



***PARTICIPANT***  
***2023-24 MANUAL***  
*Preliminary Rounds*

**2023 NCAA DIVISION I FOOTBALL CHAMPIONSHIP  
PRELIMINARY ROUNDS PARTICIPANTS MANUAL**

**- INTRODUCTION -**

During the 2023-24 academic year, the Association will sponsor 90 national championships, 42 for men, 45 for women, and three for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Among the women's championships, six are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Preliminary Rounds Participants Manual will serve as a resource for participating institutions to prepare for preliminary round competition of the 2023 NCAA Division I Football Championship. Additional championship information will be distributed to team administrators and coaches in the hours and days following the championship bracket announcement.

Please contact your host tournament manager, NCAA site representative, NCAA staff or any of us if you have any questions regarding this information.

Congratulations on a successful regular season and best of luck throughout the championship.

Kent Haslam, chair  
Division I Football Championship Committee

Ty Halpin  
NCAA, Championships and Alliances

Alyssa Rice  
NCAA, Championships and Alliances

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## SECTION 1 – KEY PERSONNEL

### NCAA DIVISION I FOOTBALL CHAMPIONSHIP COMMITTEE

The administration and conduct of the NCAA Division I Football Championship shall be under the immediate jurisdiction of the NCAA Division I Football Championship Committee. Members of the committee are the following:

<b>Kent Haslam, chair (2024)</b> Director of Athletics University of Montana Hoyt Athletic Complex 32 Campus Drive Missoula, Montana 59812 Phone: 406-243-5419 Email: <a href="mailto:kent.haslam@umontana.edu">kent.haslam@umontana.edu</a>	<b>Gerald Harrison (2025)</b> Director of Athletics Austin Peay State University Browning Bldg. 126-A 601 College Street Clarksville, Tennessee 37044 Phone: 931-221-7904 Email: <a href="mailto:harrsongj@apsu.edu">harrsongj@apsu.edu</a>
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<b>Mark Wharton (2026)</b> Director of Athletics University of Tennessee at Chattanooga 615 McCallie Ave. Dept. 3503 Chattanooga, Tennessee 37403 Phone: 423-425-4444 Email: <a href="mailto:mark-wharton@utc.edu">mark-wharton@utc.edu</a>	<b>Mark Benson (2026)</b> Director of Athletics University at Albany 1400 Washington Avenue SEFCU Arena Albany, New York 12222 Phone: 518-442-2562 Email: <a href="mailto:mabenson@albany.edu">mabenson@albany.edu</a>
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## **SECTION 2 – OFFICIALS**

Seven on-field game officials, an alternate on-field official, one instant replay official and an instant replay communicator will be assigned to each preliminary round game.

If a conference officiating crews works with eight on-field officials during the regular season they will be permitted to work with eight on-field officials during the NCAA Division I Football Championship. If the assigned conference works with seven on-field officials during the regular season, they will work with seven on-field officials, plus an alternate, during the NCAA Division I Football Championship.

### **OFFICIALS SELECTION CRITERIA**

Before championship selections, conferences must submit a roster of their top two officiating crews they would like to be considered to work during the NCAA Division I Football Championship to Steve Shaw, the national coordinator of football officials and Ty Halpin and Alyssa Rice at the NCAA national office. Crews will be selected to work various rounds of the championship based on the following criteria:

1. Only officiating crews from championship eligible conferences will be considered to work a game during any round of the championship.
2. Only the top two officiating crews, as designated by each conference, will be considered to work a game during the first two rounds of the championship.
3. Officiating assignments for the quarterfinal round and beyond will be based on an evaluation and determination by the national coordinator of officials.
4. A referee's experience with televised football games may be considered by the national coordinator of officials in determining officiating crew assignments.
5. Assignments for the Division I Football Championship Game will be based on the national coordinator of officials evaluations during the preliminary rounds of the championship.

Conference offices shall submit their two nominated officiating crews to work during the NCAA Division I Football Championship to the national coordinator of officials and the NCAA by the end of the day Saturday preceding the championship selection announcement (i.e., by 11:59 p.m. Eastern time Saturday, November 18, 2023). Once the crews have been approved and conferences assigned to work specific games of the championship, the national coordinator of officials will contact the supervisor of officials to inform them of selection and confirm crew assignments. All assignments are subject to NCAA review and approval.

### **CHAIN CREW**

It is required that individuals working on a chain crew during any round of the championship be experienced and have worked on a chain crew during the regular season.

## **SECTION 3 – INSTANT REPLAY**

Instant replay will be used at each game of all rounds of the championship. Instant replay equipment will be provided to each site using instant replay by DVSPORT. A comprehensive guide regarding instant replay will be sent to all participating teams. Each stadium will be responsible for providing all audio/video cabling and ring-down phone connections from the broadcast truck positions to the replay booth.

## **PERSONNEL**

**Replay Official.** The NCAA national coordinator of officials will assign an individual to serve as replay official for the game via the nominated officiating crew that is assigned to work the game. The selected replay official should not have any conflict of interest (perceived or actual) to any team or conference participating in the game they are assigned to work.

**Replay Communicator.** The NCAA national coordinator of officials will assign an individual to serve as the replay communicator for the game via the nominated officiating crew that is assigned to work the game. The selected replay communicator should not have any conflict of interest (perceived or actual) to any team or conference participating in the game they are assigned to work.

**DVSPORT Staff.** Two representatives from DVSPORT will be on-site to manage the technical aspects of the instant replay equipment and work with the replay official in the replay booth during the game as the communicator and technician.

A representative from DVSPORT will be present at the mandatory administrative meeting to answer any questions.

**Sideline Assistants.** The host institution shall secure two local individuals to serve as the instant replay sideline assistants. The sideline assistants assist the replay official in communicating with the on-field officials for the review and discussion of plays, when necessary. If a school uses one sideline assistant for replay during the regular season, it is acceptable to use only one sideline assistant for the preliminary rounds of the Division I Football Championship.

## **SECTION 4 – CHAMPIONSHIP ADMINISTRATION**

### **ADMINISTRATION**

**General Policy.** NCAA championship competition shall be conducted in accordance with the general policies established by the NCAA Division I Football Oversight Committee and shall be under the control, direction and supervision of the NCAA Division I Football Championship Committee, subject to the standards set forth in NCAA Bylaw 31 and the NCAA Division I Football Pre-Championship Manual.

