



***HOST
OPERATIONS
2024-25 MANUAL
Preliminary Rounds***

Division I Football

Contents

Introduction.....	2
NCAA Committee and Staff.....	3
Section 1 • Championship Administration.....	5
Section 2 • Championship and Prospective Host Information.....	16
Section 3 • Credentials.....	22
Section 4 • Facilities and Equipment.....	23
Section 5 • Health and Safety.....	27
Section 6 • Instant Replay.....	29
Section 7 • Lodging, Per Diem and Transportation.....	31
Section 8 • Media Services.....	33
Section 9 • Merchandise/Licensing.....	38
Section 10 • Officials.....	41
Appendix A • In-Game Video.....	44
Appendix B • Bracket.....	53
Appendix C • Teleconference Checklist.....	54
Appendix D • Pregame Schedule Example.....	56
Appendix E • Field Diagrams.....	57
Appendix F • Game Operations Meeting (105-Minute Meeting).....	58

INTRODUCTION

This manual outlines the responsibilities of an institution/conference hosting preliminary-round competition of the 2025 NCAA Division I Football Championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and championship attendee.

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

NCAA 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:

*Eligible for reappointment

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Section 1 • 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 Prechampionship 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 their 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.

ALCOHOLIC BEVERAGES

Beer, wine and prepackaged/premixed beverages (in the latter case, with alcohol by volume of not greater than 15%, such as most hard seltzers) may be sold and dispensed at NCAA Division I, II and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages.
 - Eligibility for the sale and distribution of alcoholic beverages.
 - Indemnity, warranty and insurance obligations.
 - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue and vendor/concessionaire.

DIVISION I FOOTBALL

- Agree to pay the NCAA an amount of 20% of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity—including gross sales, direct costs and applicable taxes—for food, nonalcoholic beverages and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid Portal.

General

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

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

Promotional items (e.g., cups, shakers, flags, signs) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

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 its band to the game it shall be required to notify the host tournament manager no later than Monday at 5 p.m. (host institutions local time) that it 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, meaning once the ball is spotted and the umpire or center judge backs away from the ball, the band must stop playing.

Spirit Squad. 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 host institution by the competing institution's director of athletics (or designee); all other institutional representatives will be admitted only upon presentation of a ticket or credential. A maximum of 12 spirit squad members and one coach shall be allowed on the field during the progress of the game. The spirit squad members and mascot shall perform within an area designated by the 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 ncaa.com/media.

CORPORATE INVOLVEMENT

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

During games there shall be no corporate or commercial public address announcements, video board content or on-field activations. Institutional messages (e.g., public service announcements) or student-athlete recognitions are permissible provided they are noncommercial in nature (e.g., not advertisements for ticket sales) but must first be approved by the NCAA. Please contact Allison Zwarka with questions or concerns (azwarka@ncaa.org; 317-917-6952).

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 the game to be over after consulting with the NCAA site representative and/or staff liaison.

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 next year in which the institution participates in the championship if the incident occurs during a semifinal).

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), Ty Halpin (thlpin@ncaa.org) or Alyssa Rice (arice@ncaa.org).

FIELD COMMUNICATION DEVICES

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 on the headsets.

IN-GAME VIDEO

Standard tablets for in-game video only is permissive for all football playing subdivisions and are subject to the following guidelines:

- Tablets shall be restricted to “in game video” (current game) and may not include analytics, data or data access capability or any other communications access. No other video is allowed (e.g., scouting video, practice video).
- Tablets may be used in the coaches’ booth, sideline and locker room and may not be interconnected to other devices to project larger/additional images.
- Video may include a coach’s sideline, a coach’s endzone and a program feed per play from the current game only and may also display game circumstances including down, distance, time, quarter, play-number and score.
- A team may have up to 18 standard tablets active, and all team personnel may view the tablets.
- Team personnel engaging an official with a tablet to show or review video is guilty of an automatic Unsportsmanlike Conduct foul.

Please reference [Appendix A](#) for Additional In-Game Video Policy for Football Championship Subdivision (FCS).

GAME TIMES

The NCAA’s broadcast partner 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 before 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.

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 it 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 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 meet 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 its standard team introduction video used during the regular season. It is strongly recommended that any introduction videos for either team be no 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 its team introduction video, content provided by the NCAA/Van Wagner shall be used for its introduction.

3. **Artificial Elements.** Artificial elements (e.g., smoke, cannons, artificial sounds, pompoms, mascots) 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) shall not be permitted inside the venue, and such devices shall be removed from the playing and spectator areas at the request of the NCAA site representative.

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

Participant 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.

PREGAME MEETING/105-MINUTE MEETING

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

PROFESSIONAL SCOUTS

Per NCAA championship policy, professional scouts are required to purchase tickets and sit in general seating areas. They should not be provided with a credential or allowed access to the press box.

PROGRAMS

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days before the first day of the event.

All digital programs available can be found at ncaa.com/gameprograms.

Content/Editorial

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

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

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

Promotion

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices. Below are a few best practices for promoting the championship digital program.

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts

At championships sites where a digital program is available, LEARFIELD allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and LEARFIELD approval.

Questions

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@learfield.com) at LEARFIELD.

PROMOTIONAL ASSISTANCE

Contacts. The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA championships marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor's bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the key contact portion of the Championships Bid Portal.

Expectations.

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results postchampionship to share with your NCAA marketing contact.

Marketing Plan.

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA championships marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA championships marketing contact prior to implementation.

Marketing Collateral.

NCAA Championships Marketing Portal. The NCAA Championships Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Championships Marketing Portal can be accessed at sproutloud.com/cn/ncaachampspromotions.

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should use imagery from the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

Each NCAA championships host marketing contact and tournament manager will receive an email with the marketing website address, username and password. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information or have additional questions.

DIVISION I FOOTBALL

Customizable artwork templates and marketing resources available on the NCAA Marketing Portal include, but are not limited to:

- PRINT
 - Poster
 - Flyer
 - Print ad
 - Table tent
- DIGITAL
 - Email blast
 - Banner
- SOCIAL MEDIA GRAPHICS
- VIDEO BOARD
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing best practices
 - Social media guidelines
 - Special artwork requests

If you have artwork needs and/or sizing which may not be available on the NCAA Marketing Portal, you may submit a special request through the website. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

All requests must be approved by the national office staff before you proceed. Artwork requests and approvals will be managed through the website. If you do not have a local print vendor, we have listed NCAA preferred vendors on the website.

Collateral should not be created outside of the NCAA Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

NOTE: A limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Marketing Portal.

Social Media Guidelines. Host institutions/conferences may use already established social media accounts (e.g., Facebook, X [formerly known as Twitter]) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to ncaa.org/sports/2021/3/3/digital-social-media.aspx for a listing of official NCAA social media accounts.

Television/Video and Radio Ticket Spots. The marketing website allows hosts to select predetermined championship sites to download TV, video, and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA championship marketing contact.

Championship Logos. The official NCAA championship logo is available via the [NCAA Logo Library](#). New users are required to register for the site. Once access is granted, users can search the site as needed for logos and applicable style guides. You will need to apply the appropriate filters to access the 2024 Division I Football Championship logo. Questions regarding the logo library can be directed to Nathan Arkins at narkins@ncaa.org or 317-917-6790.

Signage. Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships and alliances representative. Materials containing NCAA marks and logos may not be sold.

For semifinal-round sites only, the NCAA will provide two 15' NCAA Football logo field stencils and paint for the 20- or 25-yard lines. The stencil and paint will be sent to the tournament manager listed on the key contact form. If you have any questions regarding signage, please contact Asia Thompson at athompson@ncaa.org or 317-917-6521.

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. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

Lightning and Weather Detection Service. To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution on a complimentary basis for all rounds of competition for outdoor championships. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place.

It is expected that the host institution will identify one or more tournament staff members that who will have designated responsibility for weather monitoring. The site representative, host tournament staff, and any other stakeholders should share relevant email and/or cell phone contact information to enable timely receipt of all weather updates. A severe weather plan should be created and available for reference. The tournament director should also consider contacting a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

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

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 host provides heaters for the visiting team and one (or multiple) of the heaters stop working, the hosting team should shut down an equal number of their heaters. If the visiting team rents their own heaters, the host institution is not required to turn off their heaters, 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 prechampionship 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 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.

TICKET DATABASE

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

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 Aug. 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 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.

