

HOST OPERATIONS 2026-27 MANUAL

Preliminary Rounds

Division I Football

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INTRODUCTION

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

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of everyone 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 hosting an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the local organizing committee.

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

NCAA DIVISION I FOOTBALL CHAMPIONSHIP COMMITTEE

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

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Section 1 • Championship Administration

ADMINISTRATION

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

ADMINISTRATIVE MEETINGS

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

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

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

ADMINISTRATIVE VIDEOCONFERENCE

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

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

- Agree to pay the NCAA an amount of 20% of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding 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 ancillary events.

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

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

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

BANDS/SPIRIT SQUADS/MASCOTS

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

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

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

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

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

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

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

BROADCAST AND MEDIA SERVICES – CHAMPIONSHIP POLICIES AND BROADCAST INFORMATION

Please refer to the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at **ncaa.org/championships/media-center**.

CORPORATE INVOLVEMENT

Teams are not permitted to have commercial logos on the sideline towels, cups, etc., during games of the championship. Visiting teams must bring their own towels.

During games there shall be no corporate or commercial public address announcements, video board content or on-field activations. Institutional messages (e.g., public service announcements) or student-athlete recognitions are permissible provided they are noncommercial in nature (e.g., not advertisements for ticket sales) but must first be approved by the NCAA. Please contact Annelise Hackney with questions or concerns (**ahackney@ncaa.org**; 317-917-6292).

CROWD CONTROL

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

Game Stoppages. If spectators enter the competition area (e.g., playing field, sidelines, end zone areas) during a game, the Referee should be instructed to do the following:

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

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

FAN GIVEAWAY ITEMS

Items given away to fans inside or in the immediate vicinity of the venue (e.g., hats, pompoms, newspapers) must have prior NCAA approval, for reasons of spectator safety, enjoyment and protection of NCAA corporate relationships. To gain approval, please contact Annelise Hackney (**ahackney@ncaa.org**), Ty Halpin (**thalpin@ncaa.org**) or Corey Bray (**cbray@ncaa.org**).

FIELD COMMUNICATION DEVICES (COACHES HEADSETS)

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

NCAA Football Playing Rule 1-4-12 governs the use of headsets.

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

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 from the 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 are guilty of an automatic unsportsmanlike conduct foul.

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

COACH-TO-PLAYER COMMUNICATION

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

GAME TIMES

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

HALFTIME

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

The host institution must reserve six minutes of the halftime entertainment time for the visiting team's band. The host institution will be allowed six minutes for entertainment purposes.

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

HOME TEAM ENVIRONMENT

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

The NCAA and Van Wagner will provide video board content and public address announcements that the host institution shall be required to use when hosting a preliminary-round game. Except for team introduction videos, the NCAA/Van Wagner provided content should be the only content used on the video/LED boards throughout tournament play.

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

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

1. **Monitoring.** The host institution shall designate a person for each sideline to be responsible for ensuring a championship environment for both teams and ensuring that only appropriately credentialed individuals are inside the team bench areas during the contest. Further, the NCAA site representative shall be empowered to address any situation that may not meet the intent of the expected championship environment.

2. **Team Introduction Videos.** If a host institution has a video board, the host institution shall be allowed to play its standard team introduction video used during the regular season. It is strongly recommended that any introduction videos for either team be no longer than one minute in length.

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

3. **Artificial Elements.** Artificial elements (e.g., smoke, cannons, artificial sounds, pompoms, mascots) used to enhance the experience for participating teams and fans may be used by either team; however, such elements should not be used to demean the opposing team in any manner or create an unsportsmanlike environment. Allowable artificial elements shall come secondary to any NCAA/Van Wagner required content.

4. **Video/Ribbon Board Advertisements.** Corporate signs or advertisements of any kind are prohibited from being displayed on any video boards, scoreboards and/or ribbon boards during the preliminary rounds.

5. **Artificial Noisemakers.** Artificial noisemakers (e.g., thunder sticks, cow bells, air horns) shall not be permitted inside the venue, and such devices shall be removed from the playing and spectator areas at the request of the NCAA site representative.

ON-FIELD CHAMPIONSHIP RECOGNITION APPAREL

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

PARKING PASSES

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

PARTICIPANT AWARDS

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

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

PRACTICES

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

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

PREGAME MEETING/105-MINUTE MEETING

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

PROFESSIONAL SCOUTS

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

PROGRAMS

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

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

Content/Editorial

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

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

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

Promotion

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

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

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

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

Supplemental Handouts

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

Questions

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

PROMOTIONAL ASSISTANCE

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

Expectations

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all backgrounds and life experiences.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marking efforts and analyze results postchampionship to share with your NCAA marketing contact.

MARKETING PLAN

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

Marketing Collateral

- The NCAA will provide designated hosts creative/artwork including, but not limited to, print pieces, email blasts, digital banners and promotional signage. Hosts should NOT develop any marketing collateral on their own.
- The NCAA will also provide radio and video spots to selected hosts. Several formats will be provided to allow for use over a variety of platforms (e.g., websites, broadcast, in venue).
- Hosts that are not provided with artwork can create materials through the NCAA Marketing Portal. Materials include, but are not limited to, mobile tickets, email blasts, digital banners and promotional signage. Credentials will be emailed to the marketing and ticketing contacts listed on your bid form. Hosts should NOT develop any marketing collateral on their own.
- Predetermined hosts utilizing the NCAA Marketing Portal will also receive a radio and video spot in their Download Center. We encourage you to use these assets across your platforms.

Social Media Guidelines

Hosts may use existing institutional, venue, destination or local organizing committee social media accounts to promote NCAA championships.

Key Requirements:

- Do not create championship-specific social media accounts.
- Use official NCAA social media handles and event hashtags.
- Use only NCAA-approved creative assets and branding.
- Sponsored content and corporate logo integration are not permitted.
- Hosts may share approved event coverage, fan experience content and ancillary event content in accordance with NCAA media policies.

All championship-related content must comply with NCAA branding and intellectual property guidelines.

Paid Digital Advertising Guidelines

Hosts may utilize paid digital advertising to support championship awareness and ticket sales, subject to NCAA review and approval.

Key Requirements:

- All paid campaigns, audience targeting plans, creative assets, media plans and landing pages require NCAA approval prior to launch.
- Only approved first-party audience data sources may be used.
- Campaigns must use NCAA-approved branding, logos, messaging and creative assets.
- Messaging should focus on the championship experience, fan engagement and ticket sales.
- Hosts may be required to provide campaign reporting and performance metrics.