### **ADMINISTRATIVE MEETINGS**

A virtual or in-person meeting of the head coaches, directors of athletics, athletic trainers and sports information contacts of the competing teams, with the game officials and representatives from the host institution, the Division I Football Championship Committee (or their designated site representative) and the NCAA national office staff (if applicable), will be held the night before the first-round, second-round, quarterfinal and semifinal games. It is at the discretion of the host tournament director and site representative whether the administrative meeting will be conducted virtually or in person. The administrative meeting will include information on the provisions of Bylaw 31.1.10, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championship for reasons of misconduct.

It is strongly recommended for the head coach to attend the administrative meeting. The director of athletics or his/her designee (must be an athletics administrator) and a football operations/coaching staff representative are required to attend the administrative meeting to review all game arrangements. The head coach is accountable for any information that is discussed at the administrative meeting, even if not in attendance.

It is recommended that the meeting be conducted at 7 p.m. local time.



## **ADMINISTRATIVE TELECONFERENCE**

The Sunday before each round of competition, the NCAA site representative for each game will contact the directors of athletics for the two participating institutions to set up a required teleconference for the next day (Monday). The NCAA site representative will provide the teleconference dial-in instructions or videoconference link.

## **CREDENTIALS**

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

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

Violation of NCAA championship credential policies by individuals from participating teams may be subject to championship misconduct.

**Access and VIP Credentials.** The host institution for all preliminary rounds should provide the visiting team with 13 Institutional-Access credentials for its “University Personnel” [e.g., president/chancellor, athletics director, Faculty Athletics Representative (FAR), associate athletics directors and sports information contacts]. The visiting institution’s applicable conference office staff should receive a maximum of three additional Institutional-Access credentials. Institutional-Access credentials are good for stadium admittance.

The visiting institution should also be provided 10 VIP passes, which will allow key constituents (e.g., alumni, spouses, etc.) to have access to the hospitality areas, press box, and news conference. This pass is not good for stadium admittance.

**Sideline Personnel.** No more than 50 sideline passes per team shall be provided.

Coaches who will be in the press box during the game and non-dressed players shall also be included in the allotment of 50 sideline passes. Team medical personnel requiring access to the field/sideline **should not** be included in the 50 sideline passes.

If a visiting institution chooses to bring their own “ball boys” those individuals are considered to be outside of the 50-person sideline limit.

## **BANDS/SPIRIT SQUADS/MASCOTS**

**Bands.** Host institutions must make space available for the visiting team band, on request. The host institution may place the location for the band seating in the same location as is used during the regular season. The band seating block should be in addition to the regular visiting team seating block. Band members who are in uniform and performing at the championship will not be charged admission to the competition or their band seating block.

If the visiting institution intends to bring their band to the game, they shall be required to notify the host tournament manager no later than Monday at 5 p.m. (host institutions local time) that they will be bringing its band and the size of the band. The early notice will allow the host institution ticket operations as much time as possible to accommodate seating for the visiting teams band.

As a courtesy, institutions that plan to travel to a road game with their band should consider potential matchups in future rounds and notify potential future hosts sites well in advance of their intent to bring a band. This will allow potential host sites to have plenty of time to plan accordingly.

Bands, or any component thereof, are allowed to play during time-outs, halftime, and before and after the competition. Bands are not allowed to play during the game, once the ball is spotted and the umpire backs away from the ball.

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

All spirit squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors. Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by spirit squads at championship events. Except as noted in this section, supervision of spirit squads and their activities, yells and stunts is solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise their spirit squad of such requirements and ensure compliance.

**Mascots.** A uniformed mascot is permissible; however, the uniformed mascot may not enter the playing field during competition. Live mascots are also permissible, provided there is institutional control, and it is at the discretion of the NCAA.

#### **BROADCAST AND MEDIA SERVICES – CHAMPIONSHIP POLICIES AND BROADCAST INFORMATION.**

Please refer to the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at [www.ncaa.com/media](http://www.ncaa.com/media).

#### **CHAMPIONSHIP MERCHANDISE – PRE-ORDER**

Teams selected to participate in NCAA championships will have the opportunity to pre-order preliminary-round event merchandise online (<http://www.event1teamstore.com>) through the official NCAA souvenir merchandiser, Event 1, Inc. After selections institutions will be emailed instructions for placing orders. All orders will be shipped directly to the institution approximately the week after competition each round.

Order deadlines by round:

First-round: Sunday, December 3 – 11 p.m. Eastern time

Second-round: Sunday, December 10 – 11 p.m. Eastern time

Quarterfinal-round: Sunday, December 17 – 11 p.m. Eastern time

Semifinal-round: Sunday, December 24 – 11 p.m. Eastern time

FCS Championship Game: Sunday, January 14 – 11 p.m. Eastern time

Questions regarding the online team ordering process may be directed to Gina Hummer at Event 1 ([gina.hummer@hanes.com](mailto:gina.hummer@hanes.com)).

### **CORPORATE INVOLVEMENT**

Teams are not permitted to have commercial logos (e.g., Gatorade, BodyArmor, etc.) on the sideline towels, cups, etc. during games of the championship. Visiting teams must bring their own such towels.

### **CROWD CONTROL**

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

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

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

**Future Hosting Opportunities.** An institution failing to keep its spectators and other unauthorized personnel out of the competition area before, during or after a contest during any round of the championship may, as determined by the football championship committee, be prohibited from serving as a host for the subsequent round of the championship (including the following year in which the institution participates in the championship if the incident occurs during a semifinal).

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

**Next Day Testing.** If competition begins at 10 p.m. or later (local time), both teams have the option to defer testing to the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution immediately following the competition. Once testing has begun, testing must be completed and cannot be deferred until the next morning.

If deferred until the following day, the testing must begin no later than Noon (local time) at the original test site. If a team defers testing to the next morning, the test must begin by noon local time and must take place at the original drug-testing facility from the day before. The certified collector and the involved institution must mutually agree on the start time of the drug test.

The host shall arrange necessary transportation for teams that elect to test the next morning or for individuals being tested who need to remain at the facility after other team members have departed.

#### **FAN GIVEAWAY ITEMS**

Items given away to fans inside or in the immediate vicinity of the venue (e.g., hats, pompoms, newspapers) must have prior NCAA approval, for reasons of spectator safety, enjoyment and protection of NCAA corporate relationships. To gain approval, please contact Allison Zwarka ([azwarka@ncaa.org](mailto:azwarka@ncaa.org)), Ty Halpin ([thalpin@ncaa.org](mailto:thalpin@ncaa.org)) or Alyssa Rice ([arice@ncaa.org](mailto:arice@ncaa.org)).