Section 2 • Championship and Prospective Host Information

The following information is provided to assist those member institutions that are interested in serving as a host for preliminary-round games of the 2024 NCAA Division I Football Championship. Please review this information, submit or upload the necessary forms/documentation to the NCAA Host Reporting System (championships.ncaa.org) by the end of the day **Wednesday Nov. 6**.

Please contact Ty Halpin (317-917-6136; thalpin@ncaa.org) or Alyssa Rice (317-917-6627; arice@ncaa.org) with any questions regarding the proposed budget process.

REFERENCES

NCAA Bylaw 31.1, found in the 2024-25 [NCAA Division I Manual](#) on the NCAA website.

The 2024-25 [NCAA Division I Football Prechampionship Manual](#) on the NCAA website.

CRITERIA – PRELIMINARY-ROUND SITE SELECTION

Regarding first-round, second-round, quarterfinal and semifinal sites, in addition to the criteria listed in Bylaw 31.1.3.2.1, the NCAA Division I Football Championship Committee shall consider the following additional criteria when selecting playoff sites:

1. Prospective host institutions must submit the following minimum financial guarantees, which shall be 75% of the estimated net receipts as submitted on the proposed budget:
 - First round – \$50,000
 - Second round – \$60,000
 - Quarterfinals – \$70,000
 - Semifinals – \$80,000
2. If the minimum financial guarantees and acceptable site conditions are met, the committee will award the playoff sites to the top-eight seeded teams for a second-round game and teams seeded 9-16 for a first round game.
3. When determining host institutions for playoff games when both teams are unseeded, criteria shall apply as follows (listed in alphabetical order): (1) attendance history and potential, (2) quality of facility, (3) revenue potential plus estimated net receipts, (4) student-athlete well-being (e.g., travel, missed class time); and (5) team's performance (e.g., conference place finish, head-to-head results and number of Division I opponents).
4. If a quarterfinal or semifinal playoff site is not available due to the fact the institutions involved did not submit a proposed budget, the committee will contact the institutions and offer the opportunity to submit a bid at the current round's minimum financial guarantee level. If seeded teams are not involved, the committee will determine the host institutions by applying the championship site-selection criteria in Bylaw 31.1.3.2.1.
5. If no institution is willing to submit a proposed budget at the current level, the previous round's minimum financial guarantee will be offered. If seeded teams are not involved, the committee will determine the host institutions by applying the championship site-selection criteria in Bylaw 31.1.3.2.1.
6. The committee will consider previous crowd-control measures and crowd behavior of the prospective host institution.

FORMS

The following bid materials are required to be submitted or uploaded to the NCAA Championships Bid and Host Profile portal (championships.ncaa.org) by the end of the day **Wednesday Nov. 6**.

- Proposed budget/financial report forms – one for each potential round you wish to host.
- Facility profile.
- Key contacts form.
- Contracted visiting team hotel information form.

- Professional lighting survey completed within the last two years.
- Power verification form.
- Video board questionnaire.
- Instant replay questionnaire and photos of space designated for instant replay.
- First-, second- and quarterfinal-round preferred starting times form.
- Photos of your facilities' proposed television announce position and each proposed camera location.
- Photos of your proposed visiting team locker room facilities.
- Alcohol sales questionnaire, if applicable.
- Safety and security plan.
- Safety key contact form ([Appendix A](#) of Best Practices for Venue Safety and Security).
- Certificate of insurance.

Additional information regarding the bid process and required information is available in the Bid Checklist document available by clicking [here](#).

PROPOSED BUDGET/FINANCIAL REPORT FORM (ONLINE)

(Reference Bylaw 31.4 found in the 2024-25 NCAA Division I Manual)

The procedures below must be followed when completing the online proposed budget/financial report form. **Note: One form must be used for the submission of a proposed budget and the financial report at the conclusion of the competition. An online budget form must be submitted for each round of competition.**

Approval. A prospective host institution must submit an online hosting proposal for approval by the NCAA national office before it may be considered by the NCAA Division I Football Championship Committee as a preliminary-round site. **Note: If you are interested in hosting a preliminary-round game, a proposed budget must be submitted for each round you wish to host. All required bid information must be submitted/uploaded to the Championships Bid and Host Profile portal (championships.ncaa.org) by the end of the day Wednesday Nov. 6.**

Host Honorarium. When preliminary-round competition is conducted on campus, the host institution may retain a maximum of 15% of the net receipts or receive an honorarium per the provisions of Bylaw 31.4.4 (whichever is greater) in addition to its approved budget. When an institution's athletics department is required to pay a fee for use of an on-campus facility, such a fee must be deducted from the institution's 15%. Host institutions conducting competition in off-campus facilities may receive a maximum of 10% of the net receipts, or an honorarium per the provisions of Bylaw 31.4.4 (whichever is greater).

Minimum Financial Guarantee. In order to be considered by the Division I Football Championship Committee, all prospective host institutions are required to submit a minimum financial guarantee of \$50,000 (first-round), \$60,000 (second-round), \$70,000 (quarterfinals) and \$80,000 (semifinals), which shall be 75 percent of the estimated net receipts listed on the online hosting proposal. Once the minimum guarantee is met, the committee will review the other site selection criteria to determine the host.

No Adjustments. No adjustments may be made to the budget once it has been submitted to the NCAA national office without the prior approval of the NCAA staff liaison. Any adjustments must be requested in advance of the actual competition.

Lodging Expenses. All lodging expenses must be included in your budget. The host institution is responsible for making hotel arrangements and providing payment for the lodging of the eight officials, the instant replay official, communicator, two DVSPORT personnel and the NCAA representative assigned to its site, for a total of 13 rooms.

Officials fees, per diem and travel expenses do not need to be included nor do the per diem and travel expenses for NCAA site representatives. The NCAA will pay these expenses directly. Should an NCAA site representative have questions regarding this process they should contact Antonio Cannavaro at acannavaro@ncaa.org.

Other Considerations. The following should be considered when completing the online proposed budget:

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) and F10060 (NFL Cut) footballs 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.

After selections, each designated team will receive 12 Wilson footballs which shall 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. **Please note, however, that institutions may use their own regular season footballs so long as it is one of the approved Wilson ball models.** Final sites will be required to use the championship-branded footballs. 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.

Bracket. The Division I Football Championship Bracket is attached as [Appendix B](#).

Equipment. The host institution must provide all necessary equipment to conduct the competition. No permanent equipment may be purchased for preliminary-round games and charged as a game expense item. *The host institution may not assess phone line setup charges.*

Instant Replay. Instant replay will be used for all games during all rounds of the championship. In order for the instant replay technology provider to begin their planning for these games, all institutions wishing to host a preliminary round game during any round must submit the *instant replay questionnaire*. The survey and photos are available and should be completed/submitted online. A link to the instant replay questionnaire will be posted [here](#).

If you use DVSPORT Replay during the regular season or you have hosted an FCS playoff game since 2018, you do not need to complete a survey. Instead, email Andy Deering (adeering@dvsport.com) and Kim Jackson (kjackson@dvsport.com) the contact information (email and phone) for a point person DVSPORT can work with regarding replay details for the championship.

Internet Communications. Prospective host institutions must have a high-speed internet connection with the latest version of the statistical software as set forth by the NCAA media services group. The host institution also must provide the personnel necessary to coordinate live statistics with NCAA.com.

Other Personnel. The host institution shall provide payment for the services of other necessary personnel and list those services on the online proposed budget. It should be noted that regularly salaried athletics department staff members may not be provided salaries or stipends.

Programs. LEARFIELD has been contracted to provide programs; therefore, do not include expenses or receipts for programs in the online proposed budget. Host institutions must provide program vendors to sell the programs. Host institutions also must reconcile with LEARFIELD within three days after the conclusion of the preliminary-round competition.

Ticket Prices. Complimentary tickets are not allowed for NCAA championship events. The minimum ticket price can be \$10. For any exceptions, please contact the NCAA.

During the second round, quarterfinals and semifinals host institutions shall not set ticket prices lower than its regular-season ticket prices. Please refer to the [2024-25 NCAA Division I Football Prechampionship Manual](#) for additional information regarding tickets.

Host institutions may not offer complimentary tickets for any round of the championship.

Tickets – Visiting Teams. 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.

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

DRUG TESTING

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA championships and strongly supports the drug-testing program established by its membership, to safeguard the health and safety of the participating student-athletes.

Comprehensive drug testing details for hosts can be found at the following link: [NCAA Drug Testing Program](#).