Website Guidelines

The official NCAA championship website and ticketing platform serve as the primary sources for event information and ticket sales.

Key Requirements:

- Prominently link to the official NCAA championship website and ticketing site.
- Direct all ticket purchase traffic to official NCAA ticketing platforms.
- Use NCAA-provided creative assets and approved branding.
- Championship webpages should include event dates, venue information, ticket links and fan resources.
- Championship-related website content must be submitted for NCAA review and approval prior to publication.
- Any championship microsite should support NCAA objectives and avoid duplicating official NCAA content.

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

Data Capture Guidelines

Hosts and local organizing committees may support fan engagement and event operations, while complying with NCAA data collection requirements.

Key Requirements:

- Volunteer recruitment information may be hosted locally.
- Championship-related fan data collection must occur through NCAA-owned platforms.
- Hosts should direct fans to NCAA-owned platforms for ticketing information, newsletters, contests, sweepstakes and promotional registrations.
- Hosts may not create independent databases or sign-up forms for championship updates, ticket sales or event communications without NCAA approval.
- Any fan data collection must include appropriate notice and consent requirements.

General Note

Hosts are responsible for complying with all NCAA branding, marketing, sponsorship, intellectual property and promotional policies. All championship-related marketing, advertising, website content and promotional activities are subject to NCAA review and approval. Detailed guidelines and approval procedures will be provided directly to hosts following championship assignment.

Championship Logos. The official NCAA championship logo is available via the **NCAA Logo Library**. New users are required to register for the site. Once access is granted, users can search the site as needed for logos and applicable style guides. You will need to apply the appropriate filters to access the 2026 Division I Football Championship logo. Questions regarding the logo library can be directed to Nathan Arkins at **narkins@ncaa.org** or 317-917-6790.

Signs. Each round of every NCAA championship will receive a shipment of official NCAA signs that help identify the event as an NCAA championship. The signs include a quantity of banners displaying NCAA logos in a variety of sizes.

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

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

For semifinal-round sites only, the NCAA will provide two 15-foot NCAA Football logo field stencils and paint for the 20- or 25-yard lines. The stencil and paint will be sent to the tournament manager listed on the key contact form. If you have any questions regarding signs, please contact Nathan Arkins at **narkins@ncaa.org** or 317-917-6790.

SCOUTING OF OPPONENTS/VIDEO EXCHANGE

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

SEVERE WEATHER

If the tournament director and/or NCAA site representative determine that weather conditions could alter the approved 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**.

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 NCAA 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 response 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.

SIDELINE HEATERS/COOLING FANS

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

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

SNOW REMOVAL POLICY

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

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

- Any effort 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 score.

- Only on-field players are permitted to clear a spot for a point after touchdown or field goal attempt. They may do so by hand or foot. No machinery, equipment or assistance from field maintenance staff or anyone else can be used during a place kicking attempt. Additional clearing of a kicking spot (other than by the players) is prohibited.

- It is not permissible to clear any 10-yard intervals when an offensive team is inside its opponent's 20-yard line so that team would get a potential open spot for the placement of a field goal or point after touchdown attempt.

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

SQUAD SIZE

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

STATISTICS

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

TICKET DATABASE

Final Purchaser Database. 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).

a. 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.

b. For Paciolan sites, if you haven't done so already, please contact 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.

c. 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).

TOBACCO

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

UNIFORMS

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

The logo restrictions on student-athletes' apparel set forth in Bylaw 22.4 shall apply during NCAA championships to all personnel (e.g., coaches, athletic trainers, managers) who are in the team area for practices and games, or who participate in news conferences. Please note that contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before Aug. 11, 1998. Also, the logo restrictions on student-athletes' apparel set forth in Bylaw 22.4 shall apply to commercial logos on uniforms worn by band members, spirit squad, dance team members and the institution's mascot during NCAA championship events.

VIDEO BOARD REPLAYS

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

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

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

Section 2 • Championship and Prospective Host Information

The following information is provided to assist those member institutions that are interested in serving as a host for preliminary-round games of the 2026 NCAA Division I Football Championship. Please review this information, submit or upload the necessary forms/documentation to the NCAA Host Reporting System (championships.ncaa.org) by the end of the day **Thursday, Nov. 5.**

Please contact Ty Halpin (317-917-6136; thalpin@ncaa.org) or Corey Bray (317-917-6076; cbray@ncaa.org) with any questions regarding the proposed budget process.

REFERENCES

NCAA Bylaw 31.1, found in the 2026-27 NCAA Division I Manual on the NCAA website.

The 2026-27 NCAA Division I Football Prechampionship Manual on the NCAA website.

CRITERIA — PRELIMINARY-ROUND SITE SELECTION

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

1. Prospective host institutions must submit the following minimum financial guarantees, which shall be 75% of the estimated net receipts as submitted on the proposed budget:

   First round – $50,000
   Second round – $60,000
   Quarterfinals – $70,000
   Semifinals – $80,000

2. If the minimum financial guarantees and acceptable site conditions are met, the committee will award the playoff sites to the top-eight seeded teams for a second-round game and teams seeded 9-16 for a first-round game.

3. When determining host institutions for playoff games when both teams are unseeded, criteria shall apply as follows (listed in alphabetical order): (1) attendance history and potential, (2) quality of facility, (3) revenue potential plus estimated net receipts, (4) student-athlete well-being (e.g., travel, missed class time); and (5) team's performance (e.g., conference place finish, head-to-head results and number of Division I opponents).

4. If a quarterfinal or semifinal playoff site is not available due to the fact the institutions involved did not submit a proposed budget, the committee will contact the institutions and offer the opportunity to submit a bid at the current round's minimum financial guarantee level. If seeded teams are not involved, the committee will determine the host institutions by applying the championship site-selection criteria in Bylaw 31.1.3.2.1.

5. If no institution is willing to submit a proposed budget at the current level, the previous round's minimum financial guarantee will be offered. If seeded teams are not involved, the committee will determine the host institutions by applying the championship site-selection criteria in Bylaw 31.1.3.2.1.

6. The committee will consider previous crowd-control measures and the crowd behavior of the prospective host institution.

