

**2019 DIVISION II FOOTBALL CHAMPIONSHIP
HOST OPERATIONS MANUAL
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INTRODUCTION

On behalf of the Division II Football Committee, thank you for being an important part of the 2019 Division II Football Championship.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division II Football Championship. It is designed to use in conjunction with, not in place of, the 2019-20 NCAA Division II Football Pre-Championship Manual, which provide more general policies for the administration of the championships.

Administration of the Division II Football Championship are under the direction of the Division II Football Committee. Hosts play an integral part in the successful administration of the championships.

The host institution/conference shall appoint staff members to assume the positions of tournament director and media coordinator.

Tournament Director. This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

Tournament Manager. The tournament manager shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of competition site arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA or championships manager to ensure that the committee's policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services and communications.

MISSION STATEMENT

The Division II Football Championship will be the premier football event that will provide student-athletes a once-in-a-lifetime experience including maximizing attendance and community awareness while presenting the championships in a fair, safe and equitable manner that supports and promotes the Division II attributes throughout the event.

CONTACT INFORMATION

2019-20 DIVISION II FOOTBALL COMMITTEE

<p>Paul Lueken Director of Athletics Slippery Rock University of Pennsylvania 1 Morrow Way Slippery Rock, PA 16057 Phone: 724-738-2767 Email: paul.lueken@sru.edu Super Region 1</p>	<p>Rob Mollory Director of Athletics Kentucky Wesleyan College 3000 Frederica Street Owensboro, KY 42301 Phone: 270-852-3330 Email: rmollory@kwc.edu Super Region 1</p>
<p>Daryl Dickey, chair Director of Men’s Athletics University of West Georgia 1601 Maple St. Carrollton, GA 30118 Phone: 678-839-6534 Email: ddickey@westga.edu Super Region 2</p>	<p>Monica Gordy Polizzi Assistant Director of Athletics/SWA Mars Hill University 100 Athletic Street Mars Hill, NC 28754 Phone: 828-689-1320 Email: mgordy@mhu.edu Super Region 2</p>
<p>Mike Babcock Head Football Coach McKendree University 701 College Road Lebanon, Illinois 62254 Phone: 618-537-6847 Email: dmbabcock@mckendree.edu Super Region 3</p>	<p>Kent Weiser Director of Athletics Emporia State University 1 Kellogg Circle Emporia, KS 66801 Phone: 620-341-5350 Email: kweiser@emporia.edu Super Region 3</p>
<p>Gary Pine Director of Athletics Azusa Pacific University 901 East Alostia Ave. Azusa, CA 91702 Phone: 626-815-5081 Email: gpine@apu.edu Super Region 4</p>	<p>John Wristen Head Football Coach Colorado State University - Pueblo 2200 N. Bonforte Blvd. Pueblo, CO 81001 Phone: 719-549-2075 Email: john.wristen@csupueblo.edu Super Region 4</p>

CONTACT INFORMATION

NCAA STAFF

<p>Donnie Wagner Associate Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6813 Cell: 317-966-6447 Email: dwagner@ncaa.org</p>	<p>Jay Jay Rackley Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6834 Email: jrackley@ncaa.org</p>
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Awards.

Semifinals:

Each semifinal host will receive a large semifinalist team trophy for the non-advancing team and 80 individual semifinalist trophies. These awards will be sent from MTM to the tournament director at each the semifinal site. When the awards arrive, the tournament director should inventory all awards to ensure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be taped closed and secured in a limited-access area.

Please note: for all 1st/2nd Round and Quarterfinal sites, the host will receive 58 participant medallions to provide to non-advancing teams.

Finals:

The championship host will receive one large team trophy and 80 gold mini-trophies for the national championship team. Additionally, 80 men’s championship watches will be sent. The host will also receive 80 silver mini-trophies for the runner-up team. An Elite 90 award, which recognizes outstanding academic achievement, also will be shipped to the finals site. These awards will be sent to the tournament director approximately two weeks before competition. When the awards arrive the tournament director should inventory all awards to ensure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be taped closed and secured in a limited-access area. The hosts may want to have the awards available for viewing at the banquet. If so, appropriate security measures must be taken.

Awards Ceremony.

The awards ceremony will be conducted at midfield immediately after the conclusion of the championship game. Second place awards will be placed in the losing team’s locker room.

Elite 90 Award (Finals only).

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships administrator as well as the local host shortly before the championship begins. The winner’s name should not be released to the public until after they are publicly recognized. If appropriate, the operations point person can share the information with the

coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mark Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution on the morning of the announcement to allow them time to prepare.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst their peers and fans of the championship. In addition, information about this award winner may be included in local press releases about the championship and in public address and/or video board announcements during the championship.