FACILITY PROFILE

The facility profile to be considered for hosting NCAA preliminary-round competition is available on the NCAA Championships Bid and Profile System at [championships.ncaa.org](#). **This form and photos of the proposed television announcer and camera positions are due by the end of the day, Wednesday Nov. 6.**

FINANCIAL REPORT

Within 60 days of the completion of your preliminary round game(s), the online financial report must be submitted electronically to the NCAA national office. Failure to meet this deadline will result in a financial penalty. **This form is available on the NCAA website at [championships.ncaa.org](#).**

GAME TIMES

First, Second and Quarterfinal Round Start Times. During the first three rounds of the championship, the NCAA will solicit the preferred starting times of host institutions. It is preferred that games not start earlier than 2 p.m. local time. Please note the listed preferred start times will be referenced and considered but the final time will be decided in consultation with the NCAA and the NCAA's broadcast partner. **Return the preferred start times form via online submission no later than the end of the day, Wednesday Nov. 6.**

Quarterfinal and Semifinal Dates and Start Times. The date and time of two quarterfinal and both semifinal games will be determined by ESPN in consultation with the NCAA Division I Football Championship Committee.

KEY CONTACTS FORM

Return via online submission no later than the end of the day, Wednesday Nov. 6. This form is also available on the NCAA Championships Bid and Profile System at [championships.ncaa.org](#).

LIABILITY INSURANCE

If event is held on-campus:

Host institution/conference must maintain:

- a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate

DIVISION I FOOTBALL

- b. Automobile Liability Insurance, covering owned, nonowned, leased or hired autos, with a minimum combined single limit of \$1,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
 - \$1,000,000 - Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

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

Host institution/conference or Local Organizing Committee must maintain:

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

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

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

- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit
- e. Liquor Liability insurance with minimum limits of \$10,000,000 per occurrence and \$10,000,000 in the aggregate. The NCAA must be named as an additional insured on the venue's Liquor Liability policy.

Notes:

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

RENTAL VEHICLES

The NCAA will pay for the rental of cars for a predetermined number of officials and the NCAA site representative. The officials and site representative who have been approved to rent cars will need to make their rental car arrangements through Short's Travel Management (866-821-8547). Short's will book their rental car reservation using Enterprise Rent-A-Car or National Rental Car. When using Enterprise or National, a direct bill to the NCAA will be set up to pay for the charges. In the event that Enterprise or National is not available in an area, another rental car company can be used. If another company is used, the official/site representative should pay for the charges and submit the receipt to the NCAA as part of their expense reimbursement.

Section 3 • 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. An NCAA credential template can be requested by reaching out to Alyssa Rice (arice@ncaa.org) or David Lentz (dlentz@ncaa.org). Please see the [Media Coordinators Manual](#) for more details.

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

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 before the event for informational purposes.

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

SIDELINE PERSONNEL

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

Team medical personnel requiring access to the field/sideline are not required to be included in the 50 sideline passes. Coaches who will be in the press box during the game shall also be included in the allotment of 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.

Section 4 • Facilities and Equipment

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.

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 SETUP

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) and F10060 (NFL Cut) footballs 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.

After selections, each designated team will receive 12 Wilson footballs which shall be used throughout the duration of the preliminary rounds. It is the expectation that these 12 balls, provided by Wilson, will last through the duration of the preliminary rounds. **Please note, however, that institutions may use their own regular season footballs so long as it is one of the approved Wilson ball models. Finals sites will be required to use the championship branded footballs.** 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.

LIGHTING

Lighting Requirements. Light levels in the primary playing area should be brightly lit with uniform lighting throughout the area. Vertical light levels (illuminating the sides of the players) should be maximized without creating severe glare for student-athletes and spectators. The lighting should be evenly distributed on the primary playing area. One of the most important areas of proper lighting at televised sporting events is the smoothness of the lighting levels (this means there are no major jumps in lighting levels when the same camera pans the field). The lighting should also provide adequate light levels in the bottom 10 to 15 rows of seats to allow camera operators exciting crowd shots. For lighting requirements, please refer to the NCAA best practices link below.

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey of their venue that has been completed within the last two years. Some NCAA championship sites

are awarded numerous years out and, therefore, the venue must provide a follow-up professional lighting survey to the NCAA four months before the event. Professional sports arenas that host NHL, NBA and NFL contests are exempt from this NCAA broadcasting mandate. Please remember to submit the professional light survey for your venue.

Please refer to the “NCAA Best Lighting Practices” link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at [ncaa.com/media](https://www.ncaa.com/media).

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 postgame. 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 officials’) 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) 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 Dasani/POWERADE/Coca-Cola sideline equipment and product for the quarterfinal and semifinal rounds of the championship. NCAA championship staff will share product and equipment quantities with host once determined.

1. 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).
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.

SIGNAGE

Alcohol, Tobacco and Gambling Advertising. 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.

Commercial Identification – Permanent. Any permanently affixed (or previously leased) advertising, banners, signs, or displays in the stadium proper shall be covered by the facility at its expense unless the host institution is obligated by contract for such signage. Host institutions should review the contractual obligation with the NCAA site representative. NCAA championship banners should not be placed in close proximity to any commercial identification that cannot be covered due to contractual obligation.

Commercial Identification – Temporary. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the facility during the championship.

Electronic corporate signage (e.g., LED boards, ribbon boards, video boards) is considered to be temporary and thus is not permitted during preliminary-round games.

Field Goal/Point After Touchdown Net Signage. Corporate signage or advertising (e.g., Allstate) shall not be permitted on field goal netting during all rounds of the championship. The host institution will be financially responsible for replacing a net with a corporate logo with a net that does not have a corporate logo.

Should a host institution consider their corporate-logoed net as a permanent structure of their facility, the institution must seek prior approval from the NCAA to keep the net up during any round of the championship.

Media Banners. Television broadcast entities may display a maximum of two television banners at NCAA championship sites. The television banners may only display the name and logo of the broadcast network. Television (e.g., ESPN) may have only two banners. National radio (Westwood One) may display a maximum of one banner. Local radio or student radio may not display banners at NCAA Championships. The NCAA site representative on-site must approve of the designated location of the network banner placement. More information on NCAA media policies is available online at ncaa.com/media.

Professional Sports. Advertising displays mentioning or promoting any professional sports organization are prohibited and shall be covered by the facility at its expense regardless of previous contractual commitments.

Medical Evaluation Tents. Any medical evaluation tent used during the preliminary rounds shall be free from any corporate logos. Any medical evaluation tent with existing corporate logo(s) must be removed or covered at the respective participating institutions expense.

TELEVISION POWER REQUIREMENTS

Power, lighting and parking fees. NCAA championship venues, local organizing committees and/or host institutions/committees, shall not charge the NCAA, or any other televising entity, a fee in connection with the use of the facilities, power, lighting or television crew parking at the venue. The number of parking passes will be determined in consultation with ESPN and the NCAA.

Power requirements (television compound). An area for parking the mobile unit will be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two television production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in close proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install up to two production work trailers. Each trailer requires 220 volt, single phase and 100 amps per leg.

The following are the specifications that constitute efficient electrical power:

- Service size – 200 kVA, 208 volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts.
- 1 – 400 amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp).
- 2 – 200 amp solid state circuit breaker service disconnects.
- 2 – 100 amp solid state circuit breaker service disconnects.
- 2 – 120 volt, 20 amp duplex outlets each fed from a dedicated 20 amp single pole breaker.
- If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down.

For additional information on NCAA Broadcast and Media Services guidelines, click on ncaa.com/media .

Section 5 • Health and Safety

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

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

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

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

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

Medical Staff Credentials and Access. Travel party credentials for participating institutions will include credentials for medical personnel; provided it is the responsibility of the participating institution to include medical personnel in their normal credential numbers. Institutions may include medical staff beyond travel party limits provided they pay for the additional numbers with institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Any medical staff traveling with participating teams will have access to their team participants with the assistance of host medical staff, should an injury occur. If medical staff are not to be seated with the team during any championship event for any reason, they should communicate to host medical staff their seat locations and host medical staff should be prepared to provide all participant medical staff with the necessary credentials to access and provide necessary escort to the team locker room or athletic training room in the event of an emergency. Typically, an access point from the stands supervised by security will allow access by medical personnel to student-athletes.

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

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.

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 AND PROCEDURES

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

Travel Party. Medical personnel receive credentials for the championship as part of the normal institutional sideline access. It is the responsibility of the participating institution to include medical personnel in their normal sideline credential numbers.

