room

12:53 p.m.	Introduction of Montana (run highlight video, then fireworks and fog machine as team runs out of tunnel)
12:55 p.m.	Introduction of South Dakota State (run highlight video, then fireworks and fog machine as team runs out of tunnel)
12:59 p.m.	National anthem performance by team bands
1:00:30 p.m.	Tentative flyover
1:02 p.m.	ABC live broadcast begins
1:02 p.m.	Introduction of team captains and select dignitaries; coin toss
1:04:45 p.m.	Teams welcomed; fireworks
1:05 p.m.	Kickoff

Contact Information. By Monday, Dec. 18, participating teams shall email Ty Halpin and Alyssa Rice of the NCAA staff (thalpin@ncaa.org; arice@ncaa.org) and Bruce Ludlow of Team Frisco (bludlow@southland.org) a completed institutional contact form (Appendix G).

The primary team administrator will be the one person from your institution contacted to deal with significant issues that may arise between now and the end of the championship game. Communication will either be via email or phone.

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 www.NCAA.org/health-safety.

Expense Reimbursement. An institution's expense reports must be filed online through the Travel Expense System, which may be accessed via [My Apps](#) on the NCAA website.

The NCAA travel policies can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

Please contact the NCAA travel department at the national office (317-917-6757; e-mail: travel@ncaa.org) if you have any questions regarding the reimbursement process. Expense reimbursement requests must be submitted 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 one set of communication devices is not working during the game, 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 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 Allison Zwarka (azwarka@ncaa.org) 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, South Dakota State will be the home team and wear dark jerseys. NCAA staff and the Division I Football Championship Committee will make team bench/sideline determinations.

Hospitality

1. **Alumni pregame hospitality covered terraces.** Hospitality space shall be made available inside Toyota Stadium North Concourse for each university. Alumni associations should contact Greg Hernandez (469-365-0207; gghernandez@legends.net) to coordinate hospitality terrace, security, and catering needs.

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

2. **Stadium hospitality suites.** 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 on arrival in Frisco (unless the team requests that the tickets be shipped prior to arrival). Montana will be in Suite 21 and the South Dakota State will be in Suite 6.

Each institution should work with Greg Hernandez (469-365-0207; ghernandez@legends.net) 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 (Suite 20 for Montana and Suite 5 for South Dakota State) will be held until Monday, Dec. 27, for sale to individuals or groups affiliated with the participating teams. Institutions interested in purchasing additional suites should contact Kris Katseanes at 469-525-9943.

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).

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 Saturday administrative meeting.

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 regular institutional travel party. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits through 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.

Misconduct. Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. The committee shall hold a pre-championship meeting with the coaches of the participating institutions to review and explain the policies related to misconduct (as defined in Bylaw 31).

National Anthem. The national anthem will be performed before 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.

Post-Championship Evaluations. After the championship game, the NCAA shall solicit feedback from the directors of athletics of the two participating teams. Additionally, an online survey link will be emailed to each institution with instructions to share the link to the participating student-athletes. Alternatively, student-athletes may also access the survey by scanning the QR code on their credential. This research will assist the NCAA Division I Football Championship Committee and Team Frisco in making improvements to the championship.

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 Saturday. At Toyota Stadium Montana will practice on Field Four and South Dakota State on Field Seven. Each of these practice fields features natural grass surfaces similar to the championship game field. The championship game field is not available for practice before the game; however, both teams may walk on the field after their respective team photo Friday, Jan. 5 (except for any painted logos and the end zones). Teams should wear turf/tennis shoes and not cleats for the facility walkthrough.

Should the participating teams prefer to practice on a turf field, they may use Dr. Pink Field next 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 25 minutes after the team picture 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 also shall be open to a limited number of guests to view practices as guests of the NCAA and Team Frisco.

All team practices will be closed to the general public. Teams will work with Toyota Stadium staff on the process for allowing family members, alumni and other key constituents access to team practices. Each team shall assign a staff member to the practice field entrance gates to assist with access management during their practice.

On Friday, South Dakota State shall practice from 10:30 a.m.-12:30 p.m. and Montana shall practice from 1:45-3:45 p.m. On Saturday, Montana shall practice from 1-2 p.m. and South Dakota State shall practice from 2:30-3:30 p.m. In case of inclement weather, Montana's practice time may need to be adjusted to 2:30 – 3:30 at an indoor facility. Please note that if your team arrives Thursday and would like to practice on your designated practice field, you should contact Nick Shafer, Vice President of Stadium Operations at Toyota Stadium [469-365-0007 (w); 972-795-9959 (c); nshafer@fcdallas.net] to determine whether that would be permissible.

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.

Josh Harding (468-585-9340) will be the team practice liaisons and will 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 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 have been reserved at Memorial High School (12300 Frisco Street, Frisco, Texas 75033) for South Dakota State and Wakeland High School (10700 Legacy Drive, Frisco, Texas 75034) for Montana. Each competition site is an enclosed, turf field 35 yards in length and of regulation width. If necessary, locker rooms and dressing areas are available at each high school. Contact: Ann Ludlow, FISS Athletics – Secondary Athletics Facilities; [469-633-6120 (w); 214-557-0811 (c); ludlowa@friscoisd.org].

Sports Wagering. Per NCAA Bylaw 10, institutional staff members, conference office staff members and student-athletes shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.

Starting Lineups. Each team shall provide to the NCAA media coordinator, David Lentz (dlentz@ncaa.org), not later than Saturday, Jan. 6, its starting lineup for the championship game. This information will be used to develop in-game video board/PA and ABC broadcast content.

Team Hosts. The team hosts will serve as a “conciierge” for the participating institution’s travel party. The Team Host for South Dakota State is Bruce Ludlow, Southland Conference (214-394-7522; bludlow@southland.org). The Team Host for Montana is James Hill, Southland Conference (901-827-1087; jhill@southland.org).

Tobacco Ban. The use of tobacco products is prohibited by all game personnel (e.g., coaches, athletic trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

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-person 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).

Video Board. The two participating teams will be instructed by the NCAA to review and upload team introduction videos, logos, headshots and other materials in electronic format to your institution's Box folder by Friday, Dec. 22 for display on the stadium video boards. Your SIDs and marketing contacts should already have access to the Box site. NCAA staff will work with Van Wagner 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 (919-720-0996; htaylor@vanwagner.com) as the video board producer during the game, and will be available during championship week to finalize all production planning. A game production meeting will occur on Saturday, Jan. 6, from 2:30-3:00 p.m.

COMPETITION SITE

Coaches' Press Box Booths. Montana's coaches will be assigned to press box television booth two (2) and South Dakota State's 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 50 sideline passes provided to each team.

Competition Site Maps. Maps of Toyota Stadium, its surrounding parking lots and streets can be found in Appendix E of this Manual.

Entrances. Each entrance must be staffed by an adequate number of individuals. 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 before 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 fourth quarter of the game.
- 2. Student-Athlete/Guest Entrance.** All patrons holding student-athlete/guest "complimentary" tickets shall be admitted through any public stadium gate.
- 3. Bands/Spirit Squads/Mascots.** Uniformed band members, spirit squads and mascots must enter the stadium as a group. The Montana band will enter the stadium through the North Gate and proceed directly to their seats. The South Dakota State band will also enter the stadium through the North Gate and proceed directly to their seats.
- 4. Team Buses.** For the gameday Team Walks, team buses will drop student-athletes, coaches, and support personnel off at the corner of Lamar Hunt Way and World Cup Way near the North Gate of Toyota Stadium.

South Dakota State Scheduled Arrival: 10:15-10:25 a.m.

Montana 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.

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. The first aid station inside Toyota Stadium is located on the northeast corner of the concourse, near the FC Dallas Team Shop.

Locker rooms. Locker rooms shall be available for team set-up by Thursday evening, Jan. 4. Team equipment delivery vehicles can reach the locker rooms from the street near the south gate of the stadium. Field-access deliveries should be made through the stadium tunnel access from the northwest corner of the facility. Teams should contact Josh Harding (469-585-9340) to arrange field-access equipment deliveries. After delivery, the institution's delivery vehicle should use the team hotel for overnight parking.

White, non-logo towels, soap, ice and beverages will be provided in each locker room. Teams should contact Josh Harding (469-585-9340) for their locker room supply needs.

Parking. The local organizing committee 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. **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.
3. **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 8 a.m. on game day. A no re-entry policy will be enforced on game day. The parking passes will be produced by Nick Shafer with Toyota Stadium.
4. **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.
5. **Recreational Vehicles.** Spectators with recreational vehicles and campers will be charged 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 8 a.m. and will be charged 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.

6. **Team Buses.** After dropping off teams at the corner of Lamar Hunt Way and World Cup Way for the pre-game Team Walks, 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
7. **Team Band Buses.** Team band buses shall park in the North Gold parking lot.

FCS Championship Parking Information

- Lots open to the public – **8:00 AM**
- General Admission Lots – Corolla Red, Sienna North & South Blue, Highlander Green, RAV-4 White
 - VIP Lots (**PASS REQUIRED**) – Tundra Platinum, Camry Gold
 - Price – **\$30.00** (Red & Blue Lots) / **\$20.00** (Green & White Lots)
- Payments Accepted – **Cashless ONLY** (Credit / Debit Cards, Apple Pay, Google Pay).

Signage. 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.

- **Media Banners.** Only ABC, Westwood One and the NCAA may display banners in the stadium. No other radio or television outlet may display a banner. ABC may display only two banners and Westwood One may display one banner.

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 8 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.

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

Videotaping. Team videotaping 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 before game day by contacting Nick Shafer (972-795-9959). For team practices, two lifts will be available on each practice field (end zone view and sideline view) for team video personnel and equipment.

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.

Drug Testing Procedures. All student-athletes are subject to NCAA drug testing at all NCAA championships. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

Drug Free Sport International will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing.

