

GRIDIRON GREATNESS

HOST OPERATIONS 2026-27 MANUAL

Division I Football

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

Role of Committee. The NCAA Division I Football Championship Game shall be conducted in accordance with the general policies established by the NCAA Division I Football Oversight Committee and shall be under the control, direction and supervision of the NCAA staff and the NCAA Division I Football Championship Committee, subject to the standards set forth in NCAA Bylaw 31 and the NCAA Division I Football Prechampionship Manual. Except as otherwise expressly set forth herein, all activities and events associated with the championship are to be administered and/or approved by the football championship committee and NCAA staff.

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

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

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

NCAA MISSION STATEMENT

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

INTRODUCTION

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

ROLE OF HOST INSTITUTION/CONFERENCE

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship as prescribed by the bid specifications.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to preserve the mission of the championship. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, promotion and marketing of the event, and fiscal responsibility and commitment to the NCAA's core values-leadership, inclusion, communication, collaboration and accountability.

The NCAA expects its championship host institution/conference to sustain a welcoming, safe and supportive culture. Hosts play a central role in maintaining an inclusive environment on-site at NCAA championship events.

NCAA COMMITTEE

NCAA Division I Football Championship Committee. The administration and conduct of the NCAA Division I Football Championship shall be under the immediate jurisdiction of the NCAA Division I Football Championship Committee. Current members of the committee can be found at the following link: **web1.ncaa.org/committees/#/reports/roster?committeeCode=1AAFB**

NCAA STAFF

Tournament Operations – Point
Ty Halpin
Phone: 317-917-6136
Cell: 317-966-6784
Email: **thalpin@ncaa.org**

Tournament Operations – Point
Corey Bray
Phone: 317-917-6076
Cell: 463-302-2048
Email: **cbray@ncaa.org**

Tournament Operations
Antonio Cannavaro
Phone: 317-917-6956
Cell: 463-237-0178
Email: **acannavaro@ncaa.org**

Tournament Operations
Sam Gillas
Phone: 317-917-6382
Email: **sgillas@ncaa.org**

Championship Presentation In-Venue
Annelise Hackney
Phone: 317-917-6292
Cell: 317-440-9937
Email: **ahackney@ncaa.org**

Media Coordination
David Lentz
Phone: 317-917-6139
Cell: 317-640-7298
Email: **dlentz@ncaa.org**

Tickets
Jared Kramer
Phone: 317-917-6631
Cell: 317-478-1436
Email: **jkramer@ncaa.org**

Championship Presentation Branding and Signs
Nathan Arkins
Phone: 317-917-6709
Cell: 317-987-6847
Email: **narkins@ncaa.org**

Corporate Relations
Thad Vandeventer
Phone: 317-917-6943
Cell: 317-625-3447
Email: **tvandeventer@ncaa.org**

Marketing
Tricia Krummen
Phone: 317-917-6534
Cell: 317-341-2782
Email: **tkrummen@ncaa.org**

Digital/Social Media
Karah Martin
Phone: 317-917-6137
Email: **kemartin@ncaa.org**

Broadcast
Kristen Jacob Smith
Phone: 317-917-6584
Cell: 317-363-6410
Email: **kjsmith@ncaa.org**

GAMES COMMITTEE

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

Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Beer, wine, spirits and other alcoholic beverages (e.g., 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; and
    - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general 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, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

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

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

TOBACCO PRODUCTS

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

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. Per NCAA policy, 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 and ancillary event sites will be in compliance as of the dates of the championship and ancillary events. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event or an ancillary event site 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 review the request.

Section 3 • Bands/Spirit Squads/Mascots

BAND COMMUNICATION

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

Bands, or any component thereof, are allowed to play during timeouts (except when designated NCAA promotions are occurring), halftime, and before and after the competition. Bands are not allowed to play during the game, once the ball is spotted and the umpire backs away from the ball. There will be a short videoconference between each band director, Van Wagner and Annelise Hackney of the NCAA to go through game protocol and answer any questions. Annelise Hackney will schedule the videoconference.

BAND PRACTICE

Confirm and coordinate band practice times on Sunday, Jan. 10 (if applicable), at a nearby venue with host operations staff and Annelise Hackney (317-440-9937) by Monday, Jan. 4. Team bands may practice before the championship game.

DRESSING ROOMS

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

SPIRIT SQUADS

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

All spirit squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). Neither the NCAA nor the host institution/conference shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of spirit squads and their activities, yells and stunts are solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for all routines its squad may choose to perform.

Section 4 • Broadcasting/Digital

BROADCAST

General Guidelines and NCAA Copyright. The NCAA retains exclusive copyright to all audio (natural sound) and video footage (television, radio, Internet, photographs, etc.) to all NCAA championship rounds. Local venues, local organizing committees and/or host institutions must gain written permission to license NCAA championship footage after the completion of the event. This includes any use of an in-house video board system and all audio/video historical recordings of NCAA championships. The television or radio entity that originated the game(s) must give permission for use of announcer calls of NCAA championship broadcasts. For more information on NCAA footage licensing, please visit ncaaorg.s3.amazonaws.com/championships/resources/media/broadcast/CHA_FootageUsageLicensing.pdf.

Banners. Television broadcast entities may display a maximum of two television banners at NCAA championship sites. The television banners may only display the name and logo of the broadcast network. Television (i.e., ESPN) may have only two banners. Local radio or student radio may not display banners at NCAA Championships. The NCAA staff on site must approve of the designated location of the network banner placement(s).

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

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

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

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

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

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

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

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

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

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

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

Mult Box. The NCAA and ESPN shall be the only media entities able to film/tape an NCAA championship when exclusive broadcast television rights have been granted. ESPN shall provide an audio/video press mult box for local television stations to take a feed if the broadcast entity has production facilities on site (e.g., mobile unit). Venues need to provide two 8-foot tables in close proximity to the television truck for the mult box set-up. Venues should provide adequate power based on the projected estimate of TV stations that will be at the championship according to the NCAA media coordinator.

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

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

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

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

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

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

Radio Rights. Broadcast of the championship game must conform to the general broadcasting policies established by the Association. All stations broadcasting a game will be required to apply for the rights by filling out the radio rights request form found at **web1.ncaa.org/radiorights/policy.html**.

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

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

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

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

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

Section 5 • Championship Operations

ADMINISTRATIVE MEETINGS

1. **Participant Call.** A videoconference call with the NCAA Division I Football Championship Committee, NCAA representatives, representatives from the host and the athletics directors, head coaches, ticket managers, sports information contacts, and other necessary athletics department staff members of the competing teams will be conducted at 11 a.m. Eastern time, Monday, Dec. 21. The NCAA national office will make the arrangements for the call.

2. **Administrative Meeting.** The chair of the NCAA Division I Football Championship Committee will conduct an administrative meeting at 4:30 p.m. local time Sunday, Jan. 10. All directors of athletics, head coaches, sports information contacts, television personnel, officials, video board producer, public address announcer, security representatives, game management staff and representatives of the host shall be in attendance. Details of the championship game will be discussed and the committee will be present to answer any questions concerning game administration.

3. **Security.** A virtual meeting between members of the NCAA Division I Football Championship Committee, representatives from the host and security personnel shall be held on Sunday, Jan. 10.

PERSONNEL

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

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

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

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

GAME PRODUCTION

Coach-to-player Communication. Coach-to-player communication is permitted in all rounds of the NCAA Division I Football Championship. Please reference Appendix A for full details and how it applies to the championship.

Communication. The host shall provide the football championship committee and NCAA staff, if requested, with at least 15 two-way radios (and earpieces) to be used by the games committee and NCAA staff during the conduct of the game. Two of the radios should be on a separate frequency to be used by the committee and a designated game management staff member. The remaining radios should be on the same frequency as game management.