FORMS

The following bid materials are required to be submitted or uploaded to the NCAA Championships Bid and Host Profile portal (championships.ncaa.org) by the end of the day **Thursday, Nov. 5:**

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

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

Additional information regarding the bid process and required information is available in the Bid Checklist document available by clicking **here**.

PROPOSED BUDGET/FINANCIAL REPORT FORM (ONLINE)

[Reference Bylaw 31.4 found in the 2026-27 NCAA Division I Manual.]

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

Approval. A prospective host institution must submit an online hosting proposal for approval by the NCAA national office before it may be considered by the NCAA Division I Football Championship Committee as a preliminary-round site. ***NOTE: If you are interested in hosting a preliminary-round game, a proposed budget must be submitted for each round you wish to host. All required bid information must be submitted/uploaded to the Championships Bid and Host Profile portal*** (**championships.ncaa.org**) ***by the end of the day Thursday, Nov. 5.***

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

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

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

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

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

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

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

Bracket. The Division I Football Championship Bracket is attached as **Appendix C**.

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

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

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

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

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

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

Ticket Prices. Complimentary tickets are not allowed for NCAA championship events. The minimum ticket price can be $25. For any exceptions, please contact the NCAA. If you have a facility fee it will be added on top of the ticket price. A facility fee is permitted only if the income is not passed through to the competition venue's operational budget and if the same fee is charged for other events held in the venue, as required by a government agency.

During the second round, quarterfinals and semifinals host institutions shall not set ticket prices lower than their regular-season ticket prices. Please refer to the **2026-27 NCAA Division I Football Prechampionship Manual** for additional information regarding tickets.

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

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

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

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

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

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

A team cannot provide tickets to a partner for the sole purpose of reselling tickets on ticket marketplaces regardless of if it is above or below face value.

DRUG TESTING

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

Comprehensive drug testing details for hosts can be found at the following link: **NCAA Drug Testing Program**.

FACILITY PROFILE

The facility profile to be considered for hosting NCAA preliminary-round competition is available on the NCAA Championships Bid and Profile System at **championships.ncaa.org**. **This form and photos of the proposed television announcer and camera positions are due by the end of the day, Thursday, Nov. 5**.

FINANCIAL REPORT

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

GAME TIMES

First, Second and Quarterfinal Round Start Times. During the first three rounds of the championship, the NCAA will solicit the preferred starting times of host institutions. It is preferred that games do not start earlier than 2 p.m. local time. Please note the listed preferred start times will be referenced and considered but the final time will be decided in consultation with the NCAA and the NCAA's broadcast partner. **Return the preferred start times form via online submission no later than the end of the day, Thursday, Nov. 5.**

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

KEY CONTACTS FORM

Return via online submission no later than the end of the day, Thursday, Nov. 5. This form is also available on the NCAA Championships Bid and Profile System at **championships.ncaa.org**.

LIABILITY INSURANCE

If event is held on-campus:

Host institution/conference must maintain:

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

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

Section 3 • Credentials

Host institutions will be responsible for creating and producing credentials to be used during all preliminary-round games of the Division I Football Championship. An NCAA credential template can be requested by reaching out to Corey Bray (**cbray@ncaa.org**) or David Lentz (**dlentz@ncaa.org**). Please see the **Media Coordinators Manual** for more details.

The host institution for all preliminary rounds should provide the visiting team with 13 Institutional-Access credentials for its University Personnel (e.g., president/chancellor, athletics director, faculty athletics representative, associate athletics directors and athletics communications contacts). The visiting institution's applicable conference office staff should receive a maximum of three additional Institutional-Access credentials. Institutional-Access credentials are good for stadium admittance.

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

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

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

SIDELINE PERSONNEL

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

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

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

Section 4 • Facilities and Equipment

AMERICANS WITH DISABILITIES ACT – TITLE III (PUBLIC ACCOMMODATIONS)

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. 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.

BENCH/SIDELINE/LOCKER ROOM TOWELS

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

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

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

FACILITY SETUP

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

FOOTBALLS

The Wilson F1002 (GST - Red), F1003 (GST - Tan), F10053 (Omega), F10060 (NFL Cut) and F10094 (GRT) footballs are the official balls for the championship and will be used in all rounds of competition. Institutions will be allowed to choose the model of Wilson football they wish to use while on offense throughout the championship.

After selections, each designated team will receive 12 Wilson footballs which shall be used throughout the duration of the preliminary rounds. It is the expectation that these 12 balls, provided by Wilson, will last through the duration of the preliminary rounds. ***NOTE: Institutions may use their own regular season footballs so long as it is one of the approved Wilson ball models. Finals sites will be required to use the championship branded footballs.*** In the rare instance where extra footballs are needed, please contact Ty Halpin or Corey Bray at the NCAA national office.

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

LIGHTING

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

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey of their venue that was completed within the last two years. Some NCAA championship sites are awarded numerous years out and, therefore, the venue must provide a follow-up professional lighting survey to the NCAA four months before the event. Professional sports arenas that host NHL, NBA and NFL contests are exempt from this NCAA broadcasting mandate. Please remember to submit the professional light survey for your venue.

Please refer to the NCAA Best Lighting Practices link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at **ncaa.org/championships/media-center**.

LOCKER ROOM – VISITING TEAM

The host institution must provide the visiting team with permanent structure locker room accommodations for shower and restroom facilities for both pre- and postgame. If necessary, an adequate temporary structure near the playing field should be provided for halftime.

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

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

SECURITY

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

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

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

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

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

2. Signs, Flags and Banners. It is the responsibility of the tournament management to confiscate all prohibited articles. Items that can be held by one individual that reflect good sportsmanship and do not block the view of other ticket patrons may be permitted.

SIDELINE HYDRATION EQUIPMENT PROGRAM

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

First and Second Rounds. The NCAA will not provide Dasani/BODYARMOR/Coca-Cola sideline equipment or product to host sites during the first and second rounds of the championship. During these rounds, the host institution may use other items. Those items, however, must be devoid of any commercial marks (e.g., logos and graphics) or such marks must be covered completely (this includes all sidelines, media areas or any other back-of-house areas).

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

Quarterfinal and Semifinal Rounds. The NCAA and Coca-Cola will provide Dasani/BODYARMOR/Coca-Cola sideline equipment and product for the quarterfinal and semifinal rounds of the championship. NCAA championship staff will share product and equipment quantities with host once determined.