Section 6 • 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.

CABLING FOR INSTANT REPLAY

The host institution shall be responsible for providing the cabling needed to provide instant replay during all preliminary rounds of the Division I Football Championship.

It will be a host institution expense to provide single mode tactical fiber with ST to ST connections and a minimum of six strands of fiber with dust caps. This cabling needs to be long enough to reach from the location of the television production truck to the location of the instant replay booth (which typically is next to the television talent booth). Please note that DVSPORT will provide the needed converters to turn that fiber into BNC and back from BNC to fiber.

Host institutions can use single-mode fiber in the building or single-mode tactical fiber with other fiber connections (SC or LC) , but will need to have patches in place to bring it back over to ST for the converters DVSPORT is supplying. If your institution wants to provide converters and just hand DVSPORT the HD/SDI feeds with BNC connectors, that would satisfy this requirement as well.

The length of this cable run will vary for each institution depending on its venue configuration. Hosts will need to work on their respective campus to determine how much cabling you need to obtain to meet this requirement. If your venue does not have this cabling in place, contact Andy Deering (adeering@dvsport.com) and Kim Jackson (kjackson@dvsport.com) at DVSPORT for cable rental options.

Failure to agree to provide the necessary instant replay cabling likely will remove an institution from consideration for hosting.

The host institution will also be responsible for reserving three hotel rooms for instant replay personnel during those rounds. All three rooms for instant replay personnel should be paid and budgeted for by the host institution.

If you have any questions about any of the requirements listed in this Instant Replay section, please feel free to reach out to Kristen Jacob Smith, NCAA associate director, championships and alliances (who is also the broadcasting liaison for this championship). Kristen Jacob Smith can be reached at 317-917-6584 or kjsmith@ncaa.org. You may also contact Andy Deering with DVSPORT, Inc. at 412-377-1339 or adeering@dvsport.com.

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 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. The NCAA will coordinate air travel, if necessary, and help secure the use of a rental car for the replay official. Rental car expenses will be direct billed to the NCAA (when using Enterprise or National).

The NCAA will be responsible for reimbursing the replay official for the game fee (\$710) transportation between home and the game site in their personal automobile (NCAA rate per mile, if the replay official did not fly) and per diem (\$45 per day). NCAA staff will reimburse the instant replay official via RefQuest Plus. Replay officials will receive information on setting up an account in RefQuest Plus once they are selected to work a game.

The host institution will be responsible for securing and be direct billed for lodging for this individual for up to two nights. The host institution should reflect these instant replay lodging expenses in the proposed budget.

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.

DIVISION I FOOTBALL

The NCAA will be responsible for reimbursing the replay official for the game fee (\$500), transportation between home and the game site in their personal automobile (NCAA rate per mile, if the replay official did not fly) and per diem (\$45 per day). NCAA staff will reimburse the instant replay communicator via RefQuest Plus. Replay communicators will receive information on setting up an account in RefQuest Plus once they are selected to work a game.

The host institution will be responsible for securing and be direct billed for lodging for this individual for up to two nights. The host institution should reflect these instant replay lodging expenses in the proposed budget as a budgeted expense.

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. These individuals will be responsible for all of their personal expenses (e.g., meals, transportation). However, the host institution will be responsible for assisting the DVSPORT personnel in securing hotel lodging during their stay (two to three nights) and paying the hotel room and tax.

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. The sideline assistants should each be paid a \$100 fee for their service, which should be paid by the host institution. The host institution should reflect these expenses on its proposed budget and financial report.

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.

SPACE AND POWER REQUIREMENTS

Dedicated “private” space in the press box or suite level to accommodate no fewer than four people is required. This “private” space should contain the following:

1. An unobstructed view of the playing field.
2. Adequate counter space (at least 10 feet long and two feet deep) in the front of the box.
3. At least two dedicated power sources with a minimum of four power outlets.
4. Enough power to accommodate a power consumption of 520 Watts/110 Volts = 4.73 amps.
5. Separated from any other activity (e.g., media, fans).

Section 7 • Lodging, Per Diem and Transportation

TEAM 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. Rooming blocks should be held for teams to check in the day prior to competition and check out the day following competition.

It is strongly recommended that the hotel reserved for the visiting team meet the following specifications:

1. Lodging accommodations all located in one hotel property.
2. A full service property.
3. Be located within 45 miles from the competition venue.
4. 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.
5. 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.

Any visiting team lodging reserved more than 45 miles from the competition venue must be approved by the Division I Football Committee by Friday, Nov. 15.

Failure to meet any of the above recommendations may have an impact on a site being selected to host a preliminary round game. If any of the above recommended requirements cannot be met, the host institution must notify the NCAA championship managers (Ty Halpin – thalpin@ncaa.org; Alyssa Rice – 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 to which the game or instant replay officials may be assigned.

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

TRANSPORTATION

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

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

Teams that fly to the site of competition and kickoff at or after 3 p.m. local time, should plan for a next day air charter departure. Teams that are a drive can determine if they want to depart post-game or next day.

For all traveling teams the NCAA per diem policy covers a full day of per diem on the day of competition and a half day the day after competition, should you travel home the day after competition.

DIVISION I FOOTBALL

The next day departure for fly teams that kick after 3 p.m. local is intended to allow for a smoother travel experience and reduce many issues related to late departures (e.g., TSA screening, weather, availability of aircraft, response time to mechanical issues).

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.

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

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

OFFICIALS/DVSPORT/SITE REPRESENTATIVE LODGING

The host institution is responsible for making hotel arrangements and providing payment for the lodging of the eight officials, the instant replay official, communicator, two DVSPORT personnel and the NCAA representative assigned to its site, for a total of 13 king rooms. These lodging expenses also should be budgeted for and included in your proposed budget expenses. Rooming blocks should be held for check in the day prior to competition and checkout the day following competition. Hosts should confirm the preferred checkout date with the assigned crew chief, DVSPORT personnel and site representative once assignments are received.

RENTAL VEHICLES

The NCAA will pay for the rental of cars for a predetermined number of officials and the NCAA site representative(s). The officials and site representative(s) who have been approved to rent cars will need to make their rental car arrangements through Short's Travel Management (866-821-8547). Short's will book their rental car reservation using Enterprise Rent-A-Car or National Rental Car. When using Enterprise or National, a direct bill to the NCAA will be set up to pay for the charges. In the event that Enterprise or National is not available in the particular area, another rental car company can be used. If another rental car company is used, the official(s)/site representative(s) should pay for the charges and submit the receipt to the NCAA along with their expense reimbursement form.

MERCHANDISING

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

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

PER DIEM

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

Per diem for the eight game officials, the instant replay official, communicator, two DVSPORT personnel and the NCAA site representative will be paid directly by the NCAA and is not the responsibility of the host institution.

Section 8 • Media Services

Please reference the [Division I Football Media Coordinators' Manual](#) on the NCAA website for all media-related policies.

CHAMPIONSHIPS MICROSITE GUIDELINES

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

NOTE: The URL for your microsite should not be promoted and will be linked directly through [ncaa.com](#). It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on [ncaa.com](#).

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

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

Local News

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

Venue and Transportation Information

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

- Venue address.
- Venue parking map and details, Google map.
- Venue security information.
- Public transportation options.

Volunteer Information

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

Travel Information

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

Selections, Preliminary Rounds and Broadcast Schedule

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to [ncaa.com](#) with the use of the [ncaa.com](#) logo.

Email Sign Up

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

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library to Nathan Arkins at narkins@ncaa.org.

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

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

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

Social Media

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

Mobile Version

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

Local Contributor Recognition

Hosts and local organizing committees can recognize their local contributors on the microsite within certain guidelines:

- Referred to as "Local Contributors" or "Host City Contributors." No usage of "official," "official sponsor" or "corporate champion/partner" in any manner.
- In text only. No logo presence of the local contributor is permitted.
- Page must be free of any NCAA logos.

Microsite Examples

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

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

PHOTOGRAPHY

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

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

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

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

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

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

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

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

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

Host Promotion of Championships

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

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

Please send direct questions, ideas, or news to Lynnea Phillips, lphillips@ncaa.org.

INTERVIEW POLICIES

Interviews will be conducted after all preliminary-round games. The visiting team will go first for all preliminary-round games. All coaches and student-athletes will be available for interviews.

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.

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 preliminary-round 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. 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.

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.

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 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.

STROBE LIGHTS

Please refer to the "Strobe Light Policy" link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at ncaa.com/media.