Competition Time. The NCAA Division I Football Championship Game is tentatively scheduled for a 6:30 p.m. local time kickoff. Annelise Hackney of the NCAA and Van Wagner (VW) will be the primary contacts for pregame event production and timing. Host staff should also be appointed to serve as points of contacts for this role. On game day, these individuals will be on the field and/or in the press box to manage the timing and event production.

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

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

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

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

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

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

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

In-Game Video. Standard tablets for in-game video only are 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.
- A conference may develop a policy to provide guidance in handling situations dealing with tablet failure.

Please reference Appendix D for Additional In-Game Video Policy for Football Championship Subdivision (FCS).

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

Each competing team's band shall be granted six minutes of the 18-minute halftime entertainment period. Six minutes will be reserved for the host agency. If a competing team's band is not available, the NCAA may use its allotted time. The competing institutions must inform Annelise Hackney of the NCAA not later than Monday, Dec. 28 if their bands, spirit squad, and mascot will be available. A final halftime schedule will be shared with teams during the Sunday, Jan. 10, administrative meeting.

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

National Anthem. The national anthem will be performed prior to the game. All game presentation event participants during the National Anthem will receive a credential that will get them access into the stadium. The credential will be prepared by the NCAA media coordinator.

Starting Line-ups. Each team shall provide to the NCAA media coordinator, David Lentz, not later than Sunday, Jan. 10, its starting line-up for the championship game. This information will be used to develop in-game video board/PA and ESPN broadcast content. Teams may make adjustments to the line-ups up until game time and communicate that information to David Lentz.

Video Board. Video board content is important to the overall championship experience for student-athletes and those in attendance. NCAA staff will work with Van Wagner to develop a comprehensive video board production plan and run of show, including PA announcements, video board content and timing. Host staff will provide video board operational support to Van Wagner during the game and be available during championship week to finalize production planning. NCAA staff will reach out to both teams shortly after they advance to communicate needs and request any team-specific assets needed for the show. A game production meeting is scheduled for Sunday, Jan. 10.

Practice. A practice schedule will be developed by the NCAA Division I Football Championship Committee in consultation with the host.

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

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

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

On Saturday, the home team shall practice from 10:30 a.m.-12:30 p.m. and the visiting team shall practice from 1:45-3:45 p.m. On Sunday, the visiting team shall practice from 1-2 p.m. and the home team shall practice from 2:30-3:30 p.m. Please note that if a team arrives on Friday and desires to practice, the host should work with the team to see if it is possible to accommodate this request.

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

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

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

Any institutions choosing not to practice on-site will still be required to keep the previously established media/social media obligations at the stadium. **No exceptions will be made**.

NCAA and host staff, should be notified immediately if a participating team does not wish to use their scheduled practice time.

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

Expense Reimbursement Form. Expense forms with instructions will be available online if you are logged into the membership side of ncaa.org at **travel.ncaa.org**.

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

Travel Party/Squad Size. The official traveling party for the NCAA Division I Football Championship Game shall consist of 145 persons. Transportation expenses and a $215 per diem will tentatively be provided for each member of the travel party.

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

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

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

Section 6 • Championship Presentation/Fan Engagement

TEAM INTRODUCTIONS

For pregame team introductions out of team locker rooms, the NCAA will supply enhancements and special effects. As such, teams will not be permitted to bring their own tunnels, smoke machines or other devices. Pregame introductions will be a coordinated by the NCAA; teams will take the field once given notification from the NCAA, per the pregame timing sheet. Spirit squads, mascots and bands are encouraged to participate in team introductions by leading teams onto the field, performing or using flags and approved props. Coordinate participation and timing with the game presentation team in advance.

VIDEO BOARD CONTENT AND PUBLIC ADDRESS SCRIPTS

NCAA championship hosts are required to utilize NCAA-provided public address announcer scripts, runs-of-show and video board content. Host and participating team messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognition and sponsorships.

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance.

Questions related to video board content logistics should be directed to:

Brandon Anthony
Senior Producer Van Wagner
Telephone: 925-354-5721
Email: **banthony@vanwagner.com**

NATIONAL ANTHEM

The national anthem should be performed by the bands from the two advancing teams whenever possible. If a school band is unavailable and an alternate performer is needed, please follow the guidelines below when selecting a performer.

- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- Performances should not come at a cost and will not be reimbursed by the NCAA.
- A brief description and "thank you" for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable).
- Highly recommend a pre-event rehearsal with the performer(s) and others involved.

AFFILIATED AWARD RECOGNITIONS

If appropriate, award winners who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite Scholar-Athlete award, ADA player of the year awards).

MILITARY INVOLVEMENT

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. Performances have included, but are not limited to: national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases around the national anthem, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person who would in turn discuss with the NCAA Corporate Relations and Game Presentation teams as some elements may be influenced by partnership agreements.

Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead team to coordinate.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band… and for all of the American military service personnel who they proudly represent.").
- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA Corporate Relationships team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA point person if providing complimentary access to watch the championship before or after their presentation is appropriate and possible.
- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night "Military Appreciation Day/Night." This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

Section 7 • Competition Site

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

ATHLETIC TRAINING

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

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

COACHES' PRESS BOX BOOTHS

The home and visiting team coaches will be assigned a press box television booth. Consistent with NCAA Playing Rules, the host shall ensure that each coaches box is equipped with a monitor for the display of live television. These monitors shall not include replay or recording capabilities. Individuals in the coaches' boxes will need one of the 36 sideline passes provided to each team.

CONTRACTS/BUDGETS

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

ENTRANCES

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

1. **General Public Entrance.** General public entrances shall open 150 minutes prior to the start of the game. Information shall be posted at each gate reminding ticket-holders of prohibited items. Gates shall close at the start of the 4th quarter of the game.

2. **Student-Athlete/Guest Entrance.** All patrons holding student-athlete/guest "complimentary" tickets shall be admitted through a special gate.

3. **Bands/Spirit Squads/Mascots.** Uniformed band members, spirit squads and mascots must enter the stadium as a group. The visiting team band will enter the stadium and proceed directly to their seats. The home team band will enter the stadium and proceed directly to their seats.

4. **Team Buses.** Team buses will drop student-athletes, coaches and support personnel off at the below times:

   Team #1 Scheduled Arrival: 3:15-3:25 p.m.

   Team #2 Scheduled Arrival: 3:35-3:45 p.m.

5. **Media Entrances.** The media shall have a dedicated entry to the stadium.

6. **Media Elevator.** Media should have access to the press box area through an elevator. Credentials shall be required to use the press elevator.

7. **Officials.** The officials shall enter through a dedicated entry point.

8. **Participant Entrance.** The participating teams shall enter the competition site through a dedicated entry point.

ELECTRICAL REQUIREMENTS/LIGHTING

The competition site shall provide the following electrical service, all fed from the same transformer or the same distribution panel:

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

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

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

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

FACILITY AVAILABILITY

The stadium and the surrounding area (i.e., parking lots, frontage property and any other adjacent area that the competition site may provide to the NCAA) must be available for move-in from 9 a.m. Thursday, Jan. 7, through Monday, Jan. 11, for the purpose of preparing for, practicing for and conducting the NCAA Division I Football Championship Game. During that period of time, the competition site will be clean and accessible, and conditions must be safe and of championship caliber.

LOCKER ROOMS

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

2. Teams. Upon arrival, the head equipment manager for each team shall be provided with one locker room key. Locker rooms shall be available for team set-up by Friday evening, Jan. 8. Team equipment delivery instructions should be provided to teams prior to Friday. Following delivery, the institution's delivery vehicle should use the team hotel for overnight parking.

    - Each team should have a portable storage pod available to them. These pods should be placed on each team's respective practice field.

    - White, nonlogo towels, soap, ice and beverages will be provided in each locker room. Teams should be provided a contact to share their locker room supply needs.