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

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

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

Media Obligations.

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

Notification. Drug testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the Drug Free Sport International will notify the host tournament manager and drug testing site coordinator no earlier than seven days before the start of competition.

Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

The drug-testing crew chief or designee will notify the participating team’s representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

Site Coordinator. The drug-testing site coordinator for the 2024 NCAA Division I Football Championship Game is Corwin Anshutz, athletic trainer, Frisco Lone Star High School (Cell: 469-576-5373; Email: anschutzc@friscoisd.org).

Testing Area. For the championship game, if drug testing is to occur it shall take place in the North end referee Locker room (Montana) and in the FC Dallas locker room (South Dakota State).

EQUIPMENT

Cups, Coolers and Water Bottles. The NCAA will provide standardized drinking cups, water coolers and water bottles for the team bench areas that will be shipped to the stadium. This equipment must be available for all practices and the championship game at the team benches. Athletic trainers of the participating teams who pre-mix special fluid replacements shall be instructed before the competition that they shall use the NCAA issued water bottles and other equipment on game day and during official team practices. Participating teams shall place any pre-mix fluid replacement in the NCAA-issued coolers and water bottles (when applicable). No other cups, cans, coolers or squeeze bottles, including any provided by an NCAA corporate champion/partner, may be used on the sidelines, in the locker rooms, hospitality areas, or in media areas. The host conference may retain the coolers, cooler carts, and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

The POWERADE branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The POWERADE and water products must be made available in any/all areas as referenced above.

On the sidelines and within the competition area, all product should be consumed from the NCAA-provided POWERADE branded water cups or water (squeeze) bottles only.

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) are the official balls for the NCAA Division I Football Championship.

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 stamped game balls also will 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.

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 $\frac{3}{4}$ to one inch in height. Teams are strongly advised to wear grass cleats versus turf cleats for the natural playing surface.

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.
8. Six cases of non-carbonated drinks.

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.

FAN ENGAGEMENT

Videoconference. The NCAA will conduct a fan engagement teleconference call with selected staff of the two advancing teams at 11:00 a.m. Eastern time Tuesday, Dec. 19. Individuals on the videoconference 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.

GENERAL PUBLIC

Banners and Artificial Noisemakers. Artificial noisemakers, air horns, electronic instruments, streamers, etc. are not permissible. Signs, flags and banners, items that can be held by one individual, and reflect good sportsmanship and not block the view of other ticket patrons may be permitted. All other items will be confiscated by venue security.

Championship Merchandise. The NCAA retains the exclusive right to sell souvenir products at the 2024 NCAA Division I Football Championship Game. Team Frisco is required to sell items provided by the official NCAA event championship merchandiser. The official NCAA event championship merchandiser is Event 1, Inc. a subsidiary of GEAR FOR SPORTS, Inc.

First Aid. The first aid station inside Toyota Stadium is located on the Northeast corner of the concourse, near the FC Dallas Team Shop.

Parking. For information about general public parking, see the Competition Site section of this Participant Manual.

Promotional Items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold by the NCAA or its agents, may not be distributed on the premises without NCAA approval.

Seating. For information about general public seating, see the Tickets section in this manual.

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.

Souvenir Programs. On behalf of the NCAA, LEARFIELD Publishing will publish the official souvenir program

for the championship game. Programs will be sold at various locations throughout the stadium on game day.

HOSPITALITY/EVENTS

Alumni Pregame Hospitality Covered Terraces. Hospitality space shall be made available inside Toyota Stadium North Concourse for each university. Alumni associations should contact Greg Hernandez (469-365-0207; ghernandez@legends.net) to coordinate hospitality terrace, security, and catering needs. Please note that corporate logos and branding are prohibited in alumni pregame hospitality terraces. Fan giveaway items with corporate logos are also prohibited.

Stadium hospitality suites. 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 on arrival in Frisco (unless the team requests that the tickets be shipped prior to arrival). Montana will be in Suite 21 and South Dakota State will be in Suite 6.

Each institution should work with Greg Hernandez (469-365-0207; ghernandez@legends.net) 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 (Suite 20 for Montana and Suite 5 for South Dakota State) will be held until Wednesday, Dec. 27, for sale to individuals or groups affiliated with the participating teams. Institutions interested in purchasing additional suites should contact Kris Katseanes at 469-525-9943.

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).

LODGING

Band Hotels. The bands of the participating teams will be assigned to either the Drury Inn & Suites Dallas-Frisco or the AC Hotel/Residence Inn Dallas Frisco. The winning team band from the upper half of the bracket will be assigned to the Drury Inn & Suites Dallas-Frisco and the winning team band from the lower half of the bracket will be assigned to the AC Hotel/Residence Inn Dallas Frisco.

A minimum of 60 rooms have been reserved at each hotel for the participating bands for the night of Jan. 6. Although the NCAA and Team Frisco shall make preliminary arrangements, each band shall be responsible for finalizing all arrangements and for making payments. The rooms should be released at 5 p.m. local time on Dec. 28, 2023 if not picked up by the assigned band.

Headquarters Hotel. The Sheraton Stonebriar will serve as championship game headquarters hotel.

Media Hotel. A limited number of rooms are available in the media hotel block at the Holiday Inn Express & Suites Frisco NW (9444 Frisco Street, Frisco, TX 75034). The media rate is \$114.00 /night plus tax. The cutoff day for the block will be at 5 p.m. local time Wednesday, Dec. 28.

Team Hotels. The participating teams will be assigned to either the Westin Stonebriar or the Omni Frisco. The winner of the upper half of the bracket will be assigned to the Westin Stonebriar and the winner of the lower half of the bracket will be assigned to the Omni Frisco.

A minimum of 133 rooms (20 king, 20 run of house, 90 double-doubles and three suites) have been reserved at each hotel for the participating teams for the nights of Jan. 3-7, at a minimum.

Although the NCAA shall make the preliminary arrangements, each team shall be responsible for finalizing all arrangements (e.g., room assignments, meeting room scheduling, food and beverage services) and for making payments. Teams must finalize hotel needs and contracts not later than 5 p.m. local time Wednesday, Dec. 27, 2024.

Team Catering at Hotel. It is strongly recommended that the participating teams reach out to the hotel catering staff with a meals budget and allow the catering staff to work with you to develop a menu that meets your meal needs while attempting to stay within your budget.

MEDIA SERVICES/CREDENTIALS

Championship Trophy Displays. The national championship trophy will be on display at various times during game week for photo and video purposes. The trophy will be on display on-field during pre-game of the national championship and during all team news conferences.

Coin Toss Access. On-field access for photographers and videographers during the coin toss and other pre-game ceremonies shall be limited as follows: school institutional photographer and videographer, the NCAA photographer and selected national agencies, which will provide photos to other agencies.

Credentials. All press credentials are authorized and issued by David Lentz, NCAA media coordinator, for the Division I Football Championship Game.

All working credentials **MUST BE CLAIMED IN PERSON.** Credentials will be assigned to the individuals using them or their companies, and identification will be required for pickup. All credential requests shall be made to the NCAA media coordinator at the NCAA national office.

All media requests for working press credentials for the national championship game shall be made online at <http://www.ncaa.com/media> prior to December 28 at 5 p.m. (Eastern time).

NCAA policy prohibits the issuance of press credentials to representatives of any organization that regularly publishes, or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. Working credentials will not be mailed. The credentials can be claimed:

Friday, Jan. 5	Toyota Stadium – West Side Gate	8 a.m.-1:30 p.m.
Sunday, Jan. 7	Toyota Stadium – West Side Gate	9:30 a.m.-2 p.m.

Credentials for working personnel are ordered by the NCAA media coordinator when ordering the passes provided to members of the media. (Refer to “Credentials” section of Media Arrangements.).

Participating Team Credentials.

Each participating team will receive the following allocation of credentials:

Credential Type	Quantity	Access
Student-Athlete (rostered and non-rostered)	110	locker room, field level and press room access

Team Personnel	50	locker room, field level and press room access
Team Medical	15	field level and locker room access
University Personnel	16	field level, press level, locker room and press room access
University Personnel VIP	25	field level, press level, locker room and press room access (not good for admittance)

Types of Credentials and Zones.

TYPES

Unlimited Field Access

Limited Field Access

No Field Access

VIP

ZONES

Field Level (FL)

Suite Level (SL)

Press Level (PL)

Locker Rooms (LR)

Press Conference Room (PR)

Photo Workroom (PH)

Student-Athlete. Student-athlete credentials will be provided to both rostered and student-athletes on the institutional squad list as of the date of the first-round games (not on the 70-man roster) who will be on the sidelines in their team bench area. Non-rostered 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). This list must be provided at the pre-championship meeting.

Team Personnel. The NCAA shall provide each team with 50 sideline passes that shall be distributed to only the coaches and those individuals in working capacities who have performed these duties throughout the regular season. It should be noted that the 50 passes shall include the coaches who will be working in the press box during the game.

University Personnel. It is recommended that University Personnel be provided to individuals such as president/chancellor, director of athletics, faculty athletics representative, associate directors of athletics and sports information contacts.

University Personnel VIP. University Personnel VIP credentials should be provided to individuals such as alumni and spouses. Please note that University Personnel VIP credentials **are not** good for admittance.

Conference Office Staff. Each institution's applicable conference office staff will receive an additional three all-access credentials. All-access credentials are good for stadium entrance. Please provide names for participating institutions to David Lentz no later than 5 p.m. Eastern time, Dec. 28.

Participating Teams Virtual Press Conferences. The head coach and two student-athletes of each of the two teams will participate in a separate virtual press conference with national media, Thursday, Dec. 28. The conference for South Dakota State will be 2-2:30 p.m.* (Eastern Time) and the conference for Montana will be 2:30-3 p.m.* (Eastern Time). *Subject to change.