TELEVISION

Please refer to the "Broadcast and Digital Policies" section of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at ncaa.com/media.

Institutions that wish to broadcast their own institutional public service announcements during nationally televised NCAA championship events must purchase advertising time from the network at its own expense. The NCAA agreement with ESPN does not allow for "comp" or free PSA time for participating institutions. It is recommended that institutions contact ESPN the Monday before their contest by 9 a.m. Eastern time to determine if commercial inventory is available for purchase. Contact Chris Tate at 860-766-2624 or christopher.tate@disney.com.

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 ncaa.com/media.

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 ncaa.com/media. The official website of the NCAA Division I Football Championship is ncaa.com/fcs.

Section 9 • Merchandise/Licensing

ADMINISTRATION

The NCAA licensing department has oversight for the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; dclendenin@ncaa.org).

AVAILABILITY

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise in advance of the championship. Orders will be shipped by Event 1 directly to the participating institution's campus.

GENERAL POLICIES

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

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

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

- Keeping selling areas clean and neat at all times.
 - Restocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
 - Calling Event 1, Inc. to request reorders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., not later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20% commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15% of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship.

Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

Event 1 will provide an event manual, which will include the contact information for the event coordinator assigned to the event as well as additional merchandising guidelines.

CHAMPIONSHIP MERCHANDISE – PREORDER

Teams selected to participate in NCAA championships will have the opportunity to preorder preliminary-round event merchandise online (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: Saturday, Dec. 7 – 11 p.m. Eastern time

Second-round: Saturday, Dec. 14 – 11 p.m. Eastern time

Quarterfinal-round: Saturday, Dec. 21– 11 p.m. Eastern time

Semifinal-round: Saturday, Dec. 28 – 11 p.m. Eastern time

FCS Championship Game: Monday, Jan. 13 – 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).

DIVERSE SUPPLIERS

The NCAA strongly encourages the participation, directly or indirectly, when possible, by diverse businesses in providing goods and services in support of NCAA championships and requests local organizing committees/hosts to explore opportunities for diverse businesses to provide any necessary goods and services for awarded championships. At the NCAA, diverse suppliers are defined as entities that are majority (at least 51%) owned, managed and controlled by ethnic minorities, women, LGBTQ people, people with disabilities or veterans. At a minimum, we encourage local organizing committees/hosts to ensure that at least 10% of the suppliers invited to participate in the championship are diverse suppliers.

Section 10 • Officials

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

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 before the championship selection announcement (i.e., by 11:59 p.m. Eastern time Saturday, Nov. 23). 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.

If the game is to be televised, a television timeout coordinator will be selected and reimbursed by the televising network. If requested, the NCAA/host institution may provide suggested personnel to the televising network.

The official clock operator, ball persons, sideline chain crew and instant replay sideline assistants (2) should be appointed by the host institution for each preliminary-round game.

The officials are requested to coordinate their local travel arrangements at the site of the competition with each other and the host institution to avoid additional expenses.

Officials are not permitted to consume alcoholic beverages en route to or from a preliminary-round game.

Officials should not be involved in any pregame entertainment with the participating institutions.

OFFICIALS LODGING

Each preliminary-round site will be assigned eight on-field officials, an instant replay official, communicator and two DVSPORTS personnel. The host institution is responsible for making hotel arrangements and providing payment for the lodging for these 12 individuals and the site representative. Each of these individuals should be assigned their own king room and not be required to share a room with anyone. These lodging expenses should be budgeted for and included in your proposed budget expenses. All other officiating expenses (e.g., transportation, per diem, game fee) will be paid by the NCAA and are not the responsibility of the host institution.

Rooming blocks should be held for check-in the day prior to competition and checkout the day following competition. Hosts should confirm the preferred checkout date with the assigned crew chief, DVSPORTS personnel and site representative once assignments are received.

OFFICIALS TRAVEL AND PER DIEM

Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach air fare or NCAA rates per mile but not including terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel Management, 866-821-8547. Shorts will also arrange and direct bill rental car expenses via Enterprise Rent-a-Car or National Rental Car.

Officials will receive a \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a per diem of \$45.

OFFICIALS EXPENSE REIMBURSEMENT

NCAA staff will be responsible for all other official expenses, which include game fee (\$710), per diem (\$45 per day), transportation between their home and the game site in their personal automobile (NCAA rate per mile, only if the official did not fly) and any rental car charges from a rental agency other than Enterprise or National.

Payment to officials will be paid via RefQuest Plus. NCAA staff will provide officials working the championship with details on how reimbursement will be handled. Instructions on setting up a RefQuest Plus account also will be provided.

See the Instant Replay section of this manual regarding the selection and reimbursement of instant replay officials.

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.

Appendixes

Contents

Appendix A • In-Game Video	44
Appendix B • Bracket	53
Appendix C • Teleconference Checklist	54
Appendix D • Pregame Schedule Example	56
Appendix E • Field Diagrams	57
Appendix F • Game Operations Meeting (105-Minute Meeting)	58

Appendix A • In-Game Video



Football Championship Subdivision (FCS) In-Game Video

NCAA Football Playing Rules on In-Game Video 1-4-11-a Exception 3

Standard tablets for in-game video only is permissive for all football playing subdivisions and are subject to the following guidelines:

- Tablets shall be restricted to “in game video” (current game) and may not include analytics, data or data access capability or any other communications access. No other video is allowed (e.g., scouting video, practice video, etc.).
- Tablets may be used in the coaches’ booth, sideline, and locker room and may not be interconnected to other devices to project larger/additional images.
- Video may include a coach’s sideline, a coach’s endzone, and a program feed per play from the current game only and may also display game circumstances including down, distance, time, quarter, play-number, and score.
- A team may have up to 18 standard tablets active, and all team personnel may view the tablets.
- Team personnel engaging an official with a tablet to show or review video is guilty of an automatic Unsportsmanlike Conduct foul.
- A conference may develop a policy to provide guidance in handling situations dealing with tablet failure

Tablets for In-game Video **(Rule 1-4-11-a Exception 3)**

- Standard Tablets for in-game video only is permissive for all football playing subdivisions and are subject to the following guidelines:
- Tablets restricted to “in game video” (current game) and may not include analytics, data or data access capability or any other communications access. No other video is allowed (e.g., scouting video, practice video, etc.).
- Tablets may be used in the coach’s box, sideline, and locker room and may not be interconnected to other devices to project larger/additional images.
- Video may include a coach’s sideline, a coach’s endzone, and a program feed per play from the current game only and may also display “game circumstances” including down/distance/time/quarter/play-number/score.
- A team may have up to 18 standard tablets active, and all Team personnel may view the tablets.
- If any team personnel engages an official with a tablet to show or review video, an automatic Unsportsmanlike Conduct foul will result.





Additional In-Game Video Policy for Football Championship Subdivision (FCS)

Administrative Procedure:

- Use of in-game video is optional for all teams. If a team opts out of using in-game video, the opposing team may still utilize in-game video.
- Conferences can select their preferred vendor of choice.
- All team personnel can use the in-game video devices. However, team personnel must follow the already existing NCAA rules with respect to coaching regulations regarding instruction with student-athletes.
- Teams can have spare tablet devices at their discretion ready to be used should one of the 18 devices become inoperable. The number of spare tablet devices is a conference decision.
- Devices can only have access to the current game being played. No other applications or video (i.e. previous games, cutups, etc.) are allowed to be used on the devices in-game.
- Coaches' video sideline and endzone angles must follow the Video Coordinators National Co-Op shooting rules and regulations that specifically define when the video for each play should start and end and the video coverage/angle for both feeds. The endzone angle must be the same endzone angle that the team uses for exchange. Any team video content captured or shared outside the play itself is not permissible. No other data, including team generated data, will be allowed on the devices or the capture servers.
- The devices can only be used for in-game video, which is defined as 90-minutes prior to kickoff until the end of the game, plus the ability to use them for postgame review (end of day after game).
- For non-conference games, both competing teams and conference offices shall work together prior to the start of the season to confirm the in-game video systems will function properly. The home team must provide reasonable support to the visiting team in-game video system. If for any reason the visiting team cannot access video for any angle (i.e. insufficient personnel, malfunction to equipment, broken equipment, etc., the home team coaches' video will be supplied to both team's in-game video system.
- For in-game video systems that utilize wireless network technology, each team is responsible for providing video to own devices. If team personnel is not available for providing video angle or access to filming locations not available, a splitter must be supplied by the Home Team to provide video feed for each team.
- Home game management is permitted to credential in-game video technicians and those individuals are NOT included in the team's 50 bench credentials.
- For all non-conference games, both teams and conferences (where applicable) will confirm their in-game video plan, in writing, no later than *two weeks (14 days)* preceding the upcoming game.
- Home Game Administration and/or Team Video Coordinators must supply to Visiting Team a diagram of filming locations and connectivity plans at least one week prior to scheduled contest
- Example standard boilerplate language: Team A (insert team name) will or will not (select one) use in-game video and Team B (insert team name) will or will not (select one) use in-game video for their game on [insert date]. Team A (insert team name) will use [insert vendor] and Team B (insert team name) will use [insert vendor]. Both teams will confirm this information *no later than two weeks (14 days)* prior to scheduled contest.
- Prior to each game, there will be a required In-Game Video pregame test to verify the equipment is functioning correctly. This meeting will take place 135 minutes (2hrs & 15mins) prior to the game. The visiting team will test first, followed by the home team. The testing will take place on each team's sideline. The following personnel are required to attend the meeting: team personnel (Video Coordinators, DFOs, others), on-site technicians (if available), and home game management. Each team is **required** to have *all* tablets present for the test. After the completion of the test, home game management should provide an update during the pregame meeting.
 - Per NCAA rules, no other data, video system, breakdowns, cutups, photos, analysis resources, etc. may be stored on devices.
 - During the pregame device test, opposing teams may inspect each device to ensure compliance.