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

SIGNS

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

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

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

Electronic corporate signs (e.g., LED boards, ribbon boards, video boards) are considered temporary and thus are not permitted during preliminary-round games.

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

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

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

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

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

TELEVISION POWER REQUIREMENTS

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

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

The following are the specifications that constitute efficient electrical power:

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

For additional information on NCAA Broadcast and Media Services guidelines, visit **ncaa.org/championships/media-center**.

Section 5 • Health and Safety

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the **Health, Safety and Performance - ncaa.org**. 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 following documents: **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. 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 will all applicable regulations and industry medical and safety standards.

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

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

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

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

CONCUSSIONS

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

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

MEDICAL EVALUATION TENTS (SIDELINES)

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

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

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

MEDICAL STAFFING AND PROCEDURES

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

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

Section 6 • Instant Replay

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

CABLING FOR INSTANT REPLAY

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

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

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

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

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

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

If you have any questions about any of the requirements listed in this Instant Replay section, please contact Kristen Jacob Smith, NCAA associate director, championships and alliances (317-917-6584 or **kjsmith@ncaa.org**) or Andy Deering with DVSport, Inc. (412-377-1339 or **adeering@dvsport.com**).

PERSONNEL

Replay Official. The NCAA national coordinator of officials will assign an individual to serve as replay official for the game via the nominated officiating crew assigned to work the game. The selected replay official should not have any conflict of interest (perceived or actual) to any team or conference participating in the game they are assigned to work. The NCAA will coordinate air travel, if necessary, and help secure the use of a rental car for the replay official. Car rental expenses will be direct billed to the NCAA (when using Enterprise or National).

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

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

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

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

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

DVSport Staff. Representatives from DVSport will be on-site to manage the technical aspects of the instant replay equipment and work with the replay official in the replay booth during the game as the technician. These individuals will be responsible for all of their personal expenses (e.g., meals, transportation). However, the host institution will be responsible for assisting the DVSport personnel in securing hotel lodging during their stay (two to three nights) and paying the hotel room and tax.

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

Sideline Assistants. The host institution shall secure two local individuals to serve as the instant replay sideline assistants. The sideline assistants assist the replay official in communicating with the on-field officials for the review and discussion of plays, when necessary. The sideline assistants should each be paid a $100 fee for their service, which should be paid by the host institution. The host institution should reflect these expenses on its proposed budget and financial report.

If a school uses one sideline assistant for replay during the regular season, it is acceptable to use only one sideline assistant for the preliminary rounds of the Division I Football Championship.

SPACE AND POWER REQUIREMENTS

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

1. An unobstructed view of the playing field.
2. Adequate counter space (at least 10 feet long and two feet deep) in the front of the box.
3. At least two dedicated power sources with a minimum of four power outlets.
4. Enough power to accommodate a power consumption of 15 amps.
5. Separated from any other activity (e.g., media, fans).

Section 7 • Lodging, Per Diem and Transportation

TEAM LODGING

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

A minimum of 60 double-double rooms should be reserved by the host institution for the visiting team for all preliminary-round games. Rooming blocks should be held for teams to check in the day prior to competition and check out the day following competition. Rooms with pullout sofa beds are not acceptable to meet this minimum for student-athlete accommodations.

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

1. Lodging accommodations are all located in one hotel property.
2. A full-service property.
3. Be located within 45 miles from the competition venue.
4. Have minimum meeting space to accommodate one room for 100 for the purpose of team meals; two breakout rooms for 40 per room and a conference room for athletic training needs.
5. Provide a late check-out for any game starting after 4 p.m. local time for a minimum of 45 of the 60 total rooms.

Any visiting team lodging reserved more than 45 miles from the competition venue must be approved by the Division I Football Committee by Friday, Nov. 13.

Failure to meet any of the above recommendations may have an impact on a site being selected to host a preliminary round game. If any of the above recommended requirements cannot be met, the host institution must notify the NCAA championship managers (Ty Halpin – **thalpin@ncaa.org**; Corey Bray – **cbray@ncaa.org**) of the shortfall when submitting other bid materials.

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

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

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

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

TRANSPORTATION

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

Manifest Deadlines: For all teams that may be selected for the Division I Men's Football Championship, teams must enter the information below into the Short's Portal by Nov. 13:

1. Key Contacts. Primary administrator contact information, secondary contact, billing contact as well as in flight-group leader.
2. Travel Manifests for All Passengers. Legal name as it appears on government ID, date of birth, gender, weight, type (please note that small adjustments may be made after selections).

3. Equipment manifest must be entered into the portal. Below is an example of a detailed equipment manifest.

Equipment (30)

Add Equipment

Description	Type	Weight	Qty	Total lbs	Outbound party	Return party	Edit	Delete
Air Assault Bike	Equipment	150.00	1	150.00	Unassigned	Unassigned		
Carry on bags	Personal carry-on baggage	10.00	150	1,500.00	Unassigned	Unassigned		
Cast Kit	Equipment	19.00	1	19.00	Unassigned	Unassigned		
Checked bags	Personal checked baggage	25.00	150	3,750.00	Unassigned	Unassigned		
Crutches	Equipment	20.00	1	20.00	Unassigned	Unassigned		
Film projector	Equipment	35.00	1	35.00	Unassigned	Unassigned		
Gear bags	Equipment	18.00	66	1,188.00	Unassigned	Unassigned		
Radio Cases	Equipment	10.00	2	20.00	Unassigned	Unassigned		
Shoe bin	Equipment	40.00	1	40.00	Unassigned	Unassigned		
Sideline Accessory Bag	Equipment	50.00	1	50.00	Unassigned	Unassigned		
Sideline Headsets	Equipment	180.00	1	180.00	Unassigned	Unassigned		
Sideline replay system	Equipment	45.00	1	45.00	Unassigned	Unassigned		
Sideline Rolling Bin	Equipment	85.00	1	85.00	Unassigned	Unassigned		
Sideline Trunks	Equipment	207.00	2	414.00	Unassigned	Unassigned		
SM 10 Gallon Coolers	Equipment	11.00	4	44.00	Unassigned	Unassigned		
SM 3 Tier Craftsman Roller	Equipment	43.00	1	43.00	Unassigned	Unassigned		
SM Equip/Battery bag	Equipment	9.00	2	18.00	Unassigned	Unassigned		
SM Rolling Bags	Equipment	108.00	2	216.00	Unassigned	Unassigned		
SM Sideliner	Equipment	180.00	1	180.00	Unassigned	Unassigned		
Solaris	Equipment	25.00	1	25.00	Unassigned	Unassigned		
Speaker	Equipment	40.00	1	40.00	Unassigned	Unassigned		
Splint Kit	Equipment	30.00	1	30.00	Unassigned	Unassigned		
Sport Medicine sideline trunk	Equipment	290.00	1	290.00	Unassigned	Unassigned		
Sports Med Locker Room Trunk	Equipment	120.00	1	120.00	Unassigned	Unassigned		
Treatment Table	Equipment	40.00	1	40.00	Unassigned	Unassigned		
Uniform Laundry Bins	Equipment	75.00	4	300.00	Unassigned	Unassigned		
Uniform Tubs	Equipment	30.00	2	60.00	Unassigned	Unassigned		
Vanguard Case	Equipment	20.00	1	20.00	Unassigned	Unassigned		
Water bottle duffle	Equipment	24.00	1	24.00	Unassigned	Unassigned		
Water Pumper	Equipment	57.00	2	114.00	Unassigned	Unassigned		
TOTALS			*405.00*	*9,060.00*				