TAILGATING

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

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

SIGNAGE

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

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

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

1. Alcoholic Beverage Advertising. Advertising displays at the competition, practice and/or ancillary event site(s) for liquor, tobacco, beer or wine companies or organizations promoting gambling are prohibited.

2. External Signs. All exterior competition site corporate and/or professional franchise identification must be covered and must be covered with décor elements as specified by the NCAA at the LOC's expense.

3. Commercially Named Competition Sites. Commercially named competition, practice and ancillary event site(s) may display two preexisting interior signs with the competition, practice and ancillary event site(s)' name at the top of the competition site (excluding the scoreboard), with placement designated by the NCAA. The competition, practice and ancillary event site(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion/Partner, the NCAA in its sole discretion, may allow additional branding of the commercially named venues.

4. Electronic Messages. No host or venue-specific messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championships and alliances staff liaison.

5. Media Banners. Only ESPN and the NCAA may display banners in the stadium. No other radio or television outlet may display a banner. ESPN may display only two banners.

6. NCAA Branding. A shipment of NCAA Division I Football Championship signage will be delivered to the stadium prior to the championship and will be installed by stadium staff and Sport Graphics of Indianapolis, Indiana (317-899-7000) and their local subcontractors. The comprehensive signage package consists of exterior competition site branding, inner bowl branding, and club and suite-level branding for the NCAA and the NCAA Division I Football Championship.

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

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

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

SOUND

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

STADIUM SETUP

The stadium should be prepared and set in accordance with the NCAA football rules. An inspection of the stadium will be conducted by the NCAA Division I Football Championship Committee on Saturday, Jan. 9.

TEAM BENCHES

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

VIDEOTAPING

There shall be an area for team videotaping in the stadium. Members of the video crews should apply for credentials indicating they are team video crew members. Team video crews may arrange to visit the video locations prior to game day by contacting a designated member of the host staff. For team practices, two lifts will be available on each practice field (end zone view and sideline view) for team video personnel and equipment.

Section 8 • Critical Incident Response/Emergency Plan

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

- Lightning and/or severe weather conditions
- Natural disaster and/or damage to stadium superstructure
- Terrorist or unspecified threat to the safety of the event
- Stadium power failure
- Serious injury of a player, coach, game official, team representative or spectators
- Fatality before game day or arriving at stadium
- Fatality during competition

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

If weather conditions could alter the approved schedule, the tournament director must contact the NCAA championship administrators before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

LIGHTNING AND WEATHER DETECTION SERVICE

It is expected that the host institution will identify one or more tournament staff members 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 host or tournament director is encouraged to contact a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

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.

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. Additional resources are available for reference in the **NCAA Safety and Security Best Practices**.

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

- Designated host staff.
- Referee.
- NCAA Championship managers and other necessary NCAA Staff (i.e., broadcast, game presentation, media coordination).

- Division I Football Committee chair.
- Each team's lead administrator.
- Television producer(s).

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

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

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

MEDIA PLAN

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

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

Media Plan Guidelines

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

Emergency Plans	
1.	Ensure that all staff understands the importance of knowing what to do during an evacuation. It is important that staff know the nearest exit, know the location of a secondary exit, make sure that all exit paths are clear, and direct guests away from the emergency and to the nearest exit. The evacuation should be discussed at every event and reviewed periodically during the event to ensure that all the staff understands the importance.
	Ushers/Ticket takers/Security have had an orientation
2.	The stadium emergency plans are to be comprehensive documents that include, but are not limited to, the following topics: • Immediate actions to be taken when incident occurs. • Possible cause of incidents, natural (weather) or as a result of actions taken by people. • Responsibilities: police, fire, stadium, club. • Evacuation routes, including alternate routes. • Communication protocols. • Command protocols. • Isolated area evacuation. • Full stadium evacuation. • Actions to be taken with constituent groups (i.e., teams, officials, media, nonessential staff). • Control elements of restricting access, cordoning areas, searching areas, dealing with the cause of the incident. • Media management. • Major medical incident responses. • Morgue provision. • Government agency involvement. • Sustaining the operation. • Recovery from the incident. • Alternate staging areas for the recovery phase.

SNOW REMOVAL POLICY

If snow is in the forecast for game day, the host institution tournament manager, NCAA site representative and facility manager must meet with the Referee before the game (during the 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 (PAT) or field goal attempt. They may do so by hand or foot. No machinery, equipment or assistance from field maintenance staff or anyone else can be used during a place kicking attempt. Additional clearing of a kicking spot (other than by the players) is prohibited.
- It is not permissible to clear any 10 yard intervals when an offensive team is inside its opponent's 20 yard line to get a potential open spot for the placement of a field goal or PAT attempt.

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

Section 9 • Drug Testing

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

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual at the following link: **NCAA Drug Testing Program**

Section 10 • Equipment

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

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

GAME BALLS

The Wilson F1002 (GST – Red), F1003 (GST – Tan), F10053 (Omega), F10060 (NFL Cut) and F10094 (GRT) footballs are the official balls for the NCAA Division I Football Championship. Prior to the championship game, a total of 18 game balls and 14 autograph balls will be sent to the host. Nine of the game balls should be the same model number as being used by the visiting team. The remaining nine balls should be the same model number as being used by the home team.

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

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

PRINTERS AND COPIERS

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

TEAM BENCHES

Host staff will ensure that the following equipment is provided and in place on each team's bench area on game day:

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

SHIPPING AND STORAGE

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

STORAGE AREAS

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

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

Section 11 • Health and Safety

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the **NCAA Health, Safety and Performance.** 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 **NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events** and the **NCAA Sports Medicine Handbook**.

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

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

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

COACHES, OFFICIALS, EVENT STAFF AND SPECTATORS

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

CONCUSSION MANAGEMENT

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

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

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

FIRST AID

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

MEDICAL STAFFING

1. Host Medical Staff. It is the responsibility of the host conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

2. Travel Party. Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits though institutional funds. Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room. Competition site access can be secured by acquiring session tickets though purchase or an institutional pass list.

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

4. Communication. Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

PORTABLE IMMERSION TUBS

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

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

X-RAY MACHINE

If necessary, teams should use the X-ray machine if available at the stadium. Teams should consult with the medical support staff to schedule usage.

Section 12 • Hospitality/Events

ALUMNI PREGAME HOSPITALITY TENTS

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

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

STADIUM HOSPITALITY SUITES/TERRACE SEATING

The NCAA and the host will provide a complimentary 20-person suite at the stadium for each institution. Each institution will be given 20 suite tickets, which will be distributed to each team ticket manager through their mobile ticket account.

Each institution should work with a member of the host staff to order food and beverage for its suite. The cost of catering is the responsibility of each team. The host is responsible for managing the sale of suites for the championship game.

A minimum of one additional suite will be held until Friday, Jan. 1, for sale to individuals or groups affiliated with the participating teams. A member of the host staff should be appointed for institutions to contact if interested in purchasing additional suites.

In addition to the suites, a separate covered section will be offered to each institution. There may also be hospitality available for purchase.

COMMITTEE SEATS

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

NCAA EXPERIENCE

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

Section 13 • Hydration Product

BODYARMOR

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

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

If you have any questions regarding any of this information, please contact Ty Halpin (317-917-6136; **thalpin@ncaa.org**) or Corey Bray (317-917-6076; **cbray@ncaa.org**).

Section 14 • Insurance

LIABILITY

If event is held on-campus:

Host institution/conference must maintain:

a. Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
   - $1,000,000 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 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:
   - $1,000,000 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:
   - $1,000,000 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, an LOC or the venue shall include mutual indemnification language.

2. If an Unmanned Aerial Vehicle (UAV) or Drone will be used by the hosts or venue or its contractor, $1M in liability insurance coverage shall be procured and maintained for third party body injury, property damage or privacy with no exclusion for loss arising from electronic malfunction.

3. Certificate must be submitted to NCAA 30 days prior to competition.

4. Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.

5. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.

6. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. Any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

Section 15 • Lodging

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

MERCHANDISING

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

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

Section 16 • Media Services

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

ALL-TOURNAMENT TEAM

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

AUDIO/RADIO BROADCASTING/INTERNET

Please log on to **ncaa.org/championships/media-center** for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

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

CREDENTIALS

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

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

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

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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

CREDENTIAL BOARDS

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

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include at a minimum: final statistics and results. Additional items that may be included in the final book are: cover sheet, recap, postgame notes, all-tournament team, quotes and/or a play-by-play summary

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

FLIP CARDS

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

INTERNET POLICY

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

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

Internet Live Statistics. The current live statistics policies can be found at **ncaa.org/championships/media-center**.

MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator shall notify each school that qualifies for the championship their plan for media guides and/or postseason guides and whether it is necessary to bring printed copies or provide digitally. If copies are being shipped, the media coordinator should provide an overnight address where schools can send them.

MEDIA ACCOMMODATIONS

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

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

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

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

NEWS FILM AND VIDEO CAMERAS

Please visit ncaa.org/championships/media-center for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

In sports where a specific pool reporter policy does not exist, the NCAA media coordinator or in the absence of one, the host media coordinator, will identify an individual to serve as the pool reporter prior to the start of the event. The pool reporter will be used if it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest. Interpretations are not given if the situation in question is a judgment call.

The pool reporter shall accompany a member of the sport committee (or the NCAA site representative) to the official's locker room to receive an interpretation in order to enhance the public's understanding of activities that occurred during the contest.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is on-site, they are able to answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present.

PERSONNEL

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

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

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

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

- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

NEWS CONFERENCES

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

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

A 30-minute open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. A team open locker room can include both the formal locker room and/or adjacent areas. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

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

Team Championships with a Formal News Conference. The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The home team will report to the interview room immediately following the completion of the visiting team's press conference.

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

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

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

News Conference Moderator Duties

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

6. Limit the losing team to 10 minutes and the winning team to 20 minutes.

7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

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

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

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

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

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

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please refer to information **here** for further information regarding photography done at the championships.

PHOTOGRAPHY AREA POLICIES

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

RADIO/INTERNET AUDIO COVERAGE

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto **web1.ncaa.org/radiorights/policy.html**.

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

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

SECURITY

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

STATISTICS REPORTING TO THE NCAA

For all sports, email one set of complete results, as well as the all-tournament and most outstanding player selections to the NCAA Statistics Department (**ncaastats@ncaa.org**).

The host sports information director, media coordinator or other designee is responsible for reporting official championship results to ncaa.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please email the information below to **NCAA-Editorial@warnermedia.com** in the following format:

Institutions should send all information as follows:

- Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- On the final day, the email should include the all-tournament and Most Outstanding Player selections.

TEAM VIDEOGRAPHER

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

INTERNET

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

TELEVISION

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

LIVE STREAMING

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

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

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

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

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

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

Local News

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

Venue Information

Host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map and details, etc.
- 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 and Transportation Information

It is permissible, and encouraged, to share travel information such as local hotel options, car rental, public transportation, etc., within the microsite for consumer knowledge. Links should direct away from the microsite and no mention of company names are to be included within the copy of the microsite.

EXAMPLE: “For hotel options within the {CITY NAME} area, please click here” (link can be to city tourism page or visitor’s bureau, etc.).

Dining, Shopping and Attractions

The following topics are permissible and encouraged to house within your microsite but must link away from the main page:

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

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.

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 that is covered by the NCAA. You should link back to the official NCAA championship page, when applicable. The championship manager can provide this information, as needed.

Travel Information

Hotel, car rental and other travel accommodations should link to **ncaa.com/travel**.

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**.

If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion, as needed.

Logo Usage

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

Social Media

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

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:

- This page should be titled, "Local Contributors."
- Do not use any other reference such as "sponsors" or "partners."
- Contributor name can be listed in text format only. No corporate logo usage is permitted.
- The NCAA logos should not be included within this specific page.
- Include text at the bottom of the page indicating that the Local Contributors are not official sponsors of the NCAA.

Microsite Examples

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

- **Visit Oklahoma City/Women's College World Series**
- **University of Wisconsin/Division I Cross Country Championship**

PLEASE NOTE: A reminder the website should be clean of any and all corporate sponsor marks. Additionally, the information provided regarding local travel accommodations, restaurants, or the like must link away from the microsite completely. Final approval of the city-specific microsite will come from the NCAA event marketing, ticketing and/or branding team. Prior to the microsite URL going live, please share with the championship manager to begin the official approval process.

PHOTOGRAPHY

Championship Photography Coverage

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. NCAA or host staff may hire an additional photographer to cover other competition days or ancillary events. In those instances, each hired photographer must complete the photography services agreement.

Credentials and Photo Sales

All photographers must agree to the NCAA Championship Photography Terms and Conditions when requesting a credential. Credentialed photographers may not sell or independently license NCAA championship images.

Access and Editorial Use by NCAA Member Institutions

Images from NCAA Division I and National Collegiate Championships will be available to NCAA member institutions through NCAA Photos on a per-image basis for permitted editorial use.

For access to available championship images, contact NCAA Photos at **info@ncaaphotos.com** and provide the desired use, championship, institution and identifying information for the requested image(s). Fees may apply for image retrieval, transfer or fulfillment depending on the scope and complexity of the request.

Permitted editorial use includes official NCAA member institution athletic department websites, social media, digital communications, media guides, game programs, annual reports and other official athletics publications. Images may not be sold, sublicensed, transferred to a third party or used in advertising, sponsorship, merchandise or other commercial or promotional activity without separate authorization through Getty Images.

Credit images, where a credit appears, as follows: ©Photographer's Name/NCAA Photos.

Additional Photography Services

NCAA Photos may offer custom photography services directly to NCAA member institutions for coverage. Any such services will be subject to separate fees and terms.

Commerical, Promotional and Other Uses

Any use beyond the permitted editorial uses described above, including advertising, sponsorship, merchandise, licensing, commercial promotion or use by a third party, must be reviewed and licensed through Getty Images.

For questions regarding those uses, contact Maxx Wolfson at **maxx.wolfson@gettyimages.com**.

To license NCAA championship photography through Getty Images, visit **NCAA photography on Getty Images**

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 collaborations 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 social team through the championship's manager.

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 Jeffrey Donely at **jdonely@ncaa.org**.

Section 17 • Merchandise/Licensing

ADMINISTRATION

The NCAA licensing department has oversight of 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 92 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.

b. Locked and supervised storage adequate to accommodate all championship merchandise

c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. 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. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.

f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.

g. Selling locations that are well displayed and fully stocked prior to the public's access to them.

h. Strict adherence to the merchandising and display standards as outlined below:

- Merchandise made available for sale at all times during the event.
- Each item neatly displayed with correct prices clearly marked.
- Merchandise should be neatly folded at all times.
- Neatly dressed personnel that are customer-oriented.
- Skirted tables for display and checkout.
- Display boards and grids to properly display product at all selling locations

- Selling locations located in high traffic and easily located locations.
- Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
- Keeping selling areas clean and neat at all times.
- 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 cost.
- Calling Event 1, Inc. to request reorders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.

j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.

k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.

l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20% commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15% of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship. Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

DIVERSE SUPPLIERS

The NCAA encourages and requests that local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary goods and services for awarded championships.

Section 18 • Officials

AWARDS

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

COIN TOSS

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

CREDENTIALS

The game officials will receive their credentials at the headquarters hotel upon their arrival on-site.

ENTRANCE

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

FEES

The NCAA will reimburse game officials for their game fee ($2000, per diem ($45 per day), transportation between their home and the game site in their personal automobile (NCAA rate per mile, only if the official did not fly) and airline baggage fees (up to two bags for officials that flew). Payment to officials will be paid via RefQuest +. NCAA staff will provide officials working the championship with details on how reimbursement will be handled. Instructions on setting up an RefQuest + account will also be provided.