Interview Areas. Interviews will be conducted before and after the championship game. All coaches and student-athletes will be available for interviews in a designated area.

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

The championship game media coordination representative shall escort the sports information contact, the head coach and a minimum of two student-athletes to the interview area after a 10-minute cooling-off period. The 10-minute cooling-off period begins when the head coach enters the locker room immediately after the game.

After a 10-minute cooling-off period, which begins when the head coach enters the locker room immediately after the game.

The head coach must proceed directly to the locker room after the game unless requested to remain for a short interview (not to exceed four minutes) by ABC, which will produce the game for airing on television. THE LOCKER ROOM WILL BE CLOSED TO THE MEDIA.

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

The postgame news conference format specifies that the losing head coach and student-athletes be scheduled in the interview room before the winning head coach and student-athletes. The interviews with the losing head coach and student-athletes generally will not exceed 10 minutes.

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

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

Postgame Responsibilities. Unless the head coach chooses to forego the 10-minute cooling-off period, he must proceed directly to the locker room after the game unless requested for a short interview (not to exceed four minutes) by ABC. Teams also must proceed directly to the locker room.

The timetable for each team's 10-minute cooling-off period begins when the head coach enters the locker room immediately after the game.

1. The host media coordinator will assign to each team a person to time the 10-minute cooling-off period.
2. At the end of the 10-minute cooling-off period, the host media coordinator's representatives should escort the losing head coach and two student-athletes (minimum) to the interview area and then the winning head coach and student-athletes to the "holding" area.
 - a. It is very important to get the losing head coach and student-athletes to the postgame interview area quickly after the 10-minute cooling-off period has ended.
 - b. The "holding" area should be near the interview room, to be used by the winning head coach and student-athletes as they wait. They must be escorted to the news conference area as soon as the first team is finished. It is important that the losing coach has left the interview room or corridor before bringing in the winning coach.
 - c. Handheld radios for the news conference officials and locker room representatives are recommended.
3. Postgame drug testing of student-athletes will not begin until the drug-testing couriers have contacted the student-athletes selected for the testing after the 10-minute cooling-off period (if applicable).
4. Both locker rooms shall be closed to the media.
5. Coaches and Student-Athletes.
 - a. Regardless of regular-season radio or television contract(s), the head coach is obligated to the entire media staffing the championship game and must report to the interview room immediately after the 10-minute cooling-off period.
 - b. Assistant coaches are not obligated to the entire media staffing the championship game and may grant postgame radio interviews at any time after the conclusion of the game.
 - c. The procedure for postgame news conferences is different than the preliminary rounds of the championship.
 - d. The losing head coach and two student-athletes will open the interview session. The session with the losing team should be limited to 10-minutes.
 - e. The winning head coach and a minimum of two student-athletes will follow. The session with the winning team should be limited to 20 minutes.
 - f. After fulfilling the commitment to the press staffing the championship game, the head coaches may participate in special interviews.

Media Hospitality. A media meal will be served before the start of the game. Disbursements for these items shall be guided by the budget. Budgets cannot be changed without the prior approval of the applicable NCAA staff member. No budget adjustments are permissible once the championship game has started.

Media Interview Room. An interview area set with one six-foot table and chair seating for 10 individuals should be made available. The competition site will provide the lighting, draping, a seated interview area and camera platforms at its expense. Other news conference equipment and personnel selected by the NCAA to administer satellite and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense. The interview area should be large enough to seat 50 working media. The media interview room is located in the south endzone on the main floor of the National Soccer Hall of Fame.

Media Press Box. This area must accommodate wireless for a minimum of 100 of the working media. One electrical outlet shall be available for every seat. Adequate phone jacks must be provided to permit telephones at any seat. Media are reminded that they must order personal lines and bring their own telephone instruments or order the equipment from the local telephone company.

Media Spaces.

Press Box – Enter through the West side of the stadium through the Winners Club.

Jan. 5: 8 a.m. – 3 p.m.

Jan. 7: 7:30 a.m. – Four hours after the last press conference

Photographer Workroom – FC Dallas Corporate Office (North End Zone Locker Room).

Jan. 5: 8 a.m. – 3 p.m.

Jan. 7: 7:30 a.m. – Four hours after the last press conference

Team Radio Booths – South Dakota State (Radio Booth 4) and Montana (Television Booth 1)

ABC Broadcast Booth – Television Booth

Westwood One Booth – Television Booth Left

Head Coaches Press Conferences – National Soccer Hall of Fame Press Conference Room

Friday, Jan. 5

South Dakota State: 9:25-9:45 a.m.

Montana: 12:40-1:00 p.m.

Sunday, Jan. 7

Postgame

Most Outstanding Player Voting. Immediately after the championship game, the NCAA will honor the Most Outstanding Player of the game. The individual will be selected based upon a vote of the credentialed media present and voting. Members of the working press will be provided with a voting website the day of the game. He or she will submit his or her vote for the Most Outstanding Player.

NCAA Blogging Policy. A credentialed media member may blog during any NCAA championship event, provided that such blog does not produce in any form a “real-time” description of the event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to, the revocation of the credential.

News/Press Conferences, Satellite and Video Distribution Service. Videographers representing television stations, networks or cable systems will not be permitted to shoot the news conferences. The NCAA will have a mult box for video highlights.

Player Availability Schedule (subject to change).

South Dakota State

Friday, Jan. 5

9:25-10:10 a.m. –Toyota Stadium – National Soccer Hall of Fame

Montana

Friday, Jan. 5

12:40- 1:25 p.m. – Toyota Stadium – National Soccer Hall of Fame

News Film and Mini-Cams. Television agencies taping game action shall use the network feed via the video and audio distributing facilities provided by ABC. These agencies recognize that any videos may be used only in connection with a regularly scheduled television newscast within a 48-hour period after the game and the film clip or video portion of each such showing shall not exceed two minutes in length for a single game and five minutes in length for footage from multiple games within the FCS Championship. Television shall adhere to the specific policies that govern the length of video and times that it may be aired. Use of footage on the internet or any digital platform, including but not limited to mobile is strictly prohibited.

If the event has live-television coverage, television entities may not air highlights of a game until the network's broadcast of that event has been completed.

For more information on using NCAA championship footage, refer to <http://www.ncaa.com/media>.

Stations are precluded from airing game highlights until the conclusion of the event. Local television stations, regional sport networks or national cable networks may televise live reports or film from inside the competition site up until 30 minutes before the start of the event. Once the "30-minute rule" passes, stations may still televise from outside the competition site. Stations may not film any game action of events that are televised live. To obtain game footage of televised events, stations must plug into the mult box provided by ABC. Stations will be permitted to film inside the competition site when the broadcast entity is off the air or an NCAA representative provides notification.

Media entities may not sell, loan or give away tournament footage to any individual or agency, or use it for any non-sports news program produced or aired by the station. Media entities may broadcast any news conference live on standard or non-standard television regardless of whether they hold the broadcast rights. They may not broadcast the news conference live over the internet or mobile. The rights to these news conferences remain with the NCAA and are under the same guidelines as the news footage usage.

Photography Regulations. Any photographer approved to work on the field at the championship game must secure a photo armband from the NCAA media coordinator.

Photographers working on the sidelines are restricted to behind the "limit lines" all around the playing field. No photographers are permitted in the "team areas," which are in back of the limit lines between the 25-yard lines. No media personnel or their equipment shall be in the team areas, and no media personnel may communicate in any way with persons in the team areas. Photographers may not place tripods on or beside the playing field nor attach strobes to goal posts.

Planning Call. The NCAA media coordinator, host media coordinator and sports information contacts of the two participating teams shall meet via conference call at 10 a.m. Eastern time Monday, Dec. 18, before the championship game to review and confirm media coordination needs and policies.

Press Parking. All media parking for championship week will be in the North Gold lot.

Radio. Space automatically will be reserved for each participating institution's home radio station as designated by that institution. All other stations in the institution's area will be served on a first-come, first-served basis. However, space will also be reserved for the NCAA's national radio partner.

Seat Assignments. The NCAA media coordinator and the host media coordinator shall review the seating chart prior to the day of competition to ensure media agencies that regularly staff games receive preferred seat locations.

Sports Information Contacts. No later than Monday, Dec. 18, each participant's sports information contact shall provide their media with this website - <http://www.ncaa.com/media> to apply for credentials and hotels. The deadline for media hotel requests will be 6 p.m. Eastern time, Wednesday, Dec. 27. The deadline for credential requests will be 5 p.m. Eastern time, Thursday, Dec. 28.

The sports information contact for each team advancing to the national championship game shall meet with the NCAA media coordinator before the championship game to discuss responsibilities and the media obligations of the institution's staff, head coach and student-athletes.

Telephones. At the championship game site, telephones may be installed in the press box as a championship expense if approved in advance. These phones should be limited to credit card, toll-free or incoming calls.

The NCAA media coordinator and the host media coordinator shall determine the number of telephones, if any, required by evaluating the number of press credentials.

MEDICAL

Athletic Training. Appropriate athletic training facilities will be available on site for the teams. Athletic training facilities will 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) will be present for all practices and the championship game at the facility. The athletic training room will 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. Contact: Jonathan Hancock (945-275-6632; Jonathan.Hancock@childrens.com) at Children's Health Orthopedics and Sports Medicine.

Medical Procedures. Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs). For information regarding area physicians or medical support staff, please contact: Jonathan Hancock (945-275-6632; Jonathan.Hancock@childrens.com) at Children's Health Orthopedics and Sports Medicine.

Team Frisco has arranged for access to two physicians (general practitioner and an orthopedic surgeon) who will be accessible by cell phone during all practices and in attendance at the championship game. At the NCAA's expense, an ambulance service will be provided for event participants on game day. 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 will also be provided. If necessary, the following nearby hospital facility may be used by participating teams. This hospital shall ensure that championship participants will be provided priority care and assistance:

Texas Health Presbyterian Hospital Plano
6200 West Parker Road
Plano, Texas 75093-7914
Phone: 972-981-8000

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.