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**.

For teams that are traveling by air to their first-round game, all flying preferences must be submitted to Short's Travel by 4 p.m. Eastern time on Sunday, Nov. 22. All subsequent rounds team preferences must be communicated to Short's Travel no later than 4 p.m. Eastern time, the Sunday before next round travel.

Please note that this means all internal team meetings around travel schedule must occur prior to 4 p.m. Eastern time Sunday, Nov. 22 to ensure that final requested departure date time can be communicated to Short's Travel. NCAA Travel will do everything we can to honor team preferences; however, flexibility will be required. Due to the last-minute nature of championships, once team preferences are submitted, we will be unable to accommodate changes.

Return flights will be booked based on kick off time. Teams that fly to the site of competition and kickoff at or after 3 p.m. local time should plan for a next day air charter departure. Teams that are a drive can determine if they want to depart after the game or the next day.

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

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

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 (TES). 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 Travel Expense System (TES). 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.

OFFICALS/DVSPORT/NCAA SITE REPRESENTATIVE LODGING

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

RENTAL VEHICLES

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

MERCHANDISING

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

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

PER DIEM

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

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

Section 8 • Media Services

Please refer to the **Division I Football Media Coordinators' Manual** on the NCAA website for all media-related policies.

CHAMPIONSHIPS MICROSITE GUIDELINES

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

Venue Information

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

- Venue address.
- Venue parking map details including hours, pricing, etc.
- Venue security information.

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 options.
- 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. The championship manager can provide this information.

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 national 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.

Volunteer Information

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

Ticket Information

If ticket sales apply to the championship, please link away from the microsite to the official ticket landing page. If images of student-athletes are present on any of the microsite pages, please do not use verbiage that includes ticket sales, purchase your tickets or anything alike, but rather use language such as ticket information, ticket details, etc., and link directly to the official ticket landing page from there. The ticket landing page should be free of student-athlete imagery, institutional markings and abide by NCAA championships guidelines. Those guidelines include the championship logo

used for every icon listed, correct naming convention of the championship (Year, NCAA division sport championship – e.g., 2025 NCAA Division I Cross Country Championships) and use of NCAA hex code (#009CDE) for button and color scheme of ticketing site.

Email Sign Up

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

- Host corporate partner marks or any commercial advertising is 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.
- Photos from previous championships can be accessed by submitting a request form here: **ncaaphotos.photoshelter.com/contact** (all imagery must be owned by the NCAA or host city).
- 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**.

Local Contributor Program

The host can recognize their local contributors under the following 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.

Examples

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

- Visit Oklahoma City/Women's College World Series: **visitokc.com/wcws/**
- University of Wisconsin/Division I Cross Country Championship: **app.bucky.uwbadgers.com/NCAA-Cross-Country-Page**

NOTE: A reminder the website should be clean of 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.

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 using 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 using 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 contact.

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

Please send direct questions, ideas, or news to Jeffrey Donely at **jdonely@ncaa.org**.

INTERVIEW POLICIES

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

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

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

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

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

The preliminary-round press conference format specifies that the visiting team head coach and student-athletes be scheduled in the interview room before the home team head coach and student-athletes. The interviews with the visiting team head coach and student-athletes will not exceed 20 minutes. Regardless of any personal regular-season radio and/or television contracts, the head coach first is obligated to the entire press staffing the championship and must report to the interview room immediately after the 10-minute cooling off period expires. The head coach cannot delay a postgame interview with the covering press to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short television interview (not to exceed four minutes) by the entity that purchased rights. After fulfilling this commitment to the press staffing the championship, the head coach may participate in special interviews.

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

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

RADIO AND INTERNET BROADCASTS (AUDIO)

Please refer to the Audio Policy (Radio and Internet) link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at **ncaa.org/championships/media-center**.

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

STROBE LIGHTS

Please refer to the Strobe Light Policy link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at **ncaa.org/championships/media-center**.

TELEVISION

Please refer to the Broadcast and Digital Policies section of the NCAA Broadcast and Media Services championship policies and guidelines that can be found at the NCAA website at **ncaa.org/championships/media-center**.

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

VIDEO, FILMS AND STILL PHOTOGRAPHS

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

Each participating team is permitted to staff its respective games with a single camera crew (videotape or film). Each institution may designate one videographer to be present during competition for purposes of capturing video of the institution's participation in the event for the sole use of the institution (i.e., not to be released for commercial purposes).

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

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

Footage Usage. Please refer to the Footage Usage and Licensing link of the NCAA Broadcast and Media Services championship policies and guidelines that can be found on the NCAA website at **ncaa.org/championships/media-center**.

WEBSITES/INTERNET

Please refer to the Championships Website Guidelines and the Digital Rights Overview links of the NCAA Broadcast and Media Services championship policies and guidelines that can be found on the NCAA website at **ncaa.org/championships/media-center**. The official website of the NCAA Division I Football Championship is **ncaa.com/fcs**.

Section 9 • Merchandise/Licensing

ADMINISTRATION

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

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

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

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

c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.

d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.

e. Everything sent must be returned to Event 1 within two days of the conclusion of the event.