Award presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue which will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

At this time, we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the-pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 Award for Division II Football Championship with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the student-athlete banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships administrator
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show)
- The award should be presented after attendees have had a chance to finish their meal

- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner Sports & Entertainment (VWSE) may be run as the individual is introduced
- The coach of the winning student-athlete should be informed to help assure the winner's attendance
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet

Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. VWSE will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the–pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

The recipient of the Elite 90 Award—for the Division II Football Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

Press release

On the day the winner of the Elite 90 award will be publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner's institution and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations. If appropriate, this press release may also be provided to the host for distribution to local media.

For more information on the Elite 90 award winners, log on to ncaa.com/elite-90.

Champions Locker Room Program.

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (jared.hunt@hanes.com) or Top of the World for hats (npokorny@towlicensed.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

Participant Awards.

Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, banquets and mementos will NOT be permitted at preliminary rounds.
Finals

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

SECTION 2– Band/Spirit Squads and Mascots

Artificial Noisemakers.

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the game is in progress. Spirit squad may use megaphones for voice amplification purposes only (e.g., no pounding megaphone with hand or on the floor or other inanimate objects to create artificial noise, and no waving megaphones as a visual distraction).

Spirit squads.

A maximum number of 24 cheerleaders, dance team members and mascot in uniform, should be admitted complimentary, along with their coach.

Spirit squad and/or pompom team members, not to exceed 24 in number, plus the mascot, shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 spirit squad and/or pompom team members, along with one spirit squad coach, shall be allowed on the field during the progress of the game. The spirit squad shall perform within an area designated by the tournament manager.

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

Band.

Band members who are in uniform and performing at the championship will not be charged admission to the competition. Please note that bands must also be seated outside the 25-yard lines if located on the opposing team's sideline. Bands, or any component thereof, are not allowed to play after the ball has been declared ready for play by the referee. Bands are allowed to play during timeouts and before and after the competition. Bands are not allowed to play during the game, once the ball is spotted and the referee backs away from the ball. If both teams bands are present, a band may only play when their team has the ball.

National Anthem.

The national anthem shall be sung or played by the home team's band.

Mascots.

Live animal mascots are not permissible.

SECTION 3– Banquet (Finals only)

To celebrate and welcome all participating student-athletes and championships personnel, the host shall provide a banquet the Thursday prior to the championship. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

The host will be responsible for coordinating all details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff.

Best Practices:

The event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is to congratulate, celebrate and welcome all participating student-athletes to the NCAA championships and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA championship manager can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet, but should seek the advice and approval of the NCAA championships manager on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

Sample Enhancements:

- Unique venue – a skybox club overlooking the host school’s football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from the NCAA ftp site or from schools).
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal; however, other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.).

- Favors unique to the sport or area – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championships manager regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site.

Officials shall NOT be included in any social event involving the participating coaches or participants.

SECTION 4 – Broadcasting/Internet

Please visit www.ncaa.com/media to review all of the broadcast and media services regarding the championship. Also, see “Webcasting” in SECTION 14 – Media/Credentials of this document for required and/or recommended webstreaming services.

SECTION 5 – Commercialism/Contributors

Space Requirements.

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

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

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

Advertising/Signs/“Look and Décor”.

Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice

and/or ancillary event venue(s) (i.e., any place that can be seen from the pool deck or seats), including the scoreboard and the pool deck before or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. The NCAA championship manager has the discretion, during their site visit or when on site before the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

Alcohol/Tobacco/Gambling. All alcohol, tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.

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

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

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

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

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

Premiums Guidelines.

The competition venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 90 days before the first NCAA championship related event. The NCAA will then use and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. Laser pointers of any kind are not permitted.

Noisemakers. Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are responsible for confiscating prohibited items at the entrance points or removing such items from the facility. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Weapons/Firearms. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action.

Promotional Items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold by the NCAA or its agents, may not be sold/distributed on the premises.

Signs, Flags, Banners. Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

Video Camera/Still Camera Policies. Ticketed patrons shall not bring video equipment into the facility on competition days. Still cameras with a lens no longer than four inches are permissible on any day. Flash cameras may not be used.

Official Championships/Licensee Suppliers. The NCAA licensing program is designed to

ensure the quality and consistency of all of the NCAA's championship event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

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

For a list of NCAA licensees and official equipment suppliers:

<http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list>

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

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. [Click here for the most current list of NCAA licensed or owned trademarks.](#)
3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
4. The NCAA's position on inclusion of ® and ™ marks is first and most prominent use. The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted. To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an r-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women's Final Four®.
5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: www.memberx.edu/ncaa.

Corporate Champions and Corporate Partner Program.

Corporate Champion and Corporate Partner Program. The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA

trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

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

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

For more information and a current list of corporate champions and partners, please click on the following link:

[NCAA Corporate Champions & Partners](#)

Local Contributors.