Access. Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

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.

MERCHANDISE

The NCAA retains the exclusive right to sell souvenir products at the 2024 NCAA Division I Football Championship Game. Team Frisco is required to sell items provided by the official NCAA event championship merchandiser. The official NCAA event championship merchandiser is Event 1, Inc. a subsidiary of GEAR FOR SPORTS, Inc. They may be reached through Jared Hunt, Event 1, jared.hunt@hanes.com, 9700 Commerce Parkway, Lenexa, Kansas 66219, 913-693-2108 (Work); 913-269-8251 (Cell). The NCAA corporate relations 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).

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.

OFFICIALS

The NCAA Division I Football Championship Committee shall assign the seven game officials and one alternate official (or eight on-field officials) 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.

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 Saturday.

SECURITY

1. **Clear Bag Policy.** Toyota Stadium will have a “Clear Bag Policy” in effect. Any bag larger than a small clutch purse will not be permitted into the stadium unless it is a clear bag. The complete Toyota Stadium Clear Bag Policy is available online at <https://www.fcdallas.com/stadium/policies>.

2. **Crowd Control.** Specific measures should be developed by the local organizing committee and approved by the NCAA Division I Football Championship Committee regarding postgame crowd control. An administrative meeting will be held to address this concern as well as evacuation and crowd control measures.

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

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

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

4. **Hosting Opportunities.** An institution that fails to keep its spectators and other unauthorized personnel out of the competition area before, during or after the championship game may, as determined by the football championship committee, be prohibited from serving as a host for the preliminary rounds the following year in which the institution participates in the championship.

5. **Locker Rooms.** Protection must be provided for each team’s bench area, locker room and bus drop-off/pick-up location, and the officials’ dressing room. Traditionally, the process of loading onto team buses has been an informal one as student-athletes and coaches exit the locker room at different times and many wish to visit with family members near the team buses. However, security should be on hand postgame to ensure only appropriately credentialed/uniformed personnel enter locker rooms.

6. **Non-permissible Items.** The host is responsible for enforcing the NCAA policies in this area.

- a. **Video Camera/Still Camera Policies.** Ticketed patrons shall not bring video equipment into the facility on game day. Still cameras with a lens no longer than four inches are permissible.
 - b. **Noisemakers.** Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.
 - c. **Signs, Flags and Banners.** Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.
 - d. **Promotional Items.** Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold by the NCAA or its agents, may not be distributed on the premises without NCAA approval.
 - e. **Laser Pointers.** Laser pointers of any kind are prohibited.
 - f. **Streamers.** Streamers of any kind are prohibited.
7. **Game Officials.** Escorts to the locker room shall be provided for the officials at halftime and immediately after the conclusion of the game.
 8. **Coaches.** Escorts between the locker room and the press box shall be provided for coaches at halftime and immediately after the conclusion of the game.
 9. **Media Spaces.** Security personnel should be instructed to protect the working press areas and interview area, especially before and after the game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the host media coordinator to emphasize the necessity to protect the working press areas from the spectators, and to encourage the security supervisor to designate additional personnel to staff this area before and after the game. It is also the responsibility of security personnel to ensure only authorized individuals obtain access to the press box roof.
 10. **Student Sections.** Particular attention should be paid to those seating sections designated for students of the participating teams. Security personnel should ensure that only appropriately ticketed patrons are in each seat/section and that ample security is focused on this area near the end of the game.
 11. **Competition Venue Access.** Access to the competition, practice and/or ancillary event venue(s) will be by ticket or NCAA-issued credentials. The NCAA shall establish and manage the access plan for the competition, practice and/or ancillary event venue(s) during the championship game and will have the right to create its own system to manage and issue credentials. The NCAA is under no obligation to issue a credential to any individual and will evaluate each request on a case-by-case basis.

The NCAA Division I Football Championship Committee chair and the NCAA championships and alliances staff liaisons to the championship, in collaboration with the competition, practice and/or ancillary event venue(s) staff; and city, county, state and federal law enforcement agency representatives, will serve as the spokespersons in the event of an emergency.

TICKETS

Complimentary Ticket Policy. All tickets must be accounted for at face value, and there shall be no complimentary tickets without prior written approval from the NCAA.

Accessible Seating Options. Each team ticket manager will be allowed to trade in seats from their team ticket allotment for ADA seats as needed near the team seating sections. Each accessible request can have up to three companions in the ADA seating section. Team ticket managers should contact Jared Kramer (jkramer@ncaa.org) make such ADA ticket exchanges.

General Public Tickets. The public may purchase tickets online at NCAA.com/FCS.

Mobile Tickets. All tickets for the championship will be mobile, including those for player/guests. The NCAA will provide a “How To” guide for managing mobile tickets which schools can provide to their ticket holders.

The NCAA will work with each institution on ticket distribution. Institutions can have tickets uploaded to an online account management system where they can transfer to their fans with an email or provided AXS and the NCAA a list which can be uploaded directly into the fans account. A combination of the two distributions is also available. Jared Kramer will work with each institution.

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. Montana will be in Suite 21 and South Dakota State will be in Suite 6.

Standing Room Only. If demand requires additional seating, standing room only tickets may be sold.

Ticket Allocations.

1. **Bands.** Each participating institution will be allocated up to 350 seats on the stage for uniformed band members participating in pregame, halftime and postgame activities. These seats will not be considered part of the institution’s overall ticket allotment or be charged back to the school. However, any seats needed for additional band members in excess of 350 will be at charged at face value to the institution and must come from the existing institutional allotment, unless additional tickets are available for sale.
2. **Cheerleaders.** A maximum of 12 cheerleaders in uniform and a uniformed mascot may be admitted without charge. All other institutional representatives will be admitted only on presentation of a ticket or credential. Additional cheerleaders may be allowed to perform before the championship game and halftime only, but they must sit in the designated area. The additional number of cheerleaders must be approved by the NCAA Division I Football Championship Committee.
3. **Officials.** Officials will be provided credentials to enter the stadium; therefore, they do not need tickets. However, if officials would like to purchase tickets for family members, they may do so by contacting Jared Kramer (jkramer@ncaa.org) at the NCAA.
4. **Participating Institutions.** Tickets will be held and allocated for each of the participating teams to distribute to their fans at their discretion. Participating team ticket allocations are noted below. Each team is required to purchase a minimum of 1,000 tickets. Reserved ticket prices for participating institutions are \$100. A seating manifest will be emailed by Jared Kramer to each of the four semifinal teams.

NCAA staff and the Division I Football Championship Committee will most likely make team bench/sideline determinations before the semifinal round of competition. The team bench/sideline determinations also will determine which set of reserved seats and reserved terrace tickets are provided to each participating team. One team will be assigned reserved seats in sections 103-109 and a reserved terrace in section 100 and 112T-113T, while the other participating team will be assigned reserved seats in sections 124-130 and a reserved terrace in section 133 and 120T-121T. The NCAA ticketing staff will inform each institution of their assigned sections as soon as this is finalized.

South Dakota State

Reserved seats (sections to be provided)	4,000 tickets
Reserved terrace (section to be provided)	281 tickets
Complimentary suite (Suite 6)	20 tickets
Suite available for purchase (Suite 5)	20 tickets
Total: 4,321 tickets	

Montana

Reserved seats (sections to be provided)	4,000 tickets
Reserved terrace (section to be provided)	281 tickets
Complimentary suite (Suite 21)	20 tickets
Suite available for purchase (Suite 22)	20 tickets
Total: 4,321 tickets	

Not later than 5 p.m. Eastern time Friday, Dec. 22, each institution shall inform Jared Kramer the number and locations of tickets they would like to purchase for the championship game

5. **Local Organizing Committee.** The local organizing committee shall be allocated 292 sideline and midfield tickets.
6. **NCAA.** The NCAA will reserve approximately 200 midfield seats. These tickets will be allotted to Turner, ESPN, ABC, NCAA licensees/suppliers and NCAA staff.

Ticket Sales/Pricing. Ticket prices shall be determined by the NCAA with the approval of the NCAA Division I Football Championship Committee. Ticket prices may be scaled according to the location of seats. Any discount or group tickets must be approved by the NCAA Division I Football Championship Committee. 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 501-c-(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed in the sport-specific facility questionnaire and any increases in the tax rate from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA. Ticket prices for the championship game are as follows:

	Pricing
Sideline	\$150
Endzone	\$120
Teams	\$100
Terrace	\$100
Suite	\$150
Midfield-NCAA Experience	\$300
Endzone-NCAA Experience	\$240

NOTE: Suites may be leased for the price of 20 suite tickets (ticket prices noted above are considered championship revenue), plus a \$1,250 lease fee and \$750 food and beverage credit (to be retained by the host/venue). The NCAA and Team Frisco may agree on group sales or other discount sales opportunities leading up to the championship game.

Service Window at the Competition Venue. The NCAA will provide a service window for each team. Teams may use the service window to answer questions from their fans. The NCAA strongly encourages institutions to manage their team ticket allocations from campus or offsite.

Institutions are required to provide Jared Kramer (jkramer@ncaa.org) a representative's name, phone and email address who be on site and accessible in the event of issue or question regarding team tickets. Deadline to provide is **5 p.m. Eastern time Wednesday, Jan. 3.**

TRANSPORTATION

Each team more than 400 miles from the championship site will be approved for air travel.

Arrival/Departure Times. Both teams shall arrive in Frisco Thursday evening, Jan. 4. During the Monday, Dec. 18, administrative videoconference the arrival times shall be confirmed. Departing flights from campus and the championship site are yet to be determined. Teams should manage all travel details with Short's Travel Management and the carrier.

The NCAA will provide Team Frisco with the scheduled arrival times of team flights, so hotel greetings can be scheduled accordingly.