In-Game Procedure

- It is the responsibility of Home Game Management to ensure that proper connections, power and necessary connectivity cables to filming locations and coaches booths are available on each sideline and are in good working order so that teams may utilize coaching tablets for in game video. This includes video splitters in the event that one team will provide video for both teams.
- The Number and function of tablets shall follow NCAA Playing Rules (NCAA 1-4-11-a). A maximum of 18 tablets are to be utilized during competition.
 - FCS Conferences may place an additional cap/ limit on the number of usable tablets for conference games, less than the NCAA limit of 18, but not more. For non-conference matchups, teams may operate to the maximum number of tablets allowable per NCAA Rules.
- For Non-Conference competitions, It is the responsibility of each institution to provide and maintain their own coaching tablets and coaches video systems. In the event that a team's tablets malfunction, there shall be no action required by the opposing team to limit or discontinue the use of tablets. (i.e. similar procedure in the event of coaches headset policy)

FCS vs. FBS Contests

- In FCS vs. FBS contests, FCS institutions will be permitted to utilize their own determined in-game video solutions and will be subject to the FCS In-Game Video Policies outlined above.
- FCS institutions may elect to utilize the FBS in-game video system; however FCS institutions must coordinate directly with FBS institution and pay for any applicable rental fees.
- It is recommended that FCS institutions contact host FBS school several weeks in advance of game to coordinate in-game video operations
- FCS institutions that elect to utilize FBS in-game video systems must abide by the FBS In-Game Video Policies (**Supplement D**)

Supplement A



NCAA Football Championship Subdivision (FCS) In-Game Video Operations Pre-Game Coordination Form

Date of Contest: _____

HOME TEAM: _____

HOME TEAM ☐ will ☐ will not utilize in-game video

SERVICE PROVIDER: _____

NUMBER OF TABLETS: _____

ADDITIONAL REQUIREMENTS: _____

VISITING TEAM: _____

VISITING TEAM ☐ will ☐ will not utilize in-game video

SERVICE PROVIDER: _____

NUMBER OF TABLETS: _____

ADDITIONAL REQUIREMENTS: _____

Completed form should be submitted to Home Game Administrator and Opposing Video Coordinator *no later than two weeks prior to scheduled contest.*

Supplement B



FCS CONFERENCE-BY-CONFERENCE BREAKDOWN – IN-GAME VIDEO TECHNOLOGY

<u>Conference</u>	<u>Vendor</u>
Big Sky:	GameStrat
Big South-OVC:	SkyCoach
CAA:	SkyCoach
Independents:	See Below
Ivy:	See Below
MEAC:	GameStrat
MVFC:	GameStrat
NEC:	See Below
Patriot:	GameStrat
Pioneer:	Will not utilize in 2024
SoCon:	See Below
Southland:	SkyCoach

INSTITUTION VENDOR BREAKDOWNIndependents

Merrimack:	TBD
Sacred Heart:	GameStrat

Ivy

Brown:	GameStrat
Cornell:	GameStrat
Columbia:	GameStrat
Dartmouth:	SkyCoach
Harvard:	GameStrat
Penn:	TBD
Princeton:	GameStrat
Yale:	DVSPORT (Home) SkyCoach (Away)

NEC

Central Connecticut State:	TBD
Duquesne:	GameStrat
LIU:	GameStrat
Mercyhurst:	Will not utilize in 2024
Robert Morris:	Will not utilize in 2024
Saint Francis U:	GameStrat
Stonehill:	Will not utilize in 2024
Wagner:	GameStrat

SoCon:

Chattanooga:	Will not utilize in 2024
ETSU:	GameStrat
Furman:	Will not utilize in 2024
Mercer:	GameStrat
Samford:	SkyCoach
The Citadel:	Will not utilize in 2024
VMI:	TBD
Western Carolina:	GameStrat
Wofford:	Will not utilize in 2024



Supplement C

2024-2025 National Football Open Exchange Rules

Catapult Open Exchange is the mandatory upload platform. Catapult Open Exchange and DVSPORT Open Exchange may be utilized for downloading.

Teams are allowed to upload video of their origination to any platform. If a team did not shoot the original footage, they cannot send, share, or upload it elsewhere. Any use of video for Signing Day purposes requires permission from origination institution.

All participating teams must upload trade files beginning with the 2019-2020 season and ending with the most recent competition prior to accessing Exchange assets.

Current season game video shall be uploaded as soon as possible after the game or return to campus regardless of the day of the week the game is played. Failure to upload within 12 hours of game kickoff may result in suspension of access to Exchange assets. All issues should be communicated to a team's Conference Office Representative or Co-Op Representative. Representatives will communicate to the National Open Exchange Co-Op should an issue arise.

Teams are required to upload all games, including regular season games, conference championship games, bowl games, or playoff games.

Each team must provide all required information to facilitate automatic renaming and game numbering processes.

Interop compliant MP4 and .Xchange file is required for each phase of ball (Offense, Defense, and Kicks). Offense and Defense will be in sequential order. Kicks must be grouped by type (Kickoff, Kickoff Return, Punt, Punt Return, Field Goal, Field Goal Block) in sequential order.

Scoreboard, Sideline, Endzone required for each play. The Endzone angle shot must remain consistent for the entire game on exchanged version. Any missing view must be filled in by some fashion on exchanged version. No empty views.

Sideline and Endzone will include all Offensive and Defensive shifts or motions once the snapper is placing their hand on the ball for all phases of ball.



Preference is given to NOT including timeouts in ODK in an effort to assist with resolving data through PFF. TV Copies WILL INCLUDE timeouts.

TV Copies must be an Interop compliant MP4 and be accompanied by a .Xchange file. All TV Copies need to be marked, by play, and include Program Audio. For all regular season games it is the responsibility of the HOME team and AWAY Team to ensure that a marked TV Copy is uploaded. For both the FBS or FCS, a Conference Office may supply the TV Copy for a particular game. If a Conference Office does not supply a TV Copy, the responsibility will fall back first to the HOME team, then the AWAY team. For FBS teams, access to TV Copies is predicated on the upload of content and is determined on a Conference-by-Conference basis. For FCS teams, access to TV Copies is predicated on the upload of content and is determined on a team-by-team basis. For clarification, if a team's TV Copy is not uploaded, they will not be able to download TV Copies. All TV Copies are to be uploaded as soon as possible but no later than 10pm local time of the day following the game.

For all post-season games, the Conference Offices will collaborate with one another to determine proper coverage. Post-Season TV Copies do not fall under regular season posting deadlines.

Any issues should be communicated to a team's Conference Office Representative or Co-Op Representative to rectify the situation within the National Open Exchange Co-Op.