#### **FIELD COMMUNICATION DEVICES (E.G., PHONES OR COACHES HEADSETS)**

Visiting teams shall provide their own field communication devices (e.g., phones or coaches headsets) and will be responsible for the installation and maintenance. Further, if the field communication devices become inoperable, the other team may continue to use its field communication devices.

Both teams will be limited in the number of field communication devices that can be used in accordance with NCAA Football Playing Rule 1-4-12.

As a reminder, team field communication devices are prohibited from having any corporate logos during the NCAA Division I Football Championship. NCAA staff will provide each team 50 NCAA-branded stickers that can be used cover any existing corporate logos that are on the headsets.

#### **GAME TIMES**

ESPN and the Division I Football Championship Committee have the final authority in determining the start of all games in the championship, including those not being broadcast on national television. Please note that traditional game times may need to be altered to accommodate the broadcast of a game. If not publicized in conjunction with the bracket announcement, first and second-round game times will be set by the NCAA not later than 2 p.m. Eastern time the Monday preceding the game.

#### **HALFTIME**

The intermission will be 20 minutes. Eighteen minutes will be allotted for halftime entertainment, with the understanding that the field must be cleared two minutes before the start of the second half. The time clock for the 18 minutes allotted for halftime entertainment will start when the teams leave the field. Under no circumstances will the intermission be extended for entertainment.

The host institution must reserve six minutes of the halftime entertainment time for the visiting team's band. The host institution will be allowed six minutes for entertainment purposes. The field will be made available to squad members no later than three minutes prior to the second half kickoff.

If a visiting team's band is not available, the time reserved for that band may be used by the host institution. The visiting institution must inform the host institution no later than noon Wednesday before the game if their band will be available to perform during the intermission.

#### **HOME TEAM ENVIRONMENT**

As a reminder, the NCAA Division I Football Championship is an NCAA championship event and needs to be treated as such. It is the expectation of the Division I Football Championship Committee that hosts of any contest during the NCAA Division I Football Championship provide a competitive environment consistent with the significance of the championship event. The championship environment includes the participating teams, crowd, bands, spirit squads, as well as other individuals, events and elements associated with the contest.

The NCAA and Van Wagner will provide video board content and public address announcements that the host institution shall be required to use when hosting a preliminary-round game. With the exception of

team introduction videos, the NCAA/Van Wagner provided content should be the only content used on the video/LED boards throughout tournament play.

The host institution may generally otherwise conduct the preliminary round game as they would during the regular season from an environment/atmosphere standpoint. In doing so, the host institution shall ensure that the atmosphere, environment and all game entertainment elements show respect for and are not demeaning towards the visiting team or its fans. The NCAA site representative shall have the ultimate authority to require such elements that they deem to be in violation of the spirit of this policy be immediately discontinued.

The following are examples of expectations of the committee from the host institution in this regard:

1. Monitoring. The host institution shall designate a person for each sideline to be responsible for ensuring a championship environment for both teams and ensuring that only appropriately credentialed individuals are inside the team bench areas during the contest. Further, the NCAA site representative shall be empowered to address any situation that may not be meeting the intent of the expected championship environment.
2. Team Introduction Videos. If a host institution has a video board, the host institution shall be allowed to play their standard team introduction video used during the regular season. It is strongly recommended that any introduction videos for either team not be longer than one minute in length.

The visiting team shall also be provided the option to have their standard team introduction video shown during their team run-out. If the visiting team does not have or does not want to use their team introduction video, content provided by the NCAA/Van Wagner shall be used for their introduction.

3. Artificial Elements. Artificial elements (e.g., smoke, cannons, artificial sounds, pom-poms, mascots, etc.) used to enhance the experience for participating teams and fans may be used by either team; however, such elements should not be used to demean the opposing team in any manner or create an unsportsmanlike environment. Allowable artificial elements shall come secondary to any NCAA/Van Wagner required content.
4. Video/Ribbon Board Advertisements. Corporate signage or advertisements of any kind are prohibited from being displayed on any video boards, scoreboards and/or ribbon boards during the preliminary rounds.
5. Artificial Noisemakers. Artificial noisemakers (e.g., thunder sticks, cow bells, air horns, etc.) shall not be permitted inside the venue, and such instruments shall be removed from the playing and spectator areas at the request of the NCAA site representative.
6. Bands, or any component thereof, shall not play while the game is in progress (after either team breaks its huddle).

## **MEDIA SERVICES**

**Press Credential Criteria.** A “media agency” for purposes of these criteria shall mean a daily or weekly publication, cable system, radio station, television station or television network, or online entity requiring immediate news coverage. More than one representative per “media agency” may be authorized by the media coordinator.

Subject to limitations of space, credentials at all sites should be assigned as follows:

1. A representative of a national newspaper (e.g., with circulation greater than 60,000).
2. A media agency in the geographic area of the host city.
3. A media agency in the geographic area and/or locale of a participating institution that has staffed its games on a consistent basis throughout the season.
4. Individuals, certified by a participating institution, who will represent specific campus-related entities.
5. The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program and daily circulation newspapers that do not otherwise meet the aforementioned criteria.

**Photography Credentials.** Subject to limitations of space, photography credentials shall be assigned as follows:

1. A photographer from a media outlet that covers the collegiate sport consistently on a national basis.
2. A photographer from a media agency in the geographic area of the host city.
3. A newspaper photographer from the locale of a participating institution that has consistently staffed its games throughout the season.
4. A photographer, certified by a participating institution, who will represent campus-related entities.

**Television Credentials (for non-rights holder).** Subject to limitations of space, television credentials shall be assigned as follows:

1. An individual or crew designated by a national television network or cable system that originates daily sports news programs.
2. An individual or crew from a television affiliate in the geographic area of the host city.
3. An individual or crew from the locale of a participating institution that has regularly staffed its games throughout the season.
4. An individual or crew, certified by a participating institution, who will represent campus-related entities.
5. Each participating institution may be represented by a maximum of one crew for a “coach’s show.”

**Online Agencies Credentials.** Subject to limitations of space, credentials for online entities shall be assigned as follows:

1. An online entity may receive a credential only if its own staff writes an overwhelming percentage of that site’s material.
2. The website is regularly credentialed and covers the sport at the college level on a consistent basis.
3. The official website of a competing institution, as approved by that school’s sports information department.