At each team's discretion, Team Frisco personnel will be available for a one-day site visit to Frisco for each team's advance planning needs. Such a visit is not required, but Team Frisco personnel can be available should teams desire. Please contact Bruce Ludlow to arrange such a visit at bludlow@southland.org; 214-394-7522.

Courtesy Cars. Team Frisco will make arrangements with Enterprise Rent-A-Car to provide four courtesy cars, two cars for each of the competing teams. Bruce Ludlow will work with the participating institutions to determine if the teams would like to pick up their two cars at the airport or at their hotel. If a team elects to pick up their cars at the hotel, arrangements should be made to have the cars delivered to the team hotel by Thursday evening.

The Referee and umpire of the officiating crew will each be approved for a rental car in Frisco. Rental car reservations can be made by the officials when making their other travel arrangements with Short's Travel Management. The NCAA will be direct billed for these charges. The officials' liaisons will also have transportation available for the officials if needed while in Frisco.

Departure Meals. Teams interested in purchasing boxed meals for student-athletes upon departure from the stadium should contact Greg Hernandez (469-365-0207; ghernandez@legends.net) for pricing and menu options available through the stadium concessionaire.

Insurance. The NCAA provides insurance for all NCAA-acquired courtesy cars. A Team Frisco representative shall complete the top part of the Driver Identification form with individual auto information. Each individual who is assigned a car must complete the remainder of the Driver Identification form when they pick up the keys and return it to a Team Frisco representative as soon as possible thereafter.

Local Team Transportation. Team Frisco shall provide four 47-passenger buses for use by each team during its stay in Frisco. There will be no charge for this service. If a team desires more than four buses, the institution

shall incur the expense for the additional buses. For additional transportation needs and to manage daily bus transportation schedules, team representatives should contact Donna Maynes of Road Runner Charters at 817-510-6700. Additional transportation should be billed directly to the participating institutions.

Police Escorts. Team Frisco has made arrangements with the Frisco Police Department to provide escorts for team buses. Police escorts shall be provided for transportation to and from Toyota Stadium for the day of competition. All other bus transportation (e.g., practices, team entertainment, etc.) will not receive a police escort.

In order to secure a police escort on game day, team representatives should contact Gina McFarlin, Toyota Stadium Senior Director of Safety and Security (cell: 214-868-0481) who will work with the Frisco Police Department on setting up police escorts. Police escorts will be limited to the team buses and two courtesy cars per escort on game day only.

The estimated bus driving time, under escort, to the stadium from the Westin Stonebriar hotel is approximately 8-10 minutes and from the Omni Frisco hotel is approximately 5-10 minutes.

Security Sweep. All team equipment will undergo a security sweep as it is loaded onto team buses at each hotel on game day. Teams should plan their departure and stadium arrival schedules accordingly.

Transportation of Equipment. When a team is eligible to fly by chartered flight, the NCAA will arrange an aircraft to accommodate the travel party and all necessary equipment. If a team is unable to fit all necessary equipment on the chartered aircraft, the NCAA will pay the cost to ship the equipment to the competition site. Any excessive or unnecessary equipment will be shipped at the cost of the institution. Determination of excessive or unnecessary equipment will be made by the NCAA travel department in consultation with the football championship committee.

Teams requiring the rental of a box truck for local equipment transportation in Frisco should contact Bruce Ludlow of the Southland Conference for information on local providers. He can be reached at bludlow@southland.org; 214-394-7522 (cell).

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 national champion team trophy during the ceremony, and the individual awards will be shipped to the campus of the winning institution following the championship. After the team award presentation, 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 losing team, the 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 ABC 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. However, listed below is

a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The merchandise should be distributed to the winning team only immediately after 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 Champion and Underground Printing. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

Championship Awards. MTM Recognition, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager.

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

Individual mini-trophies (80) and gold watches (80) will be sent directly to the campus of the national champion after 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 found [here](#).

The submission deadline for nomination for the Division I Football Championship is 5 p.m. Eastern time, Wednesday, Dec. 13.

The NCAA Elite 90 Award will be presented immediately after the taking of the team photos Friday, Jan. 6.

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. New for the 2023: Members of the travel party (145) will receive one part of their memento onsite at the finals location. The second part will be ordered online to allow for personal

preference. Please see Appendix I or more information on ordering the second part of the memento as will as information on the ability to order additional mementos.

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 Friday, Jan. 5. South Dakota State will have its picture taken at 9 a.m. and the Montana will have its picture taken at 12:15 p.m. Team photos will be mounted on plaques and tentatively provided to teams Saturday, Jan. 6 for each member of the team travel party. In the event of inclement weather, team photos will tentatively be taken in the South Endzone of Toyota Stadium under the National Soccer Hall of Fame awning.

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. Toyota Stadium has two washing machines (Speed Queen Commercial Washers with 60 lb. capacities) and three dryers (Speed Queen Commercial Dryers). Teams are permitted to use these machines for on-site laundry needs. However, teams must supply their own powder detergent and provide their own staff to launder clothing. Teams should coordinate usage of the machines with Nick Shafer with Toyota Stadium.

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).

VOLUNTEERS

Team Hosts. The team hosts will serve as a “conciierge” for the participating institution’s travel party. Team hosts will have a flexible schedule, as team plans tend to change. Each host will be prepared to be available for the teams the entire time the team is in Frisco. Assigning ideally two hosts per team should help ensure someone is always available to assist the teams.

The Team Host for South Dakota State is Bruce Ludlow, Southland Conference (214-394-7522; bludlow@southland.org).

The Team Host for the Montana is James Hill, Southland Conference (901-827-1087; jhill@southland.org).



A G E N D A

2024 NCAA Division I Football Championship Game
Administrative Videoconference

Microsoft Teams

December 18, 2023
11 a.m. Eastern time

1. Welcome and introductions. (Ty Halpin/Alyssa Rice)
2. Team Frisco – welcome and opening comments. (John Wagner)
3. Participant Manuals. (Halpin/Rice)
 - a. Institutional Contact Form (Appendix G).
 - b. Participating Institution Championship Game Checklist (pages 5-7).
4. Game Information (Halpin/Rice)
 - a. Date and Time. Sunday, January 7. Kickoff at 1:05 p.m. Central Time. (Halpin/Rice)
 - b. South Dakota State – home team – east sidelines, opposite press box (Halpin/Rice)
 - c. Montana- visiting team – west sidelines, press box side (Halpin/Rice)
 - d. Confirm uniform colors. (Halpin/Rice)
5. Transportation plans. (Halpin/Rice)
 - Local ground transportation. (Bruce Ludlow)
6. Team hotels – 133 room reserved (Halpin/Rice)
 - a. South Dakota State – Westin Stonebriar
 - b. Montana – Omni Frisco
7. Championship Game – institutional personnel. (Halpin/Rice)
 - a. Official travel party size (145)
 - b. Roster/squad size (70). Roster form (Appendix D) due at the time of the Saturday, January 6 administrative meeting.

- c. Sideline – pass list (50). Sideline pass list (Appendix D) due at the time of the Saturday, January 6 administrative meeting.
- d. Additional non-rostered student-athletes in bench area. A list of additional student-athletes on the institutional squad list as of the date of the first-round games (not on the 70-player roster) that will be allowed on the sidelines in their team bench area is also due at the time of the Saturday, January 6 administrative meeting.

The additional student-athletes must be wearing the same color game jersey top (no pads/helmet) and other institutionally issued apparel (e.g., sweat suit pants).

- 8. Coaching box arrangements and field communication devices. (Halpin/Rice)
- 9. Wilson footballs – please note advancing teams should be receiving 12 additional footballs on Tuesday. (Halpin/Rice)
- 10. On-field and instant replay officials for the championship game. (Halpin/Rice)
- 11. Locker room locations and field entry/exit process. (Nick Shafer)
- 12. Team practices. (Halpin/Rice)
 - a. Friday – Toyota Stadium (closed practice).
 - b. Saturday – Toyota Stadium (closed practice).
 - (1) Natural grass – Field #4 and #7
 - (2) Artificial turf – Dr. Pink Field
 - c. Inclement weather.
- 13. Ball boys/girls for both teams are secured by Team Frisco. (Halpin/Rice)
- 14. Sideline hydration product and equipment. (Halpin/Rice)
- 15. Sideline medical tents. (Halpin/Rice)
- 16. Sideline heaters and heated benches. (Halpin/Rice)
- 17. Clear bag policy in effect at Toyota Stadium. (Nick Shafer)
- 18. Team Frisco. (Bruce Ludlow, Josh Harding and Nick Shafer)

- a. Local transportation (buses and courtesy cars).
 - b. Team hosts.
 - c. Inclement weather only practice facilities.
 - d. Locker room key will be provided to your equipment manager.
 - e. Football Feast.
 - f. Other.
19. Administrative meeting reminder – Saturday, January 6 at 4 p.m. Central time. (Halpin/Rice)
 20. Credentials and access. (David Lentz, James Hill)
 - a. Credential access is required throughout the facility starting at 8 a.m. Central time on Friday, January 5.
 - b. Postgame stage access for the winning team.
 21. Media videoconference with participating teams – Thursday, December 28 (subject to change). (Hill; Lentz)
 22. Team tickets, seating locations, athletics director suites, will-call process. (Jared Kramer)
 23. Team bands, spirit squads, and mascots. (Halpin/Rice)
 24. Pre-/Postgame and halftime schedules. (Allison Zwarka)
 25. Student-athlete awards and uniform patches/helmet stickers. (Halpin/Rice)
 26. Participant gifts. (Birdie Box Staff)
 27. Safety and security. (Jeff Stoll)
 28. Other business.
 29. Adjournment.