HOSPITALITY

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

INSTANT REPLAY

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

LOCKER ROOM

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

LODGING

Room rate and taxes shall be billed to the NCAA direct billing account. Officials will be responsible for all incidental charges.

MEETINGS

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

OFFICIALS MANUAL

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

PARKING

Officials shall be dropped off. Chain crew members will drive themselves to the stadium and be provided with parking passes.

UNIFORMS

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

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

PATCHES

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

SELECTION

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

The instant replay official and replay communicator will be recommended by the supervisor of officials from the football championship subdivision conference providing the on-field officials and approved by Rod Snodgrass, NCAA National Coordinator of Officials. The Instant Replay Official shall be compensated by the NCAA ($2000 for the Instant Replay Official and $700 for the Instant Replay Communicator). The host shall secure and compensate the two Instant Replay Sideline Assistants each $150. The NCAA will secure instant replay equipment and technicians through DVSport and pay for these services.

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

TELEVISION BOOTH OFFICIAL

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

TICKETS

Refer to Ticketing section.

TRANSPORTATION

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

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

Section 19 • Programs

PROGRAMS

This championship will feature a printed program, which the NCAA and LEARFIELD Publishing has the exclusive right to distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of LEARFIELD before, during and after the event.

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

SUPPLEMENTAL HANDOUTS

LEARFIELD encourages the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes), provided any such materials:

- Are only distributed with the purchase of a program.
- Do not include information available in the program.
- Do not include advertisements.

The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and LEARFIELD approval.

PROGRAM VENDING AND COMPLIMENTARY PROGRAMS

LEARFIELD will enter into an agreement with the official program vendor of the host institution or sponsoring agency listed on the key contacts form, and will supply programs and settlement sheets to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete vending accountability, including full responsibility for inventory. When the requirements listed below (Program Vending Standards) are met, the host institution will receive a 20% commission of net sales for providing these services. Below are the program vending responsibilities of both LEARFIELD and the host, or official program vendor.

LEARFIELD Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Will request a vending agreement from the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by LEARFIELD.
- Will follow up after the event with a settlement sheet.
- Within one week postchampionship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

Host Responsibilities

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Fill out a form for a vending agreement to LEARFIELD prior to the event.
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted number of complimentary programs as specified below:
    - 145 programs per team
    - 75 for media
- Meet the "Program Vending Standards" (listed below) to receive 20% commission of the net program sales.
- After meeting the "Program Vending Standards," LEARFIELD will pay the vendor 20% commission of net sales. The vendor is to keep the commissions earned and cut a check to Learned IMG College for the amount due listed on the LEARFIELD provided settlement sheet within two weeks after the event.
- Fill out a form to create a settlement sheet provided by LEARFIELD, after the event within the time frame specified in the vending agreement

Program Vending Standards

- Receive and take inventory (by counting the boxes and multiplying the number of programs per box) of the programs upon arrival. Notify LEARFIELD of any discrepancies in the quantity received or significant damage to any box of programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.
- Provide an appropriate number of sellers throughout the facility in order to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed at all times. If using tables, please make best effort to make table presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat at all times.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with LEARFIELD.
- Display signage in a professional manner, if provided by LEARFIELD.

- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.
- Below are a few best practices for vending programs:
    - Designate individuals to sell programs and pay them a commission for each program they sell; or
    - Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.
    - Encourage vendors to talk through the stands to sell programs during the Event.

Questions

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

Section 20 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state, local and campus partners who aid in maintaining safe championship events for all athletes, coaches, officials, fans and staff.

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all-hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources to support the NCAA Championship event.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the critical incident response team form when completing the bid via the Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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

WEATHER

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship managers with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule before making or announcing any formal changes. Additional resources are available for reference in the **Safety and Security Best Practices**.

Weather Monitoring Systems and Environment Schedule Changes

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 host or tournament director is encouraged to contact a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

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

The host or tournament director is encouraged to contact a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

Section 21 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Control of Ticket Sales.** NCAA shall control all ticket sales for the championship and may assign specific responsibilities to the local organizing committee (LOC), host institution or conference, and competition venue, as needed.

2. **Primary Ticket Sales.** All primary ticket sales will be managed by the NCAA through its agreements with AXS, Ticketmaster, Paciolan and other authorized providers. The LOC/host and competition venue must fully cooperate with the NCAA's official ticketing vendors and partners (e.g., primary ticket sales system provider, official ticket and hospitality provider, official ticket exchange).

   The NCAA shall not be responsible for securing exemptions from any exclusive contracts held by the LOC/host, competition venue or surrounding areas/facilities. Nor shall it be liable for any buyouts or other actions required to obtain such exemptions.

   Unless specifically granted an exception, the NCAA requires the competition venue to use a ticket scanning system at all public access points. The venue's ticketing system will be used for access control, box office walk-up sales and day-of-event ticketing issue resolution.

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

   The NCAA shall also determine the allocation and location of all ticket allotments (e.g., team tickets, LOC/host tickets, bands).

   The LOC/host or competition venue may not resell allotted championship game tickets at any price. Nor may they enter into sponsorship, hospitality or travel package agreements with any ticket broker, tour operator or other secondary ticket marketer to provide championship tickets in exchange for other considerations, unless specifically authorized by the NCAA.

4. **Ticket Prices.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including those for suites and standing room only. One hundred percent (100%) of ticket sales revenue shall be included in the championship receipts to help offset the NCAA guarantee, cover championship expenses, and support further revenue-sharing opportunities.

   Revenue from the sale of championship tickets and championship-related event tickets shall be exempt from sales, amusement, entertainment and other surcharge taxes to the extent possible.

   The NCAA is a 501(c)(3) tax-exempt organization. In its bid submission, the LOC/host must specify any state or local tax exemptions that will be granted to the NCAA. If a tax exemption is not available, all applicable tax rates must be disclosed in the sport-specific facility questionnaire. Any increases in those tax rates after the time of bid submission must be either absorbed by the bid respondent or rebated to the NCAA if the bid is awarded.

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

5. **Mobile Ticket Delivery/Printed Tickets**. To promote a safe and contactless environment, the NCAA strongly recommends that all tickets be delivered via mobile devices to help prevent fraud and reduce the risk of lost, stolen or forgotten tickets. If mobile delivery is not feasible, paper tickets may be distributed.

   If printed tickets are required, the NCAA will manage the ticket design and printing process, assigning specific responsibilities to the LOC/host and competition venue as needed. The NCAA will provide the proposed ticket artwork to the LOC/host and competition venue for review and input.

   The NCAA will coordinate ticket printing unless it instructs the LOC/host or competition venue to do so. The LOC/host shall be responsible for all ticket printing expenses, unless otherwise directed by the NCAA.

6. **Suites.** The competition venue shall provide a number of private viewing suites for the exclusive use of the NCAA or its designees.

   Subject to NCAA approval, any suites not allocated to the NCAA or its designees shall remain under the control of the competition venue; however, the NCAA shall retain the face value ticket revenue for the seats in those suites.

   Suite holders will have the opportunity to purchase tickets for the suite for which they hold tenant rights. If the NCAA assigns the venue's box office staff to this task, they shall be responsible for soliciting and confirming suite ticket purchases from suite holders. Any suites not purchased by suite holders at that time will be made available to the NCAA for additional use or sales opportunities, in accordance with the agreed-upon financial terms.

7. **LOC/Host Ticket Allocation.** The NCAA shall allocate a portion of the competition venue's saleable inventory to the LOC/host for the purpose of accommodating their guests, including, but not limited to, local contributors.

   The LOC/host must commit to its ticket allocation no later than six months prior to the championship. Once committed, the LOC/host assumes full financial responsibility for the entire allocation and may not return any portion to the NCAA.