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

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

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

- Merchandise made available for sale at all times during the event.
- Each item neatly displayed with correct prices clearly marked.
- Merchandise should be neatly folded at all times.
- Neatly dressed personnel that are customer-oriented.
- Skirted tables for display and checkout.
- Display boards and grids to properly display product at all selling locations.
- Selling locations located in high traffic and easily located locations.
- Vendor shall be responsible for hanging any display or signage material provided by concessionaire.

- Keeping selling areas clean and neat at all times.
- Restocking of back-up inventory in a fast and efficient manner.
- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
- Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
- Calling Event 1, Inc. to request reorders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., not later than 24 hours after the conclusion of the event.

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

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

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

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

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

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

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

CHAMPIONSHIP MERCHANDISE – PREORDER

Teams selected to participate in NCAA championships will have the opportunity to preorder preliminary-round event merchandise online (**NCAA Shop**) through the official NCAA souvenir merchandiser, Event 1, Inc. After selections institutions will be sent instructions for placing orders. All orders will be shipped directly to the institution approximately one week after competition each round.

Order deadlines by round:

- First-round: Friday, Dec. 11 – 11 p.m. Eastern time
- Second-round: Friday, Dec. 18 – 11 p.m. Eastern time
- Quarterfinal-round: Friday, Dec. 25– 11 p.m. Eastern time
- Semifinal-round: Friday, Jan. 1 – 11 p.m. Eastern time
- FCS Championship Game: Monday, Jan. 25 – 11 p.m. Eastern time

For any additional questions, please scroll to the bottom of the NCAA Shop's website and click on Contact Us.

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 10 • Officials

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

OFFICIALS SELECTION CRITERIA

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

1. Only officiating crews from championship eligible conferences will be considered to work a game during any round of the championship.

2. Only the top two officiating crews, as designated by each conference, will be considered to work a game during the first two rounds of the championship.

3. Officiating assignments for the quarterfinal round and beyond will be based on an evaluation and determination by the national coordinator of officials.

4. A referee's experience with televised football games may be considered by the national coordinator of officials in determining officiating crew assignments.

5. Assignments for the Division I Football Championship game will be based on the national coordinator of officials' evaluations during the preliminary rounds of the championship.

Conference offices shall submit their two nominated officiating crews to work during the NCAA Division I Football Championship to the national coordinator of officials and the NCAA by the end of the day Saturday before the championship selection announcement (i.e., by 11:59 p.m. Eastern time Saturday, Nov. 21). Once the crews are approved and conferences assigned to work specific games of the championship, the national coordinator of officials will contact the supervisor of officials to inform them of selection and confirm crew assignments. All assignments are subject to NCAA review and approval.

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

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

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

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

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

OFFICIALS TRAVEL AND PER DIEM

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

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

OFFICIALS EXPENSE REIMBURSEMENT

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

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

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

CHAIN CREW

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

Appendixes

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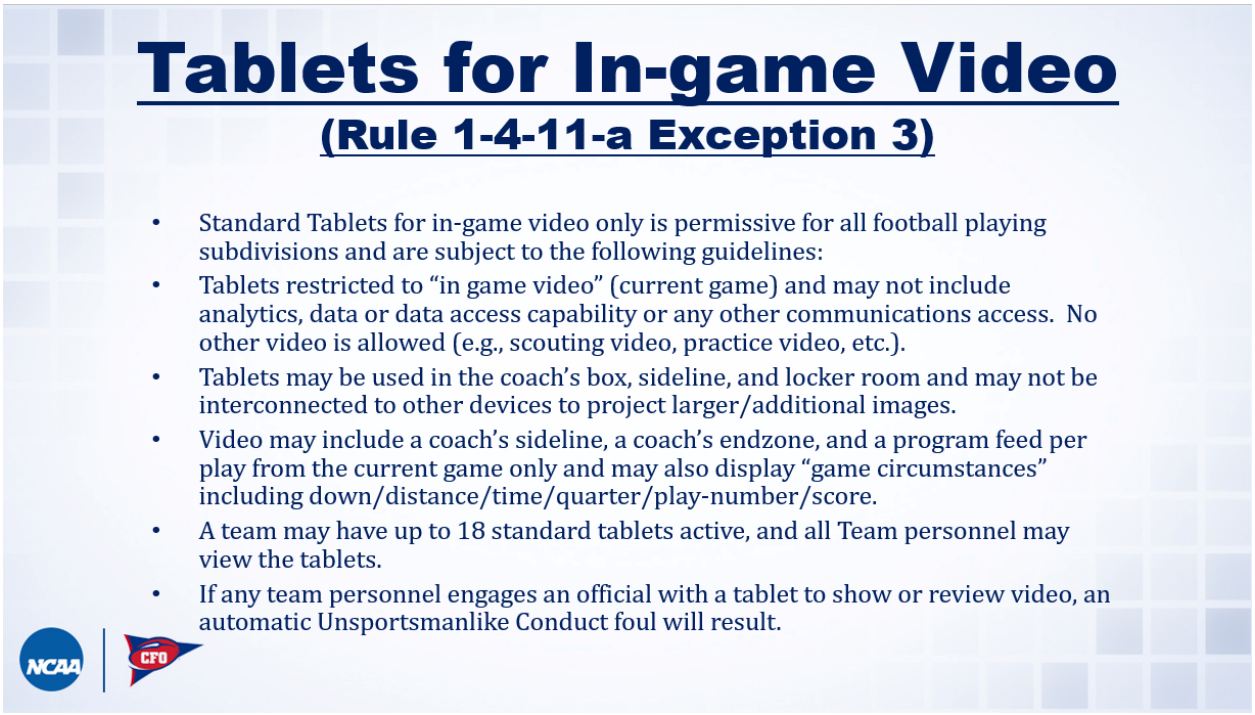
Appendix A • In-Game Video