**NCAA MEDIA COORDINATION AND STATISTICS
2023-24 CONDITIONS PLACED ON USE OF CREDENTIALS**

Each individual (“Bearer”) using this credential for access to any NCAA championship game or related events including, without limitation, a practice, press conference, interview, or other activity associated with such NCAA championship (the “Events”), on behalf of his or her employer or assigning news organization (“Employer”), agrees to the following:

GENERAL

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents. Bearer shall not, at any time, display, post, or otherwise reproduce the credential image on any digital platform, including online social media sites or applications (e.g., Facebook, Twitter, Instagram, Snapchat). Additionally, Bearer may not broadcast, telecast, film, record, transmit, display, or otherwise distribute, or allow any other party to distribute, footage or content of the Events on a live basis, including via any real-time online streaming application (e.g., Periscope, Meerkat).

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his/her

Conditions Placed on Use of Credentials, 2022-23

Employer, including but not limited to Bearer's breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without its consent, to participate in any settlement of such claim.

MEDIA

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for rights for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any Event is exclusive to the NCAA's website and/or any other website designated by the NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may not produce in any form a "real-time" description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event). If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or

Conditions Placed on Use of Credentials, 2022-23

endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities, including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the NCAA Audio Policies.

NCAA CHAMPIONSHIP VIDEOGRAPHER

The NCAA Championship Videographer policy is intended to protect the broadcast rights sold to the NCAA media partners, while providing NCAA member institutions the ability to capture and utilize championship footage.

Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution's head coach, during periods that are off limits to general media. The team videographer for the winning team will be allowed on the competition area to film the postgame celebration and awards ceremony, if applicable.

The NCAA will grant the institution permission to videotape this NCAA championship event for non-commercial uses only. Bearer agrees to the terms and conditions of the NCAA Championships Team Videographer Policy.

Appendix C

Length: 03:00:00
 Program Content: 02:18:44
 Network: ABC

		FCS Football Championship NCAA Football			
Commercial Breakdown		If Necessary		Billboard Breakdown	
National:	00:29:00	(02:30)		Open	2
Local:	00:05:16	(01:04)		Middle	6
Promo:	00:04:50	(00:15)		Close	2
Institutional/PSA:	00:02:00				
Tag:	00:00:10				
Total:	00:41:16	(03:49)			
PREGAME					
1	01:00	01:00	National		
KICKOFF/ 1ST QUARTER					
2	01:35	01:30	National		
		00:05	Promo		
3	02:00	02:00	National		
1ST QTR BB'S AIR @ PRODUCTION'S DISCRETION					
4	02:00	01:45	National		
		00:15	Promo		
END FIRST QUARTER					
5	02:34	00:30	National		
		00:30	Promo		
		01:34	Local		
2ND QUARTER					
6	02:05	02:00	National		
		00:05	Promo		
7	01:30	01:30	National		
2ND QTR BB'S AIR @ PRODUCTION'S DISCRETION					
8	01:30	01:15	National		
		00:15	Promo		
END FIRST HALF					
9	02:30	01:30	National		
		00:30	PSA	:30	NCAA PROMO
		00:30	Promo		
HALFTIME					
(1) HALFTIME BB INTO BREAK 10					
10	02:40	01:30	National		
		00:30	Promo		
		00:30	PSA	:30	NCAA PROMO
		00:10	Tag	:10	NCAA COPYRIGHT
11	02:30	01:30	National		
		00:30	Promo	:30	NCAA PROMO
		00:30	PSA		
(1) HALFTIME BB INTO BREAK 12					
12	02:34	00:30	National		
		00:30	PSA	:30	NCAA PROMO
		00:30	Promo		
		01:04	Local		
3RD QUARTER					
13	01:35	01:30	National		
		00:05	Promo		
14	02:00	02:00	National		
3RD QTR BB'S AIR @ PRODUCTION'S DISCRETION					
15	01:30	01:15	National		
		00:15	Promo		
END 3RD QUARTER					
16	02:34	01:00	National		
		00:30	Promo		
		01:04	Local		
4TH QUARTER					
17	02:05	02:00	National		