   If the LOC/host has excess tickets it is unable to use, it must notify the NCAA, which will determine whether any reallocation or alternative use is permissible. The LOC/host is prohibited from selling or listing any excess tickets for public sale, resale on secondary markets, or through unauthorized platforms. The NCAA is under no obligation to provide financial relief for any unused or excess tickets.

8. **Competition Venue Responsibilities**

   a. ADA Compliance. The competition venue must comply with all applicable city, state and federal laws and regulations, including those related to access and seating for individuals with disabilities and their companions. The venue must also assist with inquiries from ticket purchasers or holders seeking accessible or companion seating. Additionally, the box office shall assist with all issues related to lost, stolen or misdirected tickets. The competition venue is responsible for providing the necessary labor and covering any costs incurred to process and distribute such tickets.

   b. Seating Manifest. At the time of the bid submission, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration.

   c. Broadcast Partner Site Survey. The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in advance of the championship. The purpose of the survey will be to determine the host set location, camera locations and if any "seat kills" are necessary to accommodate these positions.

   d. Final Manifest. Upon completion of the site survey, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.

   e. Sales Reports. The competition venue's box office shall provide the NCAA with timely and accurate sales reports. The NCAA will determine the schedule for submitting these reports. The box office must fully cooperate with the NCAA's official ticketing vendors and partners to ensure the reports are provided as required.

   f. Final Ticket Database. If your championship does not sell tickets, please disregard this information. Each host conference, institution and/or venue are required to submit their ticket purchaser information for every NCAA round hosted. Please ensure your NCAA championship manager, ticketing and marketing contacts receive the following purchaser information: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date and Seat Location(s).

      i. For Ticketmaster sites, simply include reporting tcode "NCA" and privilege "3" on the event. This will allow us to assist with data management and reporting via an automated feed. Please complete this request as soon as possible, but no later than one week after your hosted round.

ii. For Paciolan sites, if you haven't done so already, please reach out to your client partner to execute the necessary data authorization form; you will then be able to add an Event Tag to the championship events in Paciolan. To add the event(s) to the feed, you will go into the applicable Event Setup by entering the Season and Event Code. From there, click on "Event Misc" and add the Event Tag NCAAFEED. Save all windows, and the necessary information for event sales will be automatically sent to the NCAA, eliminating the need for manual data pulls and exports. Please complete this request as soon as possible, but no later than one week after your hosted round.

iii. For Other sites, please send an Excel or .csv file with the following details within one week of your hosted round: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date and Seat Location(s).

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at **ncaa.com/ticket-terms**.

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

Section 22 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must arrange make arrangements through Short's Travel management. The association will not reimburse flight travel booked outside of NCAA's Short's Travel. Contact Short's Travel at 866-655-9215 or **ncaaalo@shortstravel.com** to arrange flights.

Institutions that fly to NCAA team championships and qualify for NCAA-paid on-site transportation are required to use NCAA Anthony Travel, a division of On Location, for all on-site charter bus services. The Association will not reimburse on-site charter bus transportation booked through another provider, and teams may incur additional fees for not using Anthony Travel, a division of On Location. Reimbursable on-site charter bus expenses will be billed directly to the Association. For assistance, contact Anthony Travel, a division of On Location, at 214-970-5566 or **ncaaground@anthonytravel.com**.

Institutions must arrange home-side ground transportation in accordance with the **NCAA Ground Transportation Safety Standards**. Institutions eligible to drive to the championship must book their transportation independently and submit eligible expenses for reimbursement through the NCAA Travel Expense System. If institutions need assistance booking motorcoaches to drive or for home-side ground transportation, please feel free to contact Anthony Travel, a division of On Location.

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

NCAA championship travel information and policies are available **here**. NCAA championship travel policy supersedes the information in this manual.

PARKING

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

Section 23 • Trophies and Awards

AWARDS CEREMONY

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

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

CHAMPIONS LOCKER ROOM PROGRAM

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 94 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in the championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (**jared.hunt@hanes.com**) and Tyler Glines at Zephyr for hats (**tyler.glines@blue84.com**). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions, **dclendenin@ncaa.org** or 317-917-6496.

CHAMPIONSHIP AWARDS

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

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

The NCAA national office will send a one National Champion team trophy for the first-place team to the host. A Most Outstanding Player award will also be shipped to the host. The awards should be inspected upon arrival to ensure the adequate number and types of awards have been sent.

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

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

The NCAA will offer institutions that participate in Division I Championships the opportunity to purchase awards (medallions, mini-trophies or watches) at the level to which the team advanced in the competition. For example, if a team received mini-trophies, an institution may purchase mini-trophies, but not watches or medallions. Since the NCAA provides awards for the official travel party (medallions provided to squad size only), additional championship awards may only be purchased for student-athletes on the institution's certified squad list who did not receive an award provided by the NCAA. Since participant medallions are only provided to the squad size, an institution may purchase medallions for the remainder of the travel party and for student-athletes on the institution's certified squad list who did not receive an award provided by the NCAA. For more information, institutions should contact Deana Webber at MTM Recognition (800-324-5997, ext. 6888 or **dwebber@mtmrecognition.com**)

ELITE SCHOLAR-ATHLETE AWARD

The Elite Scholar-Athlete award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's championships. Each institution that qualifies for the championship game is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Olivia Baumhoer at **obaumhoer@ncaa.org** or 317-917-6222. All documents, can be obtained at **form.asana.com/?k=I9685IcXrPaIdNIhbsYYAA&d=423035819881730.**

You must be logged into the site to access the page. The submission deadline for nomination for the Division I Football Championship is Wednesday, Dec. 16, at 5 p.m. Eastern time.

The award will be presented immediately following the taking of the team photos on Saturday, Jan. 9.

GAME PROGRAMS

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

STUDENT-ATHLETE PARTICIPATION AWARDS

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

TEAM PHOTOS

Host shall arrange for a team and staff photograph to be taken in the stands of the stadium before team practices on Saturday, Jan. 9. The home team will have its picture taken at 9 a.m. and the visiting team will have its picture taken at 12:15 p.m. In the event of inclement weather, an alternative location should be determined.

Section 24 • Uniforms

JERSEY COLOR

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

LAUNDRY

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

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

LOGO HELMET STICKERS

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

LOGO PATCHES

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

Section 25 • Volunteers

GOAL AND RECRUITMENT

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

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

The NCAA requests that championship volunteer programs represent the student-athletes and communities we serve. The NCAA and the local organizing committee shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect varied backgrounds and life experiences.

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

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

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

WAIVERS

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

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2026-27 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

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Appendix A • Coach-to-Player Communication Policies

Appendix A
Policies and Expectations for Game Management: Coach-to-player Communications and In-game Video – FCS Notes in Red