### **Agencies Not Eligible.**

1. Credentials will not be issued to persons solely for the purpose of writing or gathering material for books, movies or documentaries.
2. Credentials shall not be issued to representatives of professional sports organizations, scouting services or to other publications devoted solely to gambling.
3. Any online service that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes will not qualify for credentials.

**Interview Policies.** Interviews will be conducted after all preliminary-round games. The visiting team will go first for all preliminary games.

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

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

The media coordination representative shall escort the sports information director, the head coach and a minimum of two starting student-athletes to the interview area after the 10-minute cooling-off period.

All locker rooms shall be open to the media after the 10-minute cooling-off period, which begins when the head coach enters the locker room immediately after the game. The coach must proceed directly to the locker room after the game unless requested to remain for a short television interview (not to exceed four minutes). The locker room shall be open to the media for up to one hour after the 10-minute cooling-off period has expired.

The pre-championship press conference format specifies that the visiting team head coach and student-athletes be scheduled in the interview room before the home team head coach and student-athletes. The interviews with the visiting team head coach and student-athletes generally will not exceed 20 minutes. The visiting team shall be interviewed first during postgame press conferences in the preliminary rounds. During the championship game, however, the postgame press conference format will be such that the losing team head coach and student-athletes will be interviewed first, followed by the winning team head coach and student-athletes.

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

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

**Microphones.** The placement of microphones on a team coach, in team huddles, or in the team areas is prohibited at all NCAA championships.

**Press Conference Backdrop.** NCAA press conference backdrops will not be sent to preliminary-round sites of the NCAA Division I Football Championship. Preliminary-round hosts may use their own press conference backdrop, as long as it is free of corporate logos, wording or marks. If a host site does not have a press conference backdrop or doesn't have one free of corporate marks, they should use pipe and drape as a backdrop.

#### **ON-FIELD CHAMPIONSHIP RECOGNITION APPAREL**

The NCAA retains the exclusive rights to distribute any championship recognition apparel during all rounds of the championship. No other championship recognition apparel shall be distributed by any other manufacturer or entity.

#### **PARKING PASSES**

The host institution for all preliminary-round games should provide the visiting team with five complimentary parking passes in a prime location to be used by its institutional personnel.

#### **PARTICIPANT AWARDS**

Participation awards will be provided to all student-athletes in the preliminary rounds of the championship. These awards will be sent to the institution's director of athletics from MTM Recognition, Inc. after teams have been eliminated from the championship.

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

#### **PRACTICES**

When requested, the host institution shall make practice facilities available.

The NCAA site representative, after consultation with the competing head coaches, shall establish practice locations and schedules. As a general rule, a limited workout may be conducted on the field of competition the day before the game, unless it is determined by the site representative that such a workout could damage the field.

#### **PRE-GAME MEETING/105-MINUTE MEETING**

Each game of the preliminary round will conduct a 105-minute pregame meeting between the NCAA site representatives, tournament manager, other game administration and officials will be conducted. Please see Appendix E for the agenda items for this meeting.

#### **RADIO AND INTERNET BROADCASTS (AUDIO)**

Please refer to the "Audio Policy (Radio and Internet)" link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at [www.ncaa.com/media](http://www.ncaa.com/media).



If the press box only has enough space to accommodate one radio broadcast, the host institution is required to offer that space to the visiting team radio broadcast team. If the visiting team does not intend to use that space for radio broadcast purposes, then the host institution's radio broadcast team may use the space.

#### **SCOUTING OF OPPONENTS/VIDEO EXCHANGE**

Video of all games played during the current season (regular season and playoff games) must be exchanged for scouting purposes. Once both teams for a particular game have been determined, the video must be exchanged as soon as reasonably possible. All exchanged video must be complete and provide a "wide-angle" view of all 22 student-athletes. Video exchanged may only be obtained from the two competing institutions.

#### **SEVERE WEATHER**

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

**Lightning and Weather Detection Service.** The NCAA has made arrangements through DTN to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff.

#### **SIDELINE HEATERS/COOLING FANS**

In the event of extreme temperatures, host institutions should provide sideline heaters/cooling fans for both teams. The cost of renting the heaters/fans can be included as a budgeted expense.

If the visiting institution chooses to rent its own heating/cooling equipment, the host institution is no longer expected to provide such equipment for the visiting team.

If the hosts provide heaters/cooling fans for the visiting team and one of the (or multiple) heaters/cooling fans stop working, then the hosting team should shut down an equal number of their heaters/cooling fans. If the visiting team rents their own heaters, the host institution is not required to turn off their heaters/cooling fans, unless it's a power issue.

#### **SNOW REMOVAL POLICY**

**Snow on the field.** If snow is in the forecast for game day, the host institution tournament manager, NCAA site representative and facility manager must meet with the referee before the game (during the pre-championship meeting) to discuss field conditions and the procedures for snow removal should snow become a factor before or during the game.

The following rules are in place for removal of snow during the game:

- Any efforts to remove snow from the playing field must be consistent for both teams participating in the game.
- Extension of time between periods, during timeouts, and at the half for snow removal can be approved by the Referee.

- Brushes or other appropriate clearing devices should be used to keep sidelines, goal lines, and end lines as clear as possible.
- It is permissible to clear the 10-yard intervals, sidelines, goal lines and end lines away from the direction of an offensive team play.
- The goal line can be cleared if the Referee has any doubt on the location of the goal line when an offensive team is going in for a possible score.
- Only on-field players are permitted to clear a spot for a point after touchdown (PAT) or field goal attempt. They may do so by hand or foot. No machinery, equipment or assistance from field maintenance staff or anyone else can be used during a place kicking attempt. Additional clearing of a kicking spot (other than by the players) is prohibited.
- It is not permissible to clear any 10-yard intervals when an offensive team is inside its opponent's 20-yard line so that team would get a potential open spot for the placement of a field goal or point after touchdown attempt.

**Snow/ice in seating areas.** In the event of severe winter weather, all reasonable efforts should be made by the host institution to remove all snow/ice from the spectator seating areas.

### **SQUAD SIZE**

Participating teams are limited to a maximum number of 64 student-athletes in uniform. Replacements are permitted up to the starting time of the game; after the game begins, no replacements shall be permitted for any reason. An institution that is advised it is in violation of this regulation and does not conform promptly to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. A roster form, to be provided by the NCAA national office, shall list the 64 student-athletes and shall be submitted to the NCAA site representative during the administrative meeting.