Supplement D

FBS IN-GAME VIDEO ADDITIONAL POLICIES

NCAA Football Playing Rules on In-Game Video

Standard Tablets for in-game video only is permissive in 2024 for all football playing subdivisions and are subject to the following guidelines:

- Tablets shall be restricted to “in game video” (current game) and may not include analytics, data or data access capability or any other communications access. No other video is allowed (e.g., scouting video, practice video, etc.).
- Tablets may be used in the coach’s box, sideline, and locker room and may not be interconnected to other devices to project larger/additional images.
- Video may include coach’s sideline, coach’s endzone, and a program feed per play from the current game only and may also display “game circumstances” including down / distance / time / quarter / play-number / score.
- A team may have up to 18 standard tablets active, and all Team personnel may view the tablets.
- If any team personnel engages an official with a tablet to show or review video, an automatic Unsportsmanlike Conduct foul will result.

FBS In-Game Video Additional Policies: Below are the FBS in-game video additional policies.

- Use of in-game video is optional for all teams. If a team opts out of using in-game video, the opposing team may still utilize in-game video.
- Conferences can select their preferred vendor of choice.
- All team personnel can use the in-game video devices however team personnel must follow the already existing coaching regulations regarding instruction with student-athletes.
- Teams can have spares at their discretion ready to be used should one of the 18 devices become inoperable. The number of spare devices is a conference decision.
- Devices can only have access to the current game being played. No other applications or video (i.e. previous games, cutups, etc.) are allowed to be used on the devices in-game.
- The systems capturing the video clips and data for distribution to the tablets in-game can be housed in the replay booth or another designated location per stadium (Central Server Area). Up to two (2) computers/servers can be utilized for primary and secondary (backup) purposes. These systems should not have any other software running on them that is not directly needed for the creation of video clips and game circumstance data. An example of software not allowed on in-game video systems would be team video editing applications and game analysis. No team should access software or content (i.e. team edited video) that would be deemed outside of the in-game video workflow to their advantage. In addition, content created in-game cannot be uploaded to a team cloud solution in-game video system.
- A mobile device management application (MDM) must be installed on the in-game video device(s) by the vendor to allow the vendor to control the use of the in-game video device(s) to ensure no other technology is running on the in-game video devices.
- The in-game video signal can only be available in the coaches’ booths and team bench areas and specifically cannot be available in a third location (i.e. locker room, other locations in home venue, etc.).
- Coaches’ video sideline and endzone angles must follow the FBS Video Coordinators National Co-Op shooting rules and regulations that specifically define when the video for each play should start and end and the video coverage/angle for both feeds. The endzone angle must be the same

endzone angle that the team uses for exchange. Any team video content captured or shared outside the play itself is not permissible.

- No other data, including team generated data, will be allowed on the devices or the capture servers.
- The devices can only be used for in-game video, which is defined as 90-minutes prior to kickoff until the end of the game, plus the ability to use them for postgame review (end of day after game).
- For non-conference games, both competing teams and conference offices shall work together prior to the start of the season to confirm the in-game video systems will function properly. The home team must provide reasonable support to the visiting team in-game video system. When both competing teams use DVSport, the home team coaches' video will be the video supplied. If the vendors are different, the preferred solution would be to provide fiber infrastructure to both team coaches' video. If fiber is not available for both teams, the home team coaches' video will be supplied to both team's in-game video system.
- Home game management is permitted to credential in-game video technicians and those individuals are NOT included in the team's 50 bench credentials.
- If, at any point during the game, there is a total system failure of the feeds or connectivity from the replay system/central server to in-game video system, the on-site in-game video personnel, Purple Hat, or a representative from the affected institution should notify the other Purple Hat as well as the respective Conference Office. The following situations will be considered as a total system failure requiring the opposing institution to discontinue the corresponding use as set forth below.

Description of System Failure	Effect on opposing institution when equity rule is invoked
Entire in-game video system (sideline cart and tablets) on sideline and in coaches booth is not operational	Relinquish use of all tablets on the sideline and coaches booth.
Sideline (SL) angle not available on all tablets	SL angle will be removed from tablets
End zone (EZ) angle not available on all tablets	EZ angle will be removed from tablets
Sideline cart and all tablets on the sideline are not operational	Relinquish use of all tablets on the sideline only
Coaches booth and all tablets in the booth are not operational	Relinquish use of all tablets in the coaches booth only

- All in-game video on-site support representatives must wear a purple hat with "IGV" on the front of the hat.
- Any violation above and beyond any in-game penalty will be administered by each respective Conference Office.
- For all non-conference games, both teams and conferences (where applicable) will confirm their in-game video plan, in writing, no later than June 1 preceding the upcoming game.

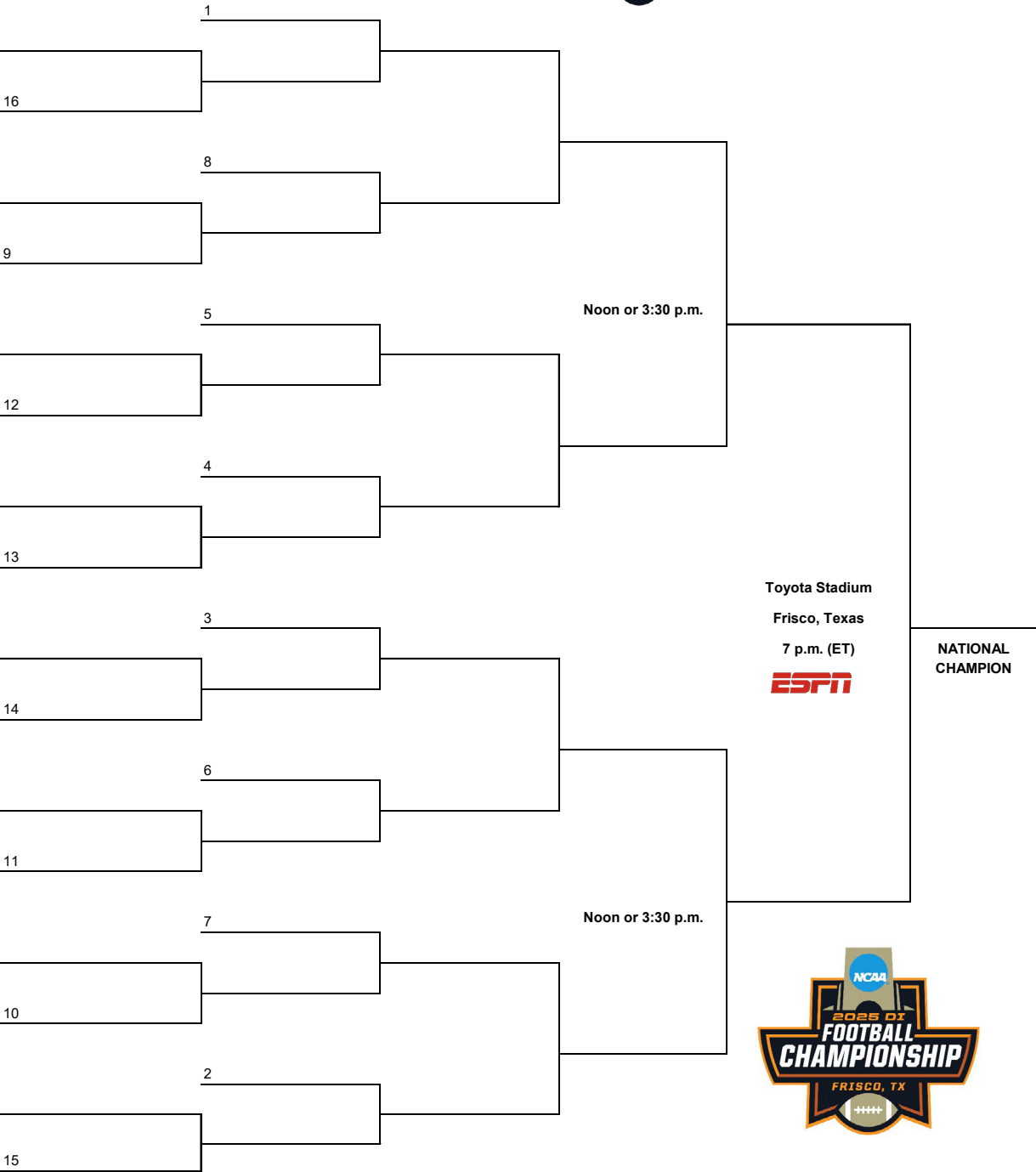
- Example standard boilerplate language: Team A *(insert team name)* will or will not *(select one)* use in-game video and Team B *(insert team name)* will or will not *(select one)* use in-game video for their game on *[insert date]*. Team A *(insert team name)* will use *[insert vendor]* and Team B *(insert team name)* will use *[insert vendor]*. Both teams will confirm this information by June 1 each year.
- Prior to each game, there will be a required IGV pregame test to verify the IGV equipment is functioning correctly. This meeting will take place 135 minutes (2hrs & 15mins) prior to the game. The visiting team will test first, followed by the home team. The testing will take place on each team's sideline near the sideline tablet carts. The following personnel are required to attend the meeting: team personnel (Video Coordinators, DFOs, others), IGV on-site technicians, and home game management. Each team should have all tablets present for the test. The on-site IGV technicians will work with the video coordinators to confirm all team IGV equipment (carts & video feeds) is working properly. After the completion of the test, home game management should provide an IGV update at the pregame (105 or 110-minute) meeting.