Appendix C

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                                00:05 Promo
18      01:30      01:30 National
4TH QTR BB'S AIR @ PRODUCTION'S DISCRETION
19      01:30      01:30 National
20      02:00      01:45 National
                                00:15 Promo
21      02:04      00:30 Promo
                                01:34 Local
*OVERTIME BREAK*
**RUN ONLY IN OVERTIME AND ONLY AFTER ALL SCHEDULED INVENTORY HAS AIRED**
  IF   01:49      00:30 National
                                00:15 Promo
                                01:04 Local
*OVERTIME BREAK*
**RUN ONLY IN OVERTIME AND ONLY AFTER ALL SCHEDULED INVENTORY HAS AIRED**
  IF   01:00      01:00 National
*OVERTIME BREAK*
**RUN ONLY IN OVERTIME AND ONLY AFTER ALL SCHEDULED INVENTORY HAS AIRED**
  IF   01:00      01:00 National
```

2024 NCAA DIVISION I FOOTBALL CHAMPIONSHIP GAME – FRISCO, TEXAS

Roster Form

Institution _____

Name _____ Title _____

Please list the 70 eligible student-athletes who will be in uniform.

<u>Student-Athlete's Name</u>	<u>Jersey No.</u>	<u>Student-Athlete's Name</u>	<u>Jersey No.</u>
1. _____	_____	36. _____	_____
2. _____	_____	37. _____	_____
3. _____	_____	38. _____	_____
4. _____	_____	39. _____	_____
5. _____	_____	40. _____	_____
6. _____	_____	41. _____	_____
7. _____	_____	42. _____	_____
8. _____	_____	43. _____	_____
9. _____	_____	44. _____	_____
10. _____	_____	45. _____	_____
11. _____	_____	46. _____	_____
12. _____	_____	47. _____	_____
13. _____	_____	48. _____	_____
14. _____	_____	49. _____	_____
15. _____	_____	50. _____	_____
16. _____	_____	51. _____	_____
17. _____	_____	52. _____	_____
18. _____	_____	53. _____	_____
19. _____	_____	54. _____	_____
20. _____	_____	55. _____	_____
21. _____	_____	56. _____	_____
22. _____	_____	57. _____	_____
23. _____	_____	58. _____	_____
24. _____	_____	59. _____	_____
25. _____	_____	60. _____	_____
26. _____	_____	61. _____	_____
27. _____	_____	62. _____	_____
28. _____	_____	63. _____	_____
29. _____	_____	64. _____	_____
30. _____	_____	65. _____	_____
31. _____	_____	66. _____	_____
32. _____	_____	67. _____	_____
33. _____	_____	68. _____	_____
34. _____	_____	69. _____	_____
35. _____	_____	70. _____	_____

Signature

Date Signed

2024 NCAA DIVISION I FOOTBALL CHAMPIONSHIP GAME – Frisco
Team Personnel Sideline Credential Form

Institution _____

Name _____ Title _____

The NCAA shall provide each team with 50 sideline passes. It should be noted that the 50 passes shall include the coaches who will be working in the press box during the game. Team medical personnel requiring access to the field/sideline are not required to be included in the 50 sideline passes.

Please list the 50 individuals from your institution who will receive sideline access.

<u>Name</u>	<u>Name</u>
1. _____	21. _____
2. _____	22. _____
3. _____	23. _____
4. _____	24. _____
5. _____	25. _____
6. _____	26. _____
7. _____	27. _____
8. _____	28. _____
9. _____	29. _____
10. _____	30. _____
11. _____	31. _____
12. _____	32. _____
13. _____	33. _____
14. _____	34. _____
15. _____	35. _____
16. _____	36. _____
17. _____	37. _____
18. _____	38. _____
19. _____	39. _____
20. _____	40. _____

- 41. _____
- 42. _____
- 43. _____
- 44. _____
- 45. _____
- 46. _____
- 47. _____
- 48. _____
- 49. _____
- 50. _____

Medical Personnel

Please list the names of Team medical personnel requiring access to the field/sideline below.

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | |

Signature _____

Date Signed _____

2024 NCAA DIVISION I FOOTBALL CHAMPIONSHIP GAME – FRISCO, TEXAS
Additional Student-Athletes in Team Bench Area Form

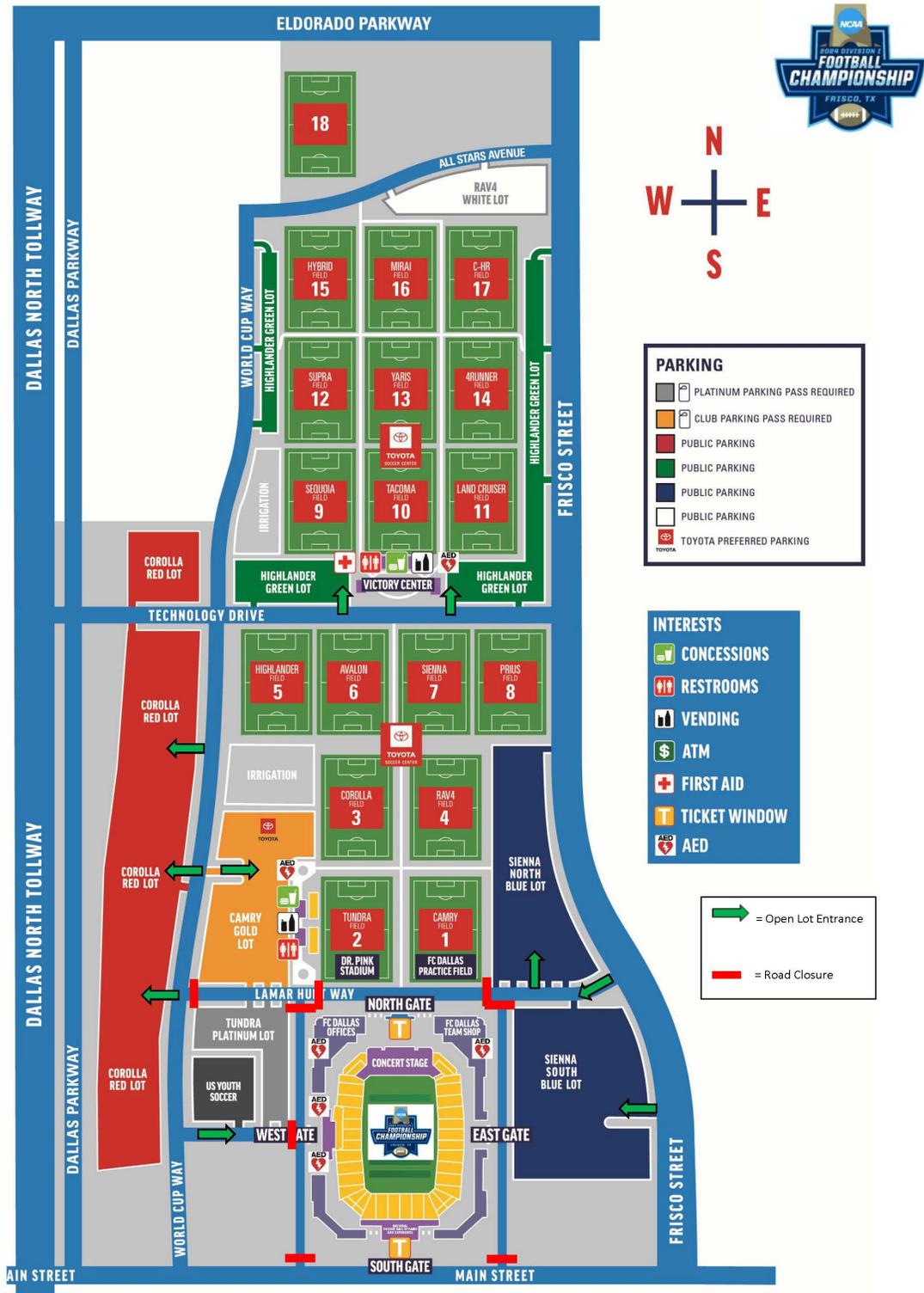
Institution _____

Name _____ Title _____

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., sweat suit pants). Please provide the names of the additional student-athletes below.

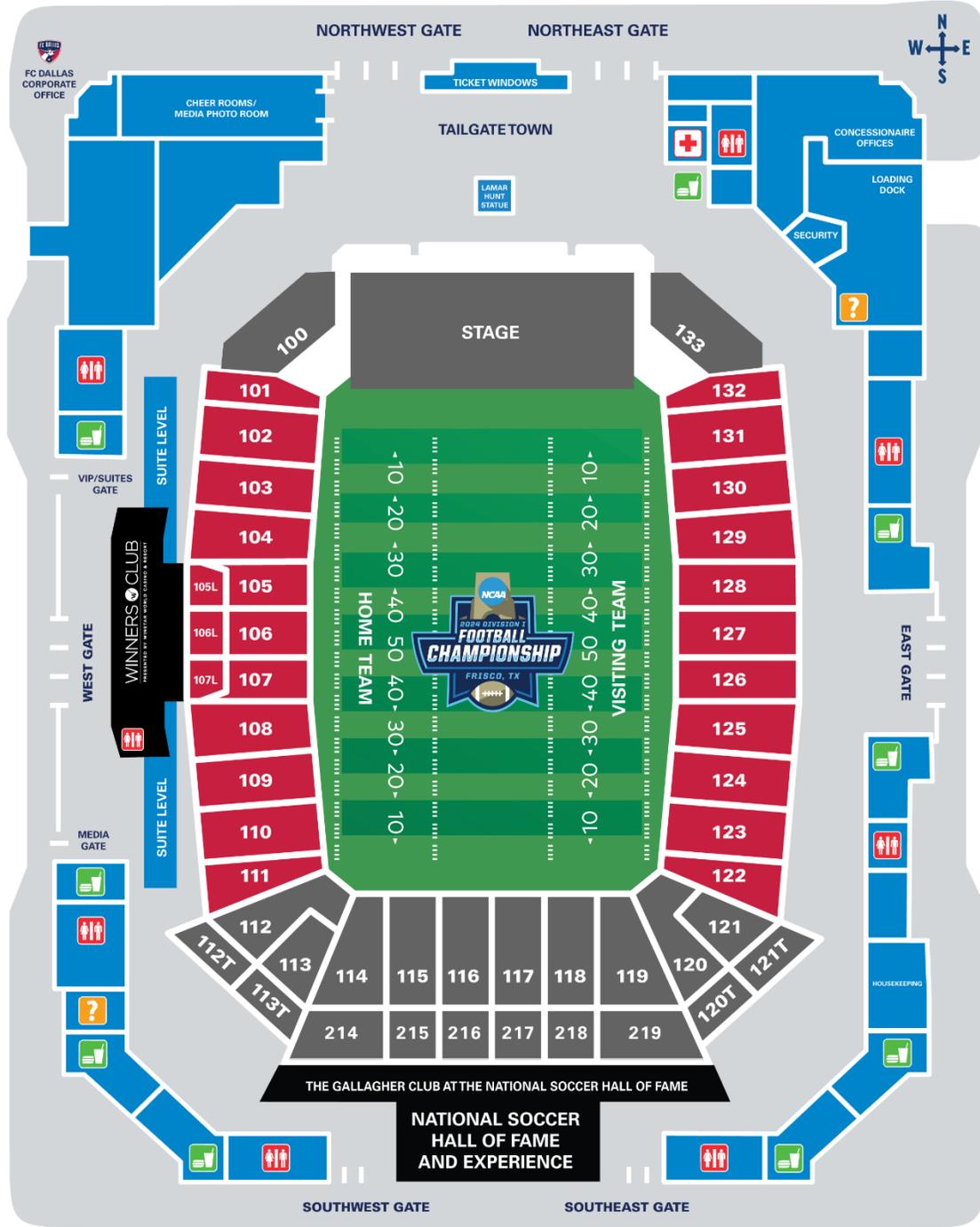
- | | |
|-----------|-----------|
| 1. _____ | 21. _____ |
| 2. _____ | 22. _____ |
| 3. _____ | 23. _____ |
| 4. _____ | 24. _____ |
| 5. _____ | 25. _____ |
| 6. _____ | 26. _____ |
| 7. _____ | 27. _____ |
| 8. _____ | 28. _____ |
| 9. _____ | 29. _____ |
| 10. _____ | 30. _____ |
| 11. _____ | 31. _____ |
| 12. _____ | 32. _____ |
| 13. _____ | 33. _____ |
| 14. _____ | 34. _____ |
| 15. _____ | 35. _____ |
| 16. _____ | 36. _____ |
| 17. _____ | 37. _____ |
| 18. _____ | 38. _____ |
| 19. _____ | 39. _____ |
| 20. _____ | 40. _____ |

2024 FCS National Championship Parking Information



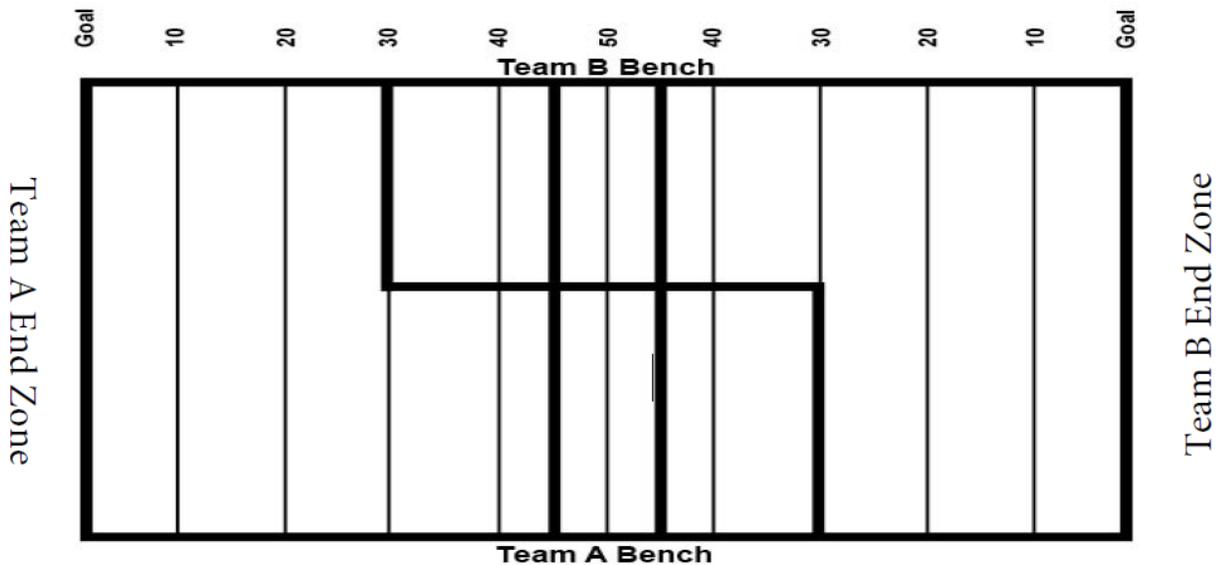
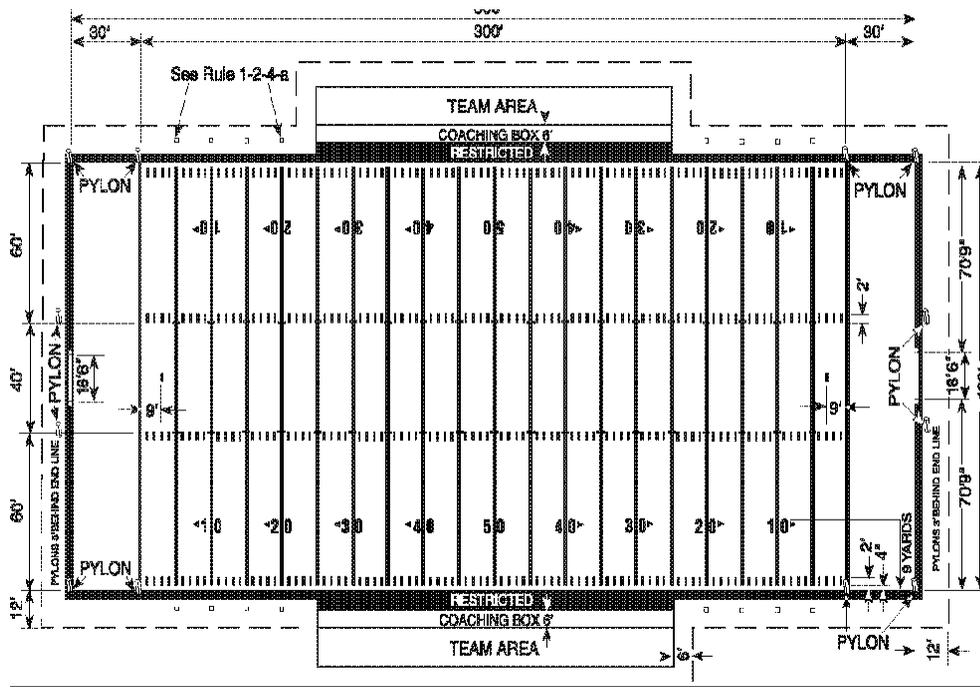
FCS Championship Parking Information

- Lots open to the public – 8:00 AM
- General Admission Lots – Corolla Red, Sienna North & South Blue, Highlander Green, RAV-4 White
 - VIP Lots (PASS REQUIRED) – Tundra Platinum, Camry Gold
 - Price – \$30.00 (Red & Blue Lots) / \$20.00 (Green & White Lots)
- Payments Accepted – Cashless ONLY (Credit/ Debit Cards, Apple Pay, Google Pay).



CONCESSIONS
 RESTROOMS
 INFORMATION
 FIRST AID

FIELD DIAGRAMS



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

**2024 NCAA DIVISION I FOOTBALL CHAMPIONSHIP GAME
INSTITUTIONAL CONTACT FORM**

Institution: _____

Address: _____

Primary Team Administrator: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Director of Football Operations: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Sports Information Contact: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Ticket Manager: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Athletic Trainer: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Marketing Director: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Band Director: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Spirit Squad Contact: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

**EMAIL BY 5 P.M. EASTERN TIME MONDAY, DECEMBER 18 TO
Ty Halpin (thalpin@ncaa.org), Alyssa Rice (arice@ncaa.org), and Bruce Ludlow
(bludlow@southland.org)**

**NCAA CORPORATE CHAMPION/PARTNER PROGRAM AND
NCAA TRADEMARK INFORMATION**

NCAA Corporate Champions/Partners. The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Warner Bros. Discovery and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

Activation of Corporate Champion and Corporate Partner Program. The NCAA may request/require that certain areas of the competition site be made available for use by NCAA Corporate Champions or Corporate Partners (CCPs) for the purpose of marketing/promotional events/activities. If such requests are made, the host conference will provide requested space or similar accommodations.

Local Organizing Committee Hospitality. If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g. location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC's expense.

Other Functions. To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

Local Contributor Program. Currently, local non-CCP corporate entities are not permitted to use the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as "local contributors of the LOC". Local contributors may not use the word "official", "official sponsor of", or "corporate champion/partner" in any

manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program; and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advance approval of the NCAA staff.

NCAA Trademarks

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's licensing program administered by the Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program.](#)

1. All uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. NCAA can provide list of NCAA licensed or owned trademark upon request.
3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
4. The NCAA's position on inclusion of ® and ™ marks is first and most prominent use.

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted.

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within Internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: www.memberx.edu/ncaa.

Identification of commercially-named venues on NCAA materials

1. For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).
2. The logo of a commercially-named venue cannot be used on any materials bearing NCAA logos or trademarks.