### **STATISTICS**

Each participant's sports information contact shall update team and individual statistics after each game, and the statistics shall be reproduced and distributed at the first scheduled news conference before the team's next competition in the championship.

### **TICKETS**

*[Reference: Tickets in the Division I General Section and Bylaw 31.1.13 in the NCAA Division I Manual.]*

An allotment of tickets shall be reserved for the visiting institutions. The visiting institution shall have access to 500 tickets. The host institution may place the visiting team seating block in the same location as they do for regular season games.

The host institution will retain 250 of the 500 tickets, and the visiting institution will be advised that they are available, if needed. Additional tickets may be purchased, but the seat locations will not be guaranteed.

The visiting institution shall be required to purchase a minimum of 200 tickets from the host institution at the standard price point for tiering in that location for any preliminary-round playoff game.

Each visiting institution shall return all money and unsold tickets and inform the host institution or sponsoring agency of the number it will require from the 250 tickets being retained, not later than 6 p.m. three days before the game (i.e., Tuesday for a Friday game, Wednesday for a Saturday game). If the tickets are not returned to the host institution or sponsoring agency by this time, the institution shall be responsible

for all unreturned tickets at face value. Once the visiting institution releases the tickets being retained, the host institution or sponsoring agency will use them for public sale.

There are no minimum ticket prices for first or second-round games. However, for the quarterfinals and semifinals the host institutions shall not set ticket prices lower than the regular-season ticket prices. As a reminder, host institutions may not offer complimentary tickets for any round of the championship.

If the visiting team wishes to bring their band, the host institution is required to make seating available for the visiting team's band, upon request. See the "Band/Spirit Squad/Mascots" section on page number 5 of this manual for more details.

**Final Purchaser Database.** The competition venue's box office shall send the final ticket database of purchasers to the NCAA at the completion of the event. Please provide both customer and purchase information in an excel file, be sure to include at minimum: first/last name, street address, email address, and phone number. If easier, please pull an event audit report with corresponding customer and purchase tables, as this would also suffice.

### **TOBACCO**

The use of all tobacco products is prohibited by student-athletes and game personnel [e.g., coaches, game officials, athletic trainers, student managers, NCAA site representative(s), tournament manager(s), etc.] during practice sessions and game competition. Officials are instructed to take a zero-tolerance policy in this area. The use of tobacco products during other championship activities, such as press conferences and postgame interviews, is prohibited as well. Violations of this regulation shall be dealt with by the appropriate sports committee in accordance with NCAA Football Playing Rule 9-2-7 of the NCAA Football Rules and Interpretations Book and the misconduct provisions of Bylaw 31.1.10.

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

### **UNIFORMS**

The host institution will be the home team and will wear dark jerseys in all preliminary round contests. The visiting team will wear white jerseys.

The logo restrictions on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, athletic trainers, managers) who are in the team area for practices and games, or who participate in news conferences. Please note that contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. Also, the logo restrictions on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, spirit squad, dance team members and the institution's mascot during NCAA championship events.

### **VIDEO, FILMS AND STILL PHOTOGRAPHS**

Institutions are permitted to video championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use two cameras and may take video only during the portion of the playoffs in which it participates. The video may not be used for any commercial purposes. An institutional representative shall contact the tournament manager at the host site to arrange for camera space.

Each participating team is permitted to staff its respective games with a single camera crew (videotape or film). Each institution may designate one videographer to be present during competition for purposes of

capturing video of the institution's participation in the event for the sole use of the institution (i.e., not to be released for commercial purposes).

The location of the videographer cameras can be from both a mid-field and an end-zone angle. Videographers should work with the host institution regarding the logistics of the desired location(s).

If a participating institution chooses not to film or video its own game, it may make other arrangements with the host institution or competing teams.

**Footage Usage.** Please refer to the "Footage Usage and Licensing" link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at [www.ncaa.com/media](http://www.ncaa.com/media)

### **VIDEO BOARD REPLAYS**

Host institutions with video boards may show a replay of regular game action as they see fit. The use of replay should not be used to discredit, demean or otherwise intentionally embarrass game participants or officials.

Official Replay Review. Once the referee has declared that a play is under further review by the replay official, the host institution may show the play in question on the video board but are required to only show either the live feed from the ESPN broadcast of the game or the feed from DVSport.

If the host institution wishes to show the ESPN broadcast or the DVSport feed for official replay reviews, they should be consistent across the board for all replay reviews during the game. They should not pick and choose so that they only show reviews that are beneficial to their institution.

### **WEBSITES/INTERNET**

Please refer to the "Championships Web Site Guidelines" and the "Digital Rights Overview" links of the NCAA Broadcast and Media Services championship policies and guidelines that can be found on the NCAA website at [www.ncaa.com/media](http://www.ncaa.com/media). The official website of the NCAA Division I Football Championship is [www.ncaa.com/fcs](http://www.ncaa.com/fcs).

## **SECTION 5 – HEALTH AND SAFETY**

### **CONCUSSIONS**

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

## **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.

## **MEDICAL EVALUATION TENTS (SIDELINES)**

Sideline medical evaluation tents are permitted in the team bench area if space permits. Visiting teams wishing to use a medical evaluation tent will be responsible for bringing their own, as the host institution is not responsible for providing a sideline medical evaluation tent for the visiting team.

Medical evaluation tents will be required to be lowered when not in use. When raised, medical evaluation tents are not permitted to block the sightline for any permanent broadcast cameras and are strongly encouraged not to block the sightline of fans in the stands

Any medical evaluation tent used during the preliminary rounds shall be devoid of any corporate logos. Any existing corporate logos on medical evaluation tents must be removed or covered at the respective participating institutions expense.

## **MEDICAL STAFFING**

**Host Medical Staff.** It is the responsibility of the host institution to provide medical coverage and care for participating student-athletes.

**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.

## **SECTION 6 – FACILITIES AND EQUIPMENT**

### **BENCH/SIDELINE/LOCKER ROOM TOWELS**

Towels are not part of the equipment provided by the NCAA. Any towels used on the bench/sideline may not contain any corporate logos/marks (e.g., Gatorade).

**Bench/Sideline Towels.** The visiting institution shall be responsible for providing their own towels for their bench/sideline (devoid of corporate logos or marks).

**Locker Room Towels (visiting team).** The host institution is required to provide the visiting team with a minimum of 150 full size towels for the locker room during all preliminary-round games.