Football Championship Subdivision (FCS) In-Game Video

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

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

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



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

Appendix B • Coach-to-Player Communications

Appendix B
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

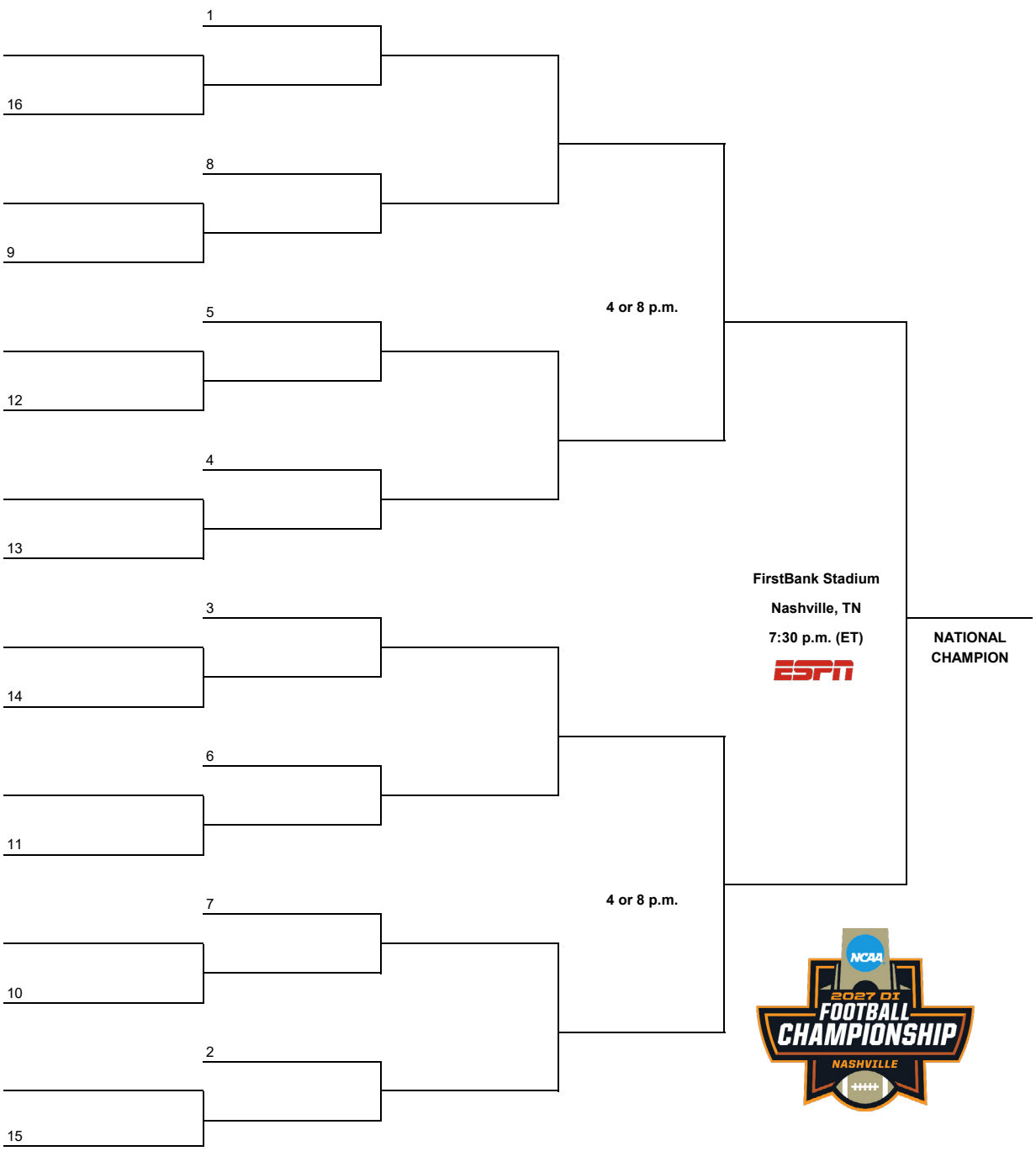
- Entire in-game video system (sideline cart and tablets) on sideline and in coaches booth is not operational
  - Relinquish use of all tablets on the sideline and coaches booth
- Sideline (SL) angle not available on **all** tablets
  - SL angle will be removed from tablets
- End zone (EZ) angle not 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 C • Bracket

2026 NCAA Division I Football Championship



* Host Institution
All times are Eastern time. Information subject to change.
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Appendix D • Videoconference Checklist

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

1. Introductions.
2. Date and time.
3. Footballs – F1002 (GST - Red), F1003 (GST - Tan), F10053 (Omega), F10060 (NFL Cut) and F10094 (GRT).
4. Uniforms.
5. Visiting team arrival at game site and tentative transportation plans (e.g., bus, charter).
6. Agreement and explanation on the exchange of in-season video. All exchange video will be complete video. Teams shall exchange video of all games played during the current season.
7. Filming of game (either mid-field or end zone angle).
8. Will institutions bring their bands for halftime performance?
9. Coach-to-Player Communication and Sideline VIdeo/Tablets Discussion/Plan
10. Roster (each institution should submit a completed roster form listing 64 squad members at the pregame meeting).
11. A list with the names of the 40 individuals receiving sideline passes (including coaches) due at the pregame meeting.
12. Visiting team lodging plan (e.g., confirm use of the hotel reserved by the host, staying overnight after the game).
13. Arranging transportation to and from practice and game (at the expense of the team).
14. Alcoholic beverage sales with prior approval from NCAA.
15. Establishing practice schedule and coordinating with scheduled activities sponsored by the host institution.
16. Press box arrangements (e.g., space for coaches).
17. Coaching communication devices (e.g., headsets) must follow the limitations in Playing Rule 1-4-12.
18. Medical service and assistance available. (Refer to Medical Arrangements in Division I General Section of the Prechampionship Manual).
19. Medical evaluation tents. Visiting institutions must bring their own. No corporate logos.
20. Squad size limitation, per diem, etc.
21. Pregame warmup areas.
22. Ball boys/girls for both teams must be secured by the host team.
23. Arrangements for VIPs and name of official institutional representative at the game.
24. Note that the handbook states no complimentary tickets will be issued. Review arrangements and number of tickets available for competing teams and locations. Discuss deadline to return unused tickets.
25. Visiting institutions must inform host tournament manager no later than Monday by 5 p.m. if they plan to bring their band.
26. Seating arrangements for visiting team band, if necessary.
27. A maximum of 12 spirit squad and/or pompom team members, along with one spirit squad head coach will be allowed on the field during the game.
28. Remind teams that expense reimbursement must be submitted via the NCAA Travel Expense System.
29. No television broadcast under any circumstances without approval from the NCAA national office.