3. The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

NCAA logo use by commercially-named venues

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the NCAA championship administrator to sell the NCAA tickets.

The following conditions apply to this NCAA logo use:

1. The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
2. The one-time logo use is limited to the site's "home web page" or "event web page".
3. The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions/Corporate Partners and CBS/ESPN have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
4. The venue is not permitted to claim to be "the home", a host or co-host of any session of the NCAA championship.
5. The logo provided by the NCAA championship staff cannot be modified in any way.

6. All uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language:

NCAA trademarks benefit from consistent “source identification” to the public through basic legal language attributing ownership.

The legal statement should be used on “printed” materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

1. Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
2. Printed items that are produced to be “used” by other business entities/organizations including NCAA members and host institutions.
3. Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper advertisements, NCAA souvenir publication advertisements, posters, newsletters.)

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of “mouse print”.

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ali Narracci at anarracci@ncaa.org or 317-917-6950.

For blue disc and/or secondary (word) mark, please use:

- NCAA is a trademark of the National Collegiate Athletic Association.

For blue disc/secondary marks plus another NCAA trademark, please use (for example):

1. NCAA and March Madness are trademarks of the National Collegiate Athletic Association.
2. NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

- The NCAA, March Madness, Men's Final Four and Women's Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

NCAA Licensed Trademarks:

College World Series and Women's College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Men's Baseball Championship and the Division I Women's Softball Championship.

All other licenses or trademarks are property of their respective holders.

Helpful Links:

[The NCAA's Advertising and Promotional Standards](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

Licensee Suppliers. The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA's Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA Marks, Brackets, Taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers, <https://www.ncaa.org/championships/marketing/ncaa-official-licensee-list>.

Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as

specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

Alcohol/Tobacco/Gambling. All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.

External Signs. All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

Commercially-Named Venues. Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(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 or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

Covering existing signage/product branding. In regard to any signage that is to be covered in accordance with these bid specifications, 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.

NCAA Corporate Champion and Partner Branding/Recognition. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & 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.

Appendix H

The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

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 after this bid document is signed.

CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

We are excited to share that this year, your travel party will receive a gift onsite AND be able to select an additional gift online!

HOW YOUR TRAVEL PARTY WILL SHOP FOR THEIR MEMENTO ONLINE



During the Feast on Friday, January 5th, members of your travel party will receive a notecard with a QR code to their shopping site, as well as a unique shopping code to use at checkout! They will shop using the following steps:

- Scan the QR code to access the shopping site
- Select their memento and corresponding decoration options (where applicable)
- Add the memento to their cart and select their school
- Enter their contact information and their shipping address
- Enter their shopping code and click "APPLY" (this will "zero out" their cart)
- Submit their order

Once they have submitted their order, they will receive a confirmation email. Additionally, they will receive an email when their memento has shipped and when it has been delivered.

Scan here to
view the Student-
Athlete gift site!



Want to actually see, touch and feel the gifts before ordering online? BirdieBox will be ONSITE during the championship with a gift suite setup so your Student-Athlete can actually hold and experience the gifts firsthand prior to making their online selection!

Questions?

Email Christa Selner: CSelner@BirdieBox.com

BirdieBOX New for 2023-2024!

At BirdieBox, we redefine collegiate gifting by transforming it into an unforgettable experience. With an unwavering commitment to quality, creativity, and personalization, we craft each BirdieBox to convey a purposeful message.

NEED ADDITIONAL STUDENT-ATHLETE MEMENTOS?

If you need additional NCAA Student-Athlete Mementos above your allotted travel party size, please "Purchase Additional Codes" on the shopping site at: ncaafootball.myshopify.com

The NCAA provides BirdieBox with the email address of a designated point person for each sport and school. Make sure you have communicated to the NCAA the correct person to receive the email which will include your password to access the website for additional gifts/codes to shop. Once the email is sent, if you need additional mementos outside of your travel party allotment, please follow the below:

- Go to the shopping site: ncaafootball.myshopify.com or scan the QR code
- Click "Purchase Additional Codes" at the top
- Enter your password from the email
- Pick the quantity of additional codes you want
- Add to your cart and select your school
- Enter your contact information and shipping address
- Enter your payment information (all codes to shop must be paid for at time of checkout)
- Submit your order
- **Codes will automatically be sent to the email you provided at checkout**



FOR SHOPPING ONSITE AT THE CHAMPIONSHIP WITH ADDITIONAL CODES:

- BirdieBox will be hosting an Onsite Gift Suite on Wednesday, December 13th
- Once you have submitted your order for additional shopping codes, please check your email as the code(s) will have been automatically sent to the email information you provided at checkout.
- There will be (10) "BLANK" cards in your onsite packet
- Fill out the "BLANK" card(s) in your packet with a code, your school name and sign the card to confirm that you have purchased this extra code and have authorized the shopping of this team member:



- Hand one of these cards to each additional individual outside of your allotted travel party
- Additional shoppers will head to the BirdieBox Onsite Gift Suite where they will show their signed card, and be able to shop for their memento!

-Additional shoppers MUST have a card with a code, school name AND signature in order to shop-
-All additional shoppers will also receive the travel party onsite gift with their online gift selection-

**Questions? Email Christa Selner:
CSelner@BirdieBox.com**

BirdieBOX
MAKE GIFTING AN EXPERIENCE

NEW FOR 2023-24!

INSTITUTIONAL PORTAL

We have an Institutional Portal! Gain access to:

- What Codes Have Been Redeemed
- Who Has Shopped From Your School
- Tracking + Fulfillment Information
- Access Your Championship Site



To access, scan the QR code to the left or visit: ncaainstitutionalportal.com

Once in the portal:

- Click on your division
- Enter your password from the email
- Select your sport
 - "View Championship Gifting Suite"
 - "Reporting"
 - All Website Orders
 - Onsite Gifting: Additional Orders

Questions?

Email Christa Selner: CSelner@BirdieBox.com