### **FACILITY SET-UP**

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

### **FOOTBALLS**

The Wilson F1005 (Classic – Red), F1233 (Classic - Tan), F1002 (GST - Red), F1003 (GST - Tan), F1105 (GST Prime – Red), F1103 (GST Prime - Tan), F10053 (Omega), F1006 (NFL Cut) are the official balls for the championship and will be used in all rounds of competition. Institutions will be allowed to choose the model of Wilson football they wish to use while on offense throughout the championship.

Following selections, each designated team will receive 12 Wilson footballs which are to be used throughout the duration of the preliminary rounds. It is the expectation that these 12 Wilson balls will last through the

duration of the preliminary rounds. In the rare instance where extra footballs are needed, please contact Ty Halpin or Alyssa Rice at the NCAA national office.

The host institution will not be responsible for providing game balls during the preliminary rounds.

### **LOCKER ROOM – VISITING TEAM**

The host institution must provide the visiting team with a permanent structure locker room accommodations for shower and restroom facilities for both pre- and post-game. If necessary, an adequate temporary structure in close proximity to the playing field should be provided for halftime.

Potential host institutions are required to submit photos of their visiting locker room accommodations with their bid materials.

Second-round host sites should provide both of their potential opponents (that are playing each other in the first round) with information regarding their visiting team locker room accommodations the week after selections so the first-round teams can act quickly should they advance.

### **SECURITY**

Development and implementation of a security plan is the responsibility of the tournament management in consultation with the NCAA Division I Football Championship Committee. As part of the bid materials, a host institution must have submitted their safety and security plan and a safety key contact form.

**Locker Rooms.** Protection must be provided for each team's (and the official's) locker room. Security shall also be provided for each locker room during the pregame, the entire game and during the postgame.

**Noisemakers.** Artificial noisemakers, air horns, cow bells, electronic instruments, etc. are not permissible. Stadium management is responsible for removing such instruments from the stadium.

**Nonpermissible Items.** The stadium management is responsible for enforcing the NCAA policies in this area, which include, but are not limited to, the following:

1. **Promotional Items.** Promotional items (e.g., cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises.
2. **Signs, Flags and Banners.** It is the responsibility of the tournament management to confiscate all prohibited articles. Items that can be held by one individual that reflect good sportsmanship and do not block the view of other ticket patrons may be permitted.

### **SIDELINE HYDRATION EQUIPMENT PROGRAM**

Depending on the championship site, the NCAA and Coca-Cola, a Corporate Champion supporting all NCAA championships – will provide POWERADE branded drinking cups, water coolers, ice chests and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship.

**First and Second-Rounds.** The NCAA will not provide Dasani/POWERADE/Coca-Cola sideline equipment or product to host sites during the first and second rounds of the championship. During these rounds the

host institution may use other items. Those items, however, must be devoid of any commercial marks (e.g., logos and graphics) or such marks must be covered completely (this includes all sideline, media areas or any other back-of-house areas).

If the host has to provide and/or purchase product for any NCAA championship use (e.g., committee tent/suite), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

**Quarterfinal and Semifinal Rounds.** The NCAA and Coca-Cola –will provide drinking cups, water coolers, ice chests, water (squeeze) bottles and cooler carts for the quarterfinal and semifinal rounds of the championship. NCAA staff will provide host with a list of inventory being shipped to their site the week leading up to the game.

1. This equipment shall be used for all championship practices and games. It should be available in any/all areas (e.g., in the locker rooms, in practice areas, student-athlete hospitality areas, etc.).
2. If your championship receives squeeze bottles, they should be provided to all student-athletes; competitor squeeze bottles branded with logos and graphics of a Coca-Cola competitor (e.g., Gatorade, BodyArmor) brought by teams/student-athletes should not be allowed.
3. NCAA and Coca-Cola will provide branded (e.g., Dasani, POWERADE) coolers and ice chests, that should be positioned in all areas, specifically on/near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable).
4. On the sidelines, all products should be consumed out of the NCAA provided water cups or water (squeeze) bottles only.
5. The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

## **SECTION 7 – LODGING, PER DIEM AND TRANSPORTATION**

### **LODGING**

The host institution or sponsoring agency shall make local reservations for the visiting team and advise them of the arrangements. These arrangements should include an appropriate amount of meeting space at the hotel for the visiting team. Each visiting institution is obligated to confirm their accommodations.

A minimum of 60 double-double rooms should be reserved by the host institution for the visiting team for all preliminary-round games.

It is strongly recommended that the hotel reserved for the visiting team meet the following specifications: a) lodging accommodations all located in one hotel property; b) a full service property; c) be located within 45 miles from the competition venue; d) have minimum meeting space to accommodate one room for 100 for the purpose of team meals; two breakout rooms for 40 per room; and a conference room for athletic training needs); and e) provide a late check-out for any game starting after 4 p.m. local time for a minimum of 45 of the 60 total rooms.

Failure to meet any of the above recommendations may have an impact on a site being selected to host during the preliminary rounds. If any of the above recommended requirements cannot be met, the host institution must notify the NCAA championship managers (Ty Halpin- [thalpin@ncaa.org](mailto:thalpin@ncaa.org); Alyssa Rice- [arice@ncaa.org](mailto:arice@ncaa.org)) of the shortfall when submitting other bid materials.

A visiting team hotel lodging/accommodations questionnaire must be submitted with the hosting bid materials.

If a visiting team prefers to stay at a hotel other than the one to which it has been assigned, it may be released from all or a portion of its room obligation only if obtains a written release of the reserved rooms from the hotel general manager before 5 p.m. local time the Tuesday before the game. The hotel is under no obligation to provide this release. The visiting institution must file a copy of the written release with the NCAA site representative and the host institution. If a visiting institution fails to obtain this written release with the assigned hotel for the use of the original reserved rooms, full charges for these rooms will be the visiting institution's financial responsibility.

Unless approved by the NCAA in advance, an institution is precluded from relocating to a hotel where the game or instant replay officials may be assigned.

Participating institutions in first-round, second-round, quarterfinal and semifinal round games shall arrive not later than the established practice time the day before competition.

#### **PER DIEM**

Please refer to NCAA travel policies for all information regarding participating team transportation. Travel policies can be found online at [www.ncaa.org/championships/travel/championships-travel-information?division=d1](http://www.ncaa.org/championships/travel/championships-travel-information?division=d1).

#### **TRANSPORTATION**

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

Teams eligible for air travel must arrange make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com). Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book onsite ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at [ncaachamps@stmldriven.com](mailto:ncaachamps@stmldriven.com).