A. Game Management Details Regarding Coach-to-player Communications

1. C2P must follow all NCAA Football Playing Rules as stated in Rule 1-4-11-b.
2. Use of C2P is each team's choice. If a team opts out of using C2P, the opposing team may utilize C2P.
3. Conferences can select their preferred vendor of choice.
4. Helmet liability remains in the institution's control.
5. The C2P designee green dots will be the exact same shape and size and produced by one vendor for all FBS conferences and teams. FCS conferences and institutions are permitted to use their preferred vendor of choice.
6. Each team will be allowed up to 10 active C2P devices on gameday. Each team will travel with their own C2P devices. Any active player is eligible to be a C2P designee. Players who have or may have C2P components in their helmets must be listed by name and jersey number (including alternate numbers for special teams) in the Coach-to-Player Communication form submitted to the Conference Office no later than Conference administered pregame meeting and shared with the assigned game officials. Only the players submitted as C2P designees on the form may wear the C2P components in their helmets. C2P designees are allowed to enter the game in a non-C2P helmet and not count as the C2P designee. No changes will be permitted after the submission of this form. All C2P designees must have a FBS provided green decal adhered on the midline of the rear of the helmet. A team is prohibited from having two or more players on the field at the same time wearing helmets that contain C2P device (module, speakers, and battery), even if only one of the helmets is "live" and able to receive communication.
7. Both competing teams must use one (1) cutoff device that controls both teams' C2P system.
8. For non-conference games, the C2P Cutoff Operator should be hired, assigned, and managed by the home team's conference. For FBS, when a GSC C2P team plays at a CoachComm C2P team, home game management should hire, assign, & manage the C2P Cutoff Operator, but a GSC technician must be on-site to set-up, teach, and assist home game management with the GSC cutoff device. In FBS vs. FCS games and all FCS competition, home game management responsibilities should be identified well in advance of the contest, including responsibility of the cutoff procedure. In FCS competition, the home team is required to provide or arrange for the cutoff operator, even if the home team does not use C2P.
9. The C2P Cutoff Operator is recommended to be seated next to the Game and Play Clock Operators. Institutions must seek approval from their respective Conference Office if the institution cannot seat the C2P Cutoff Operator beside the clock operators. The location of the cutoff operator will be confirmed and communicated to the visiting team at the pregame meeting.
10. For non-conference games, both competing teams and conference offices shall work together prior to the start of the season to confirm C2P systems will function together through one





cutoff device with the home team providing reasonable requests to support the visiting team C2P system. For any non-conference games including two C2P vendors, all efforts must be made to have one-cutoff device. If those efforts should fall short, one cutoff operator shall control both cutoff devices. A failure to provide cutoff switch equipment by either team will result in the team that failed to provide the necessary equipment not being able to use C2P. This situation does not enact the equity rule.

11. Should one of the competing teams elect to not use C2P, the team using C2P would be required to abide by all C2P rules.
12. For neutral site games, the GSC C2P team or the home team, designated by the game contract, will be required to provide the C2P cutoff switch, unless mutually agreed upon by each participating team.
13. Home game management is permitted to credential C2P on-site technicians (Orange Hats), and those individuals are NOT included in the team's 50 bench credentials.
14. In the event of TOTAL C2P communication failure of EITHER team, C2P on-site support representative(s) (Orange Hat), Game Management and respective Conference Office shall be notified. Teams must work through the C2P on-site support representative(s) and/or Game Management to confirm total failure. If confirmed, BOTH teams shall discontinue using C2P communication until the interruption ceases and both teams have equal communication abilities. Total C2P failure is defined as the entire C2P system including the sideline and coaches' booth not working. The inability of one or more, but less than all, C2P devices not working will not constitute a total system failure, and the opposing team may continue to use their C2P system. The equity rule does NOT apply to FBS vs FCS games.
15. All C2P on-site support representatives must wear an orange hat with the "C2P" on the front of the hat and the FBS Conference provided apparel.
16. At least one C2P on-site support representatives must attend the 105/110-minute pregame meeting.
17. It is not permissible to have instant replay review a play to see if multiple players on one team had more than one C2P designee on the field of play.
18. Any violation above and beyond any in-game penalty will be reviewed by each respective Conference Office.
19. For all non-conference games, both teams and conferences (where applicable) shall confirm their C2P plan, in writing, no later than July 15 preceding the upcoming game.
20. Prior to each game, there will be a required C2P pregame test to verify the C2P equipment is functioning correctly. This test is recommended to take place 150 minutes (2 hrs & 30 minutes) prior to the game, but at a minimum must take place prior to the pregame meeting (105 or 110-minute) meeting. The following personnel are required to attend the meeting: team personnel, C2P on-site technicians including the cutoff operator. Each team should have all speakers, helmets, radios, and communication belt packs present for the test. The on-site C2P technicians will work with the equipment managers to confirm all team C2P equipment (helmet speakers & modules and coaches' radios) is working properly. Also, C2P technicians will verify the cutoff device is working properly with all team C2P equipment. After the completion of the test, home game management should provide a C2P update at the pregame (105 or 110-minute) meeting.





B. Game Management Details Regarding In-game Video

1. IGV must follow all NCAA Football Playing Rules as stated in Rule 1-4-11-a.
2. 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.
3. Conferences can select their preferred vendor of choice.
4. All team personnel can use the in-game video devices per NCAA bylaws.
5. Teams can have spare tablets at their discretion ready to be used. The number of spare tablets is a conference decision.
6. Tablets 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.
7. 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.
8. The use of internet for the in-game video solution is restricted to the following functions: software updates, technical support, and system monitoring.
9. For FBS only, a mobile device management application (MDM) must be installed on the in-game video tablet(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.
10. 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.).
11. 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.
12. No other data, including team generated data, will be allowed on the devices or the capture servers.
13. Play tagging with up to 20 different colors (designations) is permissive.
14. Annotations/drawings are permissive and may be saved locally within the IGV platform of the current game.
15. 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.





16. 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 the replay system as the source for video, the home team coaches' video will be the video supplied. If the vendors are different, one possible 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.
17. Home game management is permitted to credential in-game video technicians (Purple Hats) and those individuals are NOT included in the team's 50 bench credentials.
18. All in-game video on-site support representatives must wear a purple hat with "IGV" on the front of the hat and the FBS Conference provided apparel.
19. A minimum of one IGV on-site support representatives must attend the 105/110-minute pregame meeting.
20. IGV field-level technicians must remain near the IGV cart unless otherwise required to manage IGV in another area. Teams cannot dismiss an IGV technician from the area of the IGV cart.
21. Any violation above and beyond any in-game penalty will be administered by each respective Conference Office.
22. For all non-conference games, both teams and conferences (where applicable) will confirm their in-game video plan, in writing, no later than July 15 preceding the upcoming game.
23. Prior to each game, there will be a required IGV pregame test to verify the IGV equipment is functioning correctly. This meeting must take place prior to the pregame (105 or 110-minute) meeting. Each team must have all tablets present for the test. Testing must take place on each team's sideline and coaches' booths. The IGV technicians and instant replay operator are required to participate in the pregame test however others (team personnel, home game management, vendor representatives) are welcome to join if desired. After the completion of the test, IGV technicians should report the IGV pregame test status to home game management at the pregame (105 or 110-minute) meeting.
24. If at any point during the game, there is a total system failure of video review feeds, in-game video capture system, or network connectivity to the 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 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
- One team's in-game video system (booth or sideline) falls behind/missing 10 or more plays compared to their opponent
  - Relinquish use of all tablets in the corresponding area (sideline and/or coaches' booth)

Note: The equity rule does NOT apply to FBS vs. FCS games.
Note: When the equity rule is enacted, tablets cannot be used by the teams, however, the tablets can remain connected to the IGV network to allow plays to continue to load. This will allow the tablets to have all current plays available once equity is restored.