Appendix B • Bracket



2024 NCAA Division I Football Championship

First Round November 30 Second Round December 7 Quarterfinals December 13/14 Semifinals December 21 Final January 6



* Host Institution
All times are Eastern time. Information subject to change.
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Appendix C • 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) and F10060 (NFL Cut).
4. Uniforms.
5. Visiting team arrival at game site and tentative transportation plans (e.g., bus, charter).
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 40 individuals receiving sideline passes (including coaches) due at the pregame meeting.
11. Visiting team lodging plan (e.g., confirm use of the hotel reserved by the host, staying overnight after the game).
12. Arranging for transportation to and from practice and game (at the expense of the team).
13. Alcoholic beverage sales with prior approval from NCAA.
14. Establishing practice schedule and coordinating with scheduled activities sponsored by the host institution.
15. Press box arrangements (e.g., space for coaches).
16. Coaching communication devices (e.g., headsets) must follow the limitations in Playing Rule 1-4-12.
17. Medical service and assistance available. (Refer to Medical Arrangements in Division I General Section of the Prechampionship Manual).
18. Medical evaluation tents. Visiting institutions must bring their own. No corporate logos.
19. Squad size limitation, per diem, etc.
20. Pregame warmup areas.
21. Ball boys/girls for both teams must be secured by the host team.
22. Arrangements for VIPs and name of official institutional representative at the game.
23. Note that the handbook states no complimentary tickets will be issued. Review arrangements and number of tickets available for competing teams and locations. Discuss deadline to return unused tickets.
24. Visiting institutions must inform host tournament manager no later than Monday by 5 p.m. if they plan to bring their band.
25. Seating arrangements for visiting team band, if necessary.
26. A maximum of 12 spirit squad and/or pompom team members, along with one spirit squad head coach will be allowed on the field during the game.
27. Remind teams that expense reimbursement must be submitted via the NCAA Travel Expense System.
28. No television broadcast under any circumstances without approval from the NCAA national office.

29. 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.
30. 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.
31. Sideline hydration equipment and product (NCAA-supplied for quarterfinal and semifinal rounds only).
32. 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.
33. Snow removal plan. This plan should include the playing area and spectator areas.
34. 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.
35. Championship Environment. The host institution may generally conduct the preliminary-round game as it would during the regular season from an environment/atmosphere standpoint. Remain respectful and nonderogatory. With the exception of introduction video, only NCAA/Van Wagner content should be used on video and ribbon boards.
36. Host institutions are encouraged to extend the utmost courtesy to the competing teams.
37. Remind institutions of the misconduct statement, which will be reviewed at the pregame meeting, and the crowd control policy.
38. Host sites for the next round of games will be announced late Saturday night.

Appendix D • Pregame Schedule Example

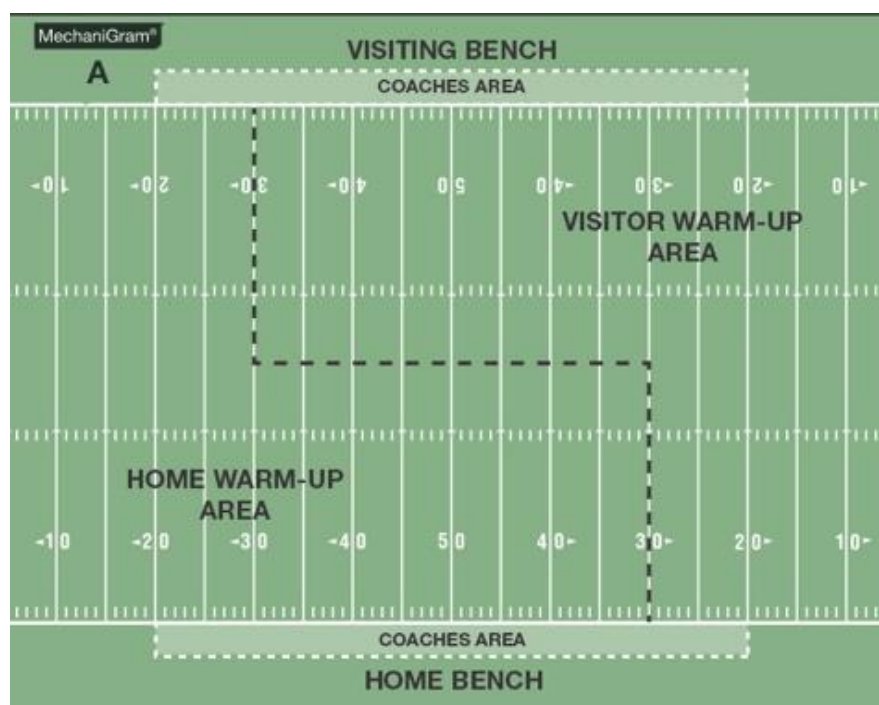
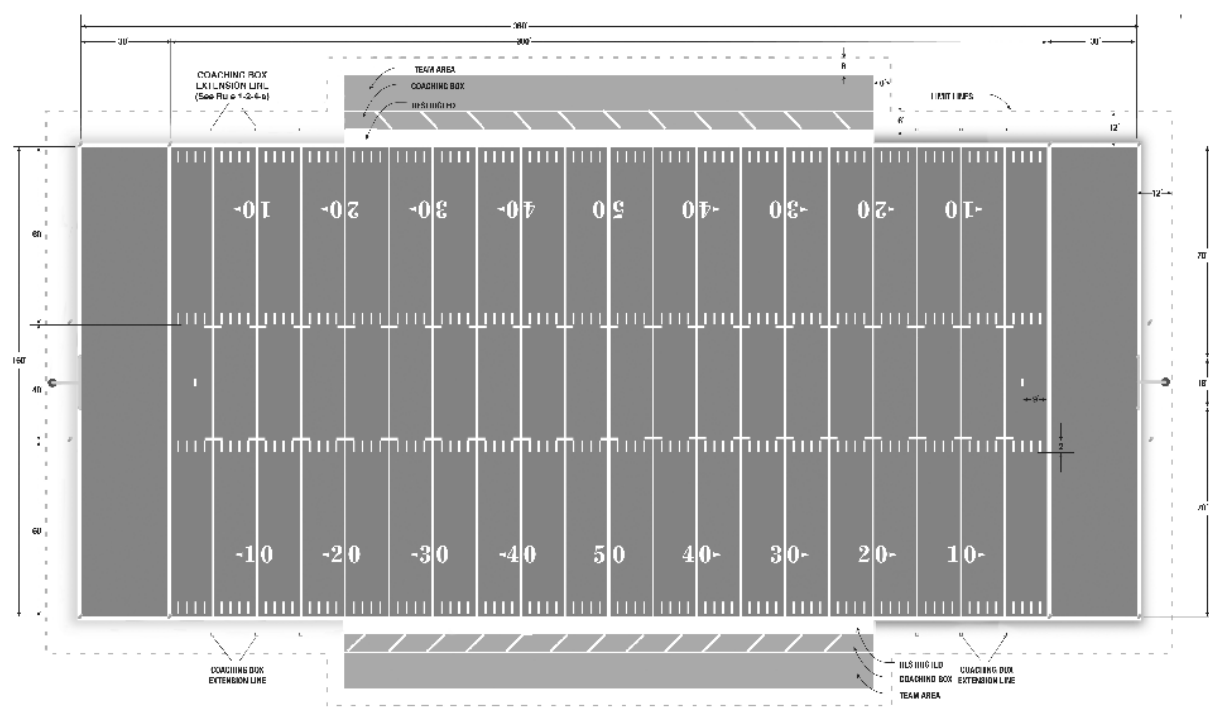
Preliminary-Round Pregame Schedule Example

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.	Public address introductions of starting lineups.
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 E • 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 F • 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 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.