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

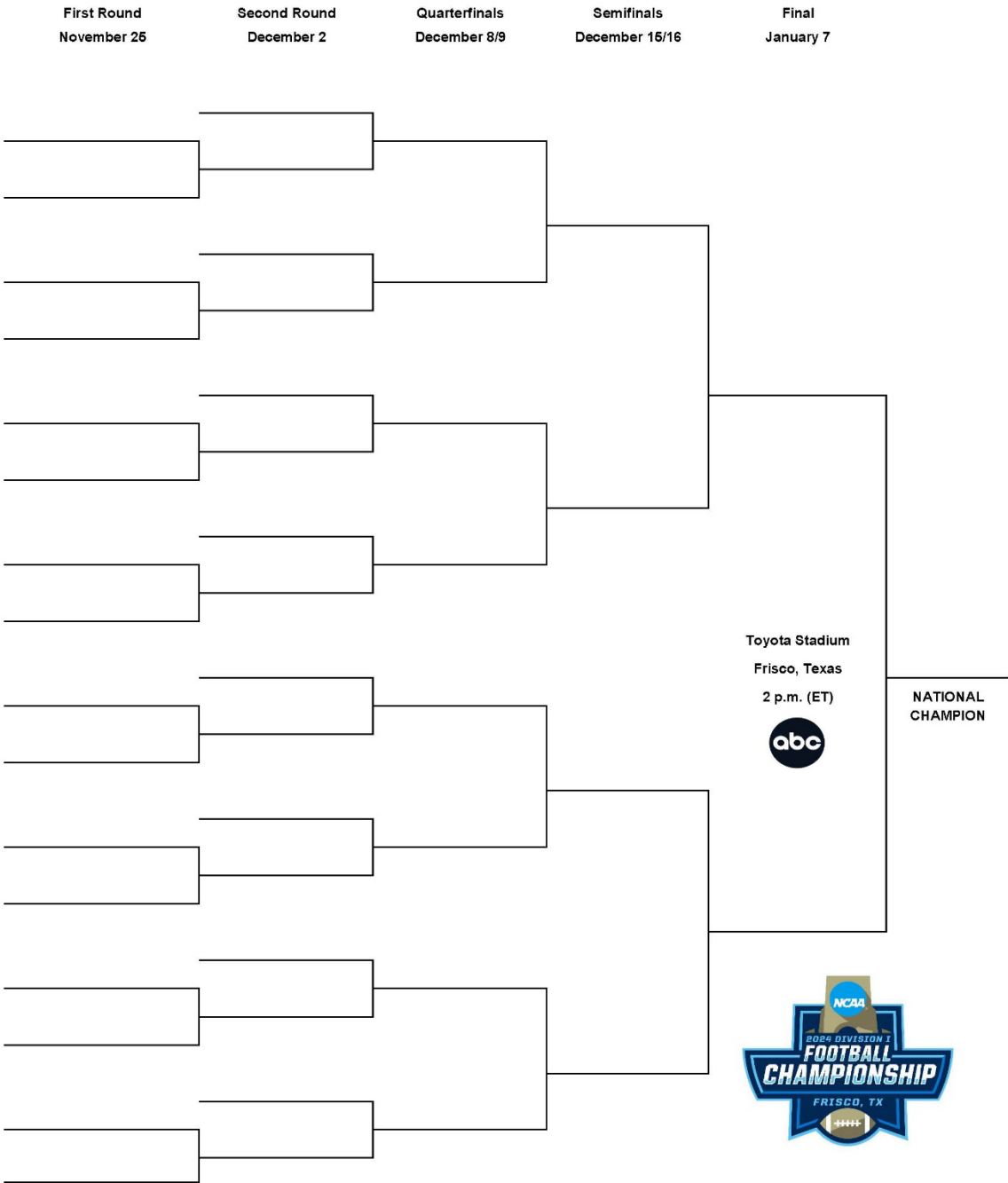
Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at [travel.ncaa.org](http://travel.ncaa.org). All NCAA championship travel information can be found [here](#).



APPENDIX A – BRACKET



2023 NCAA Division I Football Championship



\* Host Institution  
All times are Eastern time. Information subject to change.  
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## **APPENDIX B – TELECONFERENCE CHECKLIST**

This is a checklist for administrative teleconferences between the two competing teams' directors of athletics, head coaches and sports information contacts as well as NCAA national office staff (if applicable) and football championship committee representatives.

1. Introductions.
2. Date and time.
3. Footballs . Wilson F1005 (Classic – Red), F1233 (Classic - Tan), F1002 (GST - Red), F1003 (GST - Tan), F1105 (GST Prime– Red), F1103 (GST Prime - Tan), F10053 (Omega), F1006 (NFL Cut).
4. Uniforms.
5. Visiting team arrival at game site and tentative transportation plans (e.g., bus, charter, etc.).
6. Agreement and explanation on the exchange of in-season film. All exchange films will be complete films. Teams shall exchange film of all games played during the current season.
7. Filming of game (either mid-field or end zone angle).
8. Will institutions bring their bands for halftime performance?
9. Roster (each institution should submit a completed roster form listing 64 squad members at the pregame meeting).
10. A list with the names of the 50 individuals receiving sideline passes (including coaches) due at the pregame meeting.
11. A list with the names of the individuals receiving medical credentials due at the pregame meeting.
12. Visiting team lodging plan (e.g., confirm use of the hotel reserved by the host, staying overnight after the game, etc.).
13. Arranging for transportation to and from practice and game (at the expense of the team).
14. Alcoholic beverage sales with prior approval from NCAA.
15. Establishing practice schedule and coordinating with scheduled activities sponsored by the host institution.
16. Press box arrangements (e.g., space for coaches, etc.).
17. Coaching communication devices (e.g., headsets, etc.) must follow the limitations in Playing Rule 1-4-12.
18. Medical service and assistance available. (Refer to Health & Safety Section in Division I General Section of the Pre-Championship Manual).
19. Medical evaluation tents. Visiting institutions must bring their own. No corporate logos.
20. Sideline heaters/cooling fan policy.
21. Squad size limitation, per diem, etc.
22. Pre-game warm-up areas.
23. Ball boys/girls for both teams must be secured by the host team.
24. Arrangements for VIPs and name of official institutional representative at the game.
25. Note that the handbook states no complimentary tickets will be issued. Review arrangements and number of tickets available for competing teams and locations. Discuss deadline to return unused tickets.
26. Visiting institutions must inform host tournament manager no later than Monday by 5 p.m. if they plan to bring their band.
27. Seating arrangements for visiting team band, if necessary.
28. A maximum of 12 spirit squad and/or pompom team members, along with one spirit squad head coach will be allowed on the field during the game.
29. Remind teams that expense reimbursement must be submitted via the NCAA Travel Expense System.
30. No television broadcast under any circumstances without approval from the NCAA national office.
31. Radio rights are established and can be determined by calling the NCAA national office. Find out if either team has a radio station covering the game.
32. Adhere to all NCAA policies regarding signage, advertising and promotions before and during the game.
  - Electronic corporate signage is considered temporary and is not permitted.