Appendix B • Volunteer Waiver of Liability

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

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

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

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

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____ _____ _____ *or* any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

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

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

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

_____

Signature of Participant Date

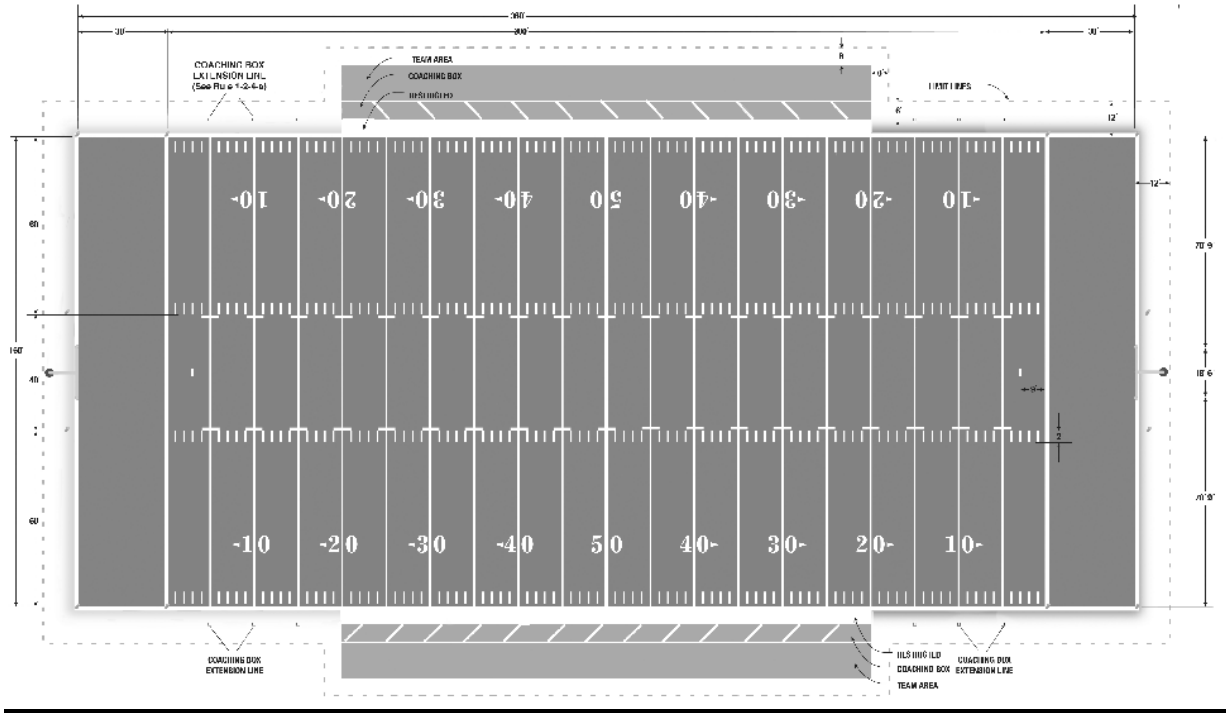
_____

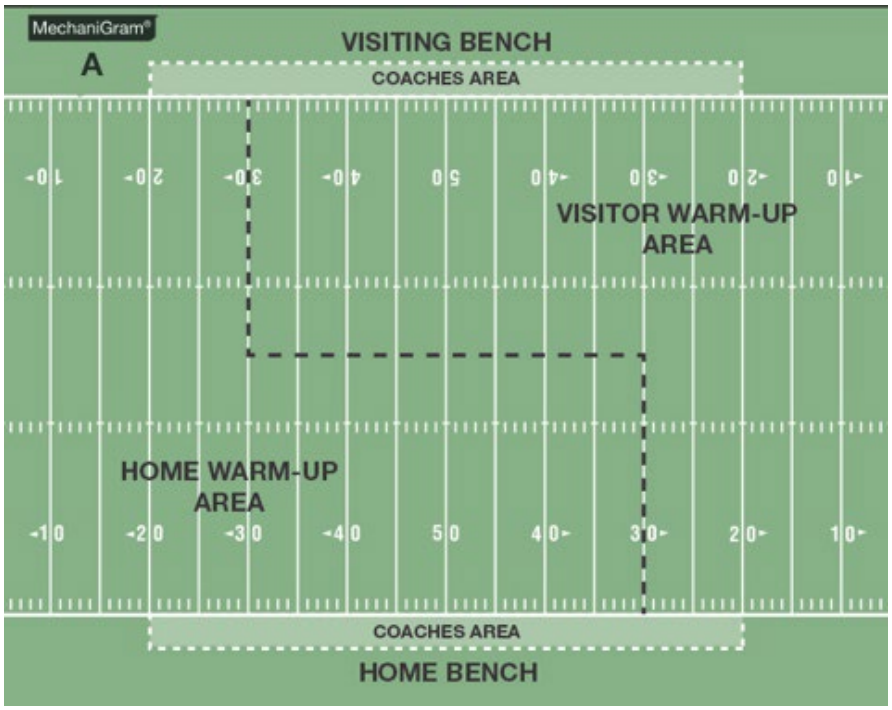
Signature of Parent/Guardian of Minor Date
(if Participant is under the age of 18)

_____

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

Appendix C • Field Diagram





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

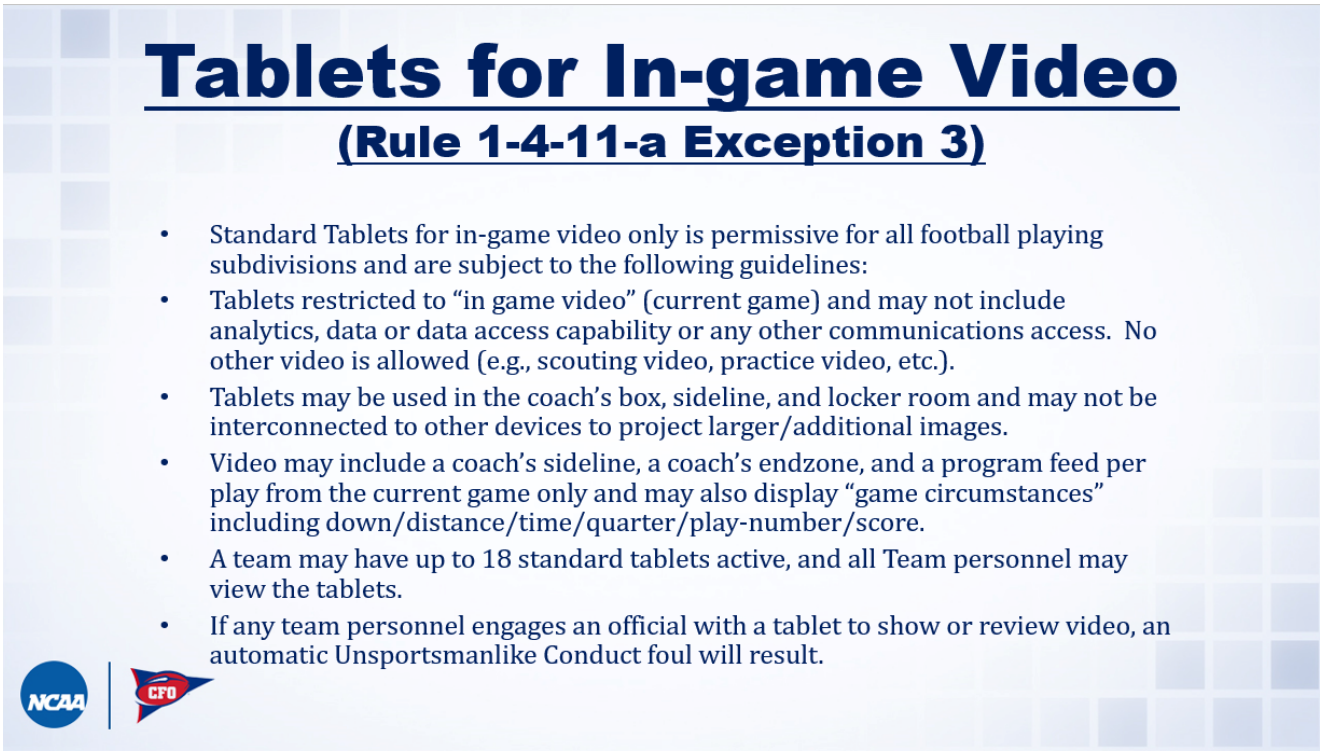
Appendix D • In-Game Video

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



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)

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*.

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

Conference	Vendor
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
SWAC:	GameStrat
United Athletic:	GameStrat

INSTITUTION VENDOR BREAKDOWN

Independents

Merrimack:	TBD
Sacred Heart:	GameStrat

Ivy

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

NEC

Central Connecticut State:	No System
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:	GameStrat
Western Carolina:	GameStrat
Wofford:	Will not utilize in 2024