30. Radio rights are established and can be determined by calling the NCAA national office. Find out if either team has a radio station covering the game.
31. Adhere to all NCAA policies regarding signs, advertising and promotions before and during the game.
    - Electronic corporate signs are considered temporary and are not permitted.
32. Sideline hydration equipment and product (NCAA-supplied for quarterfinal and semifinal rounds only).
33. Towels. Bench/Sideline the visiting team brings their own unbranded towels. Visitors' locker room, the host institution is required to provide 150 full size towels for visitors to use in locker rooms.
34. Snow removal plan. This plan should include the playing area and spectator areas.
35. A run-of-show and script of all in-game events/announcements will be provided by the NCAA and our production partners, Van Wagner. Please be prepared to provide a copy to the NCAA site representative at the pregame meeting.
36. Championship Environment. The host institution may conduct the preliminary-round game as it would during the regular season from an environment/atmosphere standpoint. Remain respectful and nonderogatory. Except for introduction video, only NCAA/Van Wagner content should be used on video and ribbon boards.
37. Host institutions are encouraged to extend the utmost courtesy to the competing teams.
38. Remind institutions of the misconduct statement, which will be reviewed at the pregame meeting, and the crowd control policy.
39. Host sites for the next round of games will be announced late Saturday night.

Appendix E • Pregame Schedule Example

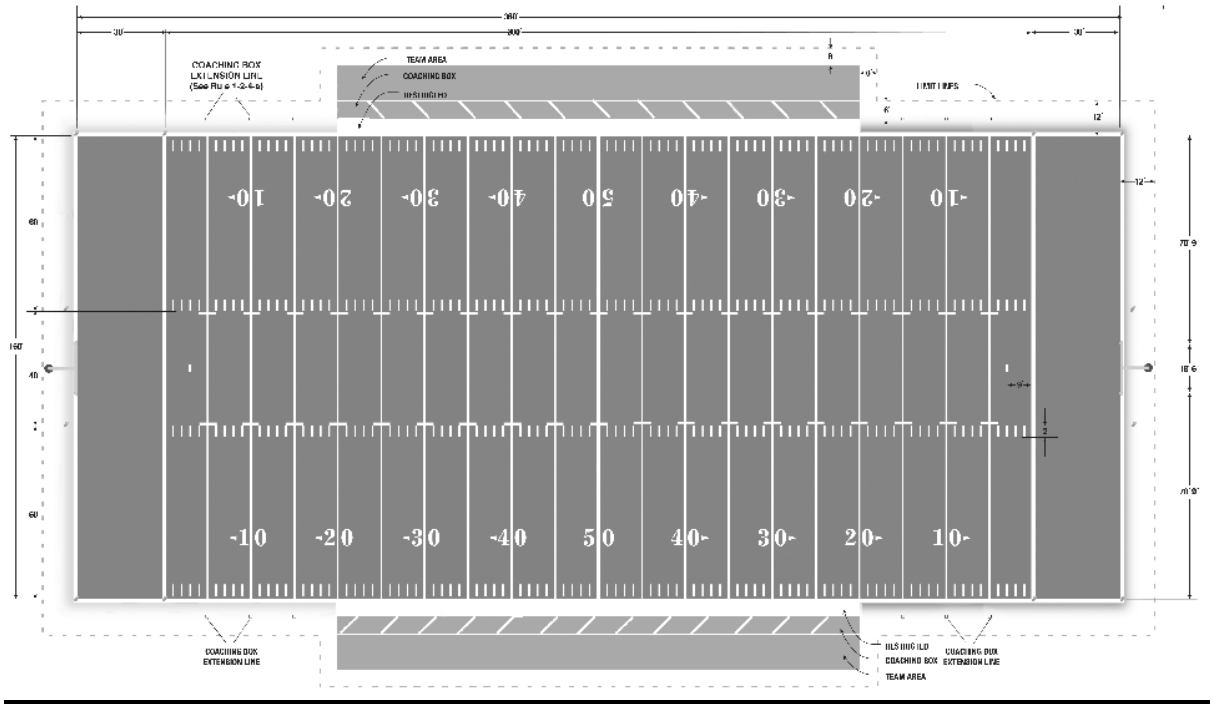
Preliminary-Round Pregame Schedule Example

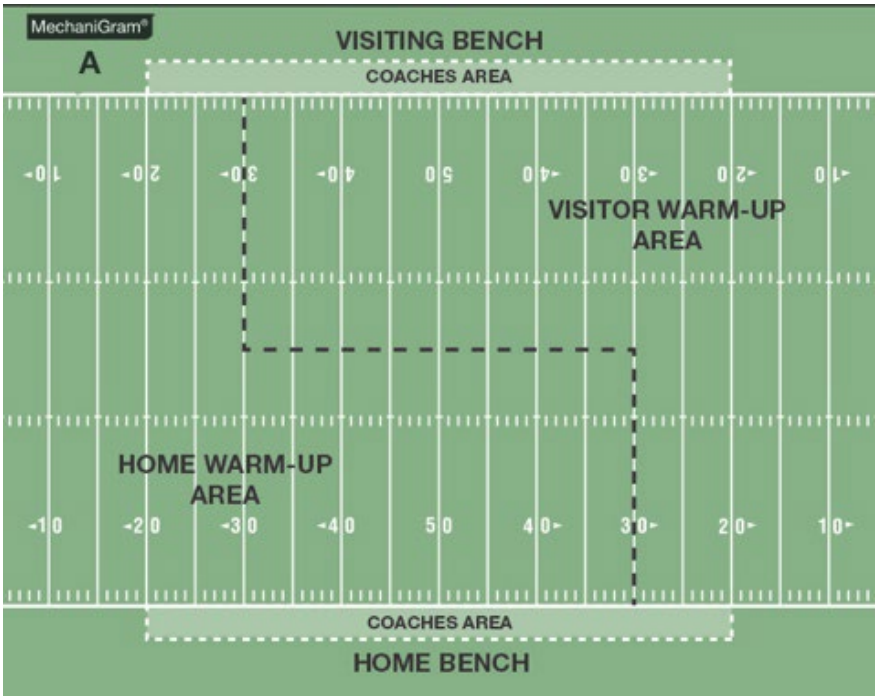
11:19 a.m.	105-minute administrative/officials meeting.
11:30 a.m.	Field available for teams.
12:04 p.m.	Officials' meeting with timer, ball persons and chain crew.
12:38 p.m.	Public address introductions of starting lineups.
12:50 p.m.	National anthem.
12:54 p.m.	Officials notify teams in locker rooms.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

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

Note: The national anthem must be concluded before the NCAA broadcast partner comes on the air.

Appendix F • Field Diagrams





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