33. Sideline hydration equipment and product (NCAA-supplied for quarterfinal and semifinal rounds only).
34. Towels. Bench/Sideline the visiting team brings their own unbranded towels. Visitors' locker room, the host institution is required to provide 150 full size towels for visitors use in locker rooms.
35. Snow removal plan. This plan should include the playing area and spectator areas.
36. A run-of-show and script of all in-game events/announcements will be provided by the NCAA and our production partners, Van Wagner. Please be prepared to provide a copy to the NCAA site representative at the pregame meeting.
37. Championship Environment. The Host institution may generally conduct the preliminary round game as they would during the regular season from an environment/atmosphere standpoint. Remain respectful and non-derogatory. With the exception of introduction video, only NCAA/Van Wagner content should be used on video and ribbon boards.
38. Host institutions are encouraged to extend the utmost courtesy to the competing teams.
39. Remind institutions of the misconduct statement, which will be reviewed at the pregame meeting, and the crowd control policy.
40. Host sites for the next round of games will be announced late Saturday night.

## **APPENDIX C – PREGAME SCHEDULE EXAMPLE**

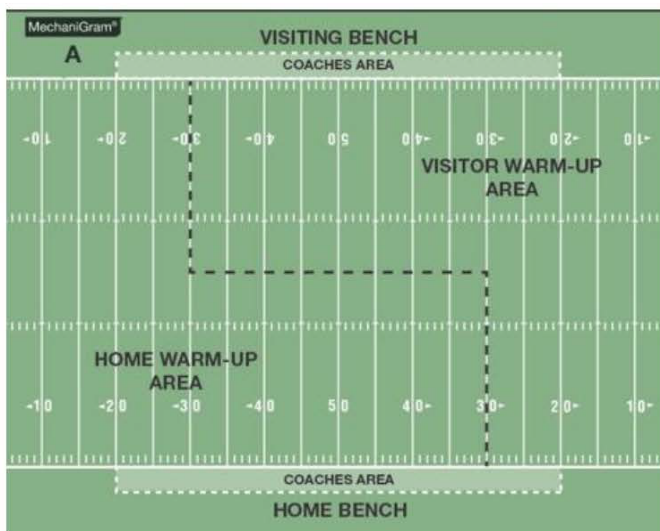
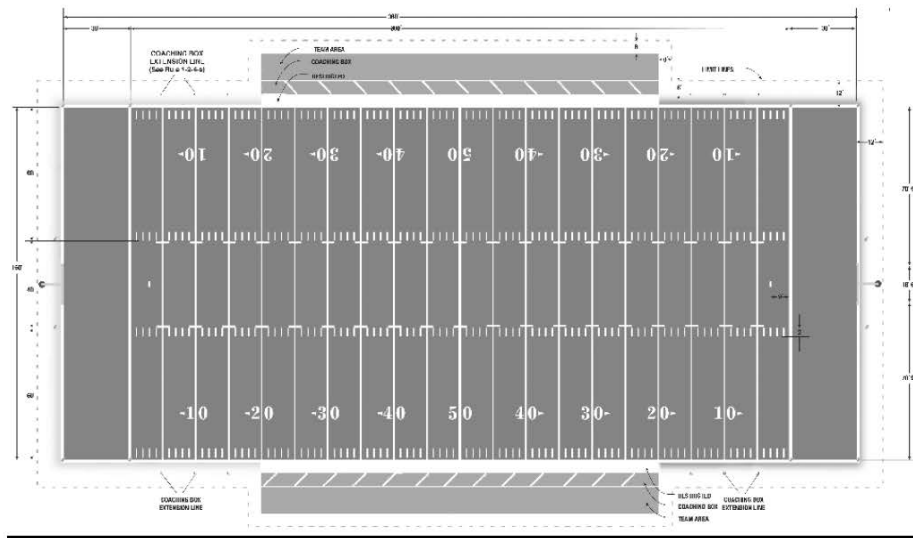
### **Preliminary-Round Pregame Schedule Example**

11:19 a.m.	105-minute administrative/officials meeting
11:30 a.m.	Field available for teams.
12:04 p.m.	Officials' meeting with timer, ball persons and chain crew.
12:38 p.m.	P.A. introductions of starting line-ups.
12:50 p.m.	National Anthem.
12:54 p.m.	Officials notify teams in locker rooms.
12:55 p.m.	Begin team introductions/taking the field
1:02 p.m.	Coin toss.
1:04 p.m.	Kickoff.

It is understood this schedule could be modified to accommodate television or special activities associated with the game.

Note: The National Anthem must be concluded before the NCAA broadcast partner comes on the air.

## APPENDIX D – FIELD DIAGRAMS



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

## **APPENDIX E – GAME OPERATIONS MEETING (105 MINUTE MEETING)**

### **NCAA DIVISION I FOOTBALL CHAMPIONSHIP GAME OPERATIONS MEETING (105 MINUTE MEETING)**

A mandatory game operations meeting should take place one hour and 45 minutes (105 minutes) before kickoff of every football game. The meeting will be facilitated by the tournament director from the host institution and take place outside of the officials' dressing room. The following individuals are required to attend the meeting:

- Game Operations Manager
- Visiting Team Representative
- Electronic Clock Operator
- Play Clock Operator
- Red Hat
- Television Producer
- Referee
- Umpire
- Back Judge
- Side Judge
- Security Representative/Law Enforcement
- Ball Persons
- Instant Replay Official
- Instant Replay Communicator
- Instant Replay Sideline Assistant

The following items shall be reviewed during the meeting:

- Introductions of Individuals in Attendance
- Pregame Schedule
- Procedure for Entering and Exiting the Field
- Emergency Evacuation Procedure
- Inclement Weather Policy (if applicable)
- Sideline Procedures and Personnel
- Instant Replay Procedure
- Media Timeout Protocol
- Halftime Protocol