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

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

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

Helpful Links:

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

SECTION 6 – Community Engagement (finals only)

The NCAA requests help from the local organizing committee to provide community engagement experiences for participating student-athletes, coaches in its community. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

The NCAA's ability to build and create successful community engagement events in a community around its national championships depends largely on a successful partnership with the local organizing committee and/or sports commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with local organizing committees and community groups on behalf of the championship manager, identifying shared experience opportunities and alleviating logistical burden for the championship manager. This contractor will communicate with the host point person early and often to foster great community partnerships and events held in conjunction within NCAA national championships.

SECTION 7 – Critical Incident Response/Emergency Plan

Preparation.

The championship manager and host institution staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

1. Develop contact lists.
 - a. NCAA.
 - b. Local authorities and critical incident response team.
2. Review emergency protocol prior to the start of the event.
3. Identify chain of authority.

- a. Incident commander (second in command).
- b. Decision-making personnel/team.
4. Identify incident command center.
5. Identify incident communication plan.
6. Review evacuation plan – review plan with competition site manager.
7. Review emergency response plan for typical emergencies.
8. Review emergency response plan for national disasters.
9. Review emergency response plan for terrorist actions.
10. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. Send a request to PSCDOperations@hq.dhs.gov to receive the contact for a local PSA. Refer to Appendix I for additional information.

In the event of a critical incident, contact the NCAA championship manager immediately before any decisions are made.

Interruption of Game. The officials have the authority to interrupt play. If play is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining schedule of games also shall be adjusted by the games committee. The committee should review the following procedures for interruption of a game:

Press box. Assure that the game clock, play clock and score are accurately recorded.

Officials. Ensure that the officials know the exact game situation when play was halted.

Sideline Personnel. These individuals should proceed to the sideline area or, upon instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

Power Source/Public Address. Competition site management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

Responsibility. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the competition site management and the senior law-enforcement officer at the site must proceed immediately to the scorers' table with means of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the

conditions, if possible. Teams and game officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA representatives and game-management staff (competition site manager, game management liaison and senior law-enforcement officer) should assemble immediately at the control room to assess the situation.

Normal Conditions. The committee shall determine when conditions have returned to normal.

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the committee. If possible, the contest should be resumed in the primary competition site. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics and required competition site operations personnel. Also, the games committee has the authority to reschedule the game or session in a nearby competition site (e.g., on campus or elsewhere in the city) provided the alternate competition site meets the provisions of NCAA playing rules.

Spokesperson. In the event of an emergency, the committee chair or his or her designee, working with the competition site management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson.

SECTION 8 – 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. For additional information please see the [drug testing site coordinator manual](#).

Drug-Testing Expenses.

The proposed budget included in the site coordinator's manual should be completed and submitted to the National Center for Drug Free Sport, Inc., before the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice on completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement.

Facility Specifications.

Hosts must identify two separate rooms (one for each team) where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representative. Each testing

room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

Host Notification.

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport.

The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

Media Obligations.

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

Next-Day Testing.

If competition begins at 10 p.m. or later (local time), both teams have the option to defer testing to the next morning. This decision must be determined immediately after competition.

If a team defers testing to the next morning, the test must begin by noon local time and must take place at the drug-testing facility from the day before. The certified collector and the involved institution must mutually agree on the start time of the drug test.

Participant Notification.

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

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

Seating.

Escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

Site Coordinator’s Responsibilities (Host).

The tournament manager is responsible for designating an individual who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the drug-testing

crew chief. The site coordinator's responsibilities are outlined completely in the site coordinator's manual.

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information.** The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Escorts.** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - **Assistance.** Assist the drug-testing crew chief during testing as directed.
 - **Confirmation.** Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
 - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Game Management" is preferred.
 - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day before the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

Drug-Testing Statement.

The following statement will be read by the NCAA championship manager or the NCAA site representative at the mandatory administrative meeting the day before competition:

“NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

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

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

SECTION 9 – Competition Site, Equipment & Space Requirements

Neutrality.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pregame or half time events are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.).

Alcoholic Beverages and Tobacco Products.

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

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

Americans with Disabilities Act.

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Concessions.

Food and beverage prices shall be no higher than for similar events or primary tenants in the competition site.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games begin and between games. During competition, selling is restricted to the arena concourse and established selling locations.

Facility

Field and Equipment. Standard football playing field and equipment as detailed in Rule No. 1 of the NCAA Football Rules and Interpretations Book must be provided. In addition:

- a. Coach's booth. The host institution must provide a coach's booth for the visiting team that is protected from the elements, capable of accommodating a minimum of three coaches, and comparably equipped to the home team's coaching booth. A separate and private area must be provided in the press box for the home and visiting coaches.
- b. Field telephones. Each team will be responsible for providing their own field phones. Teams may use as many phones as they wish, but they are responsible for making sure that they are in good working order.
- c. Heater and cooling fans. In the event of inclement or hot weather, if a space heater or cooling fans are used on the home team's sideline, they shall be provided as well for the visiting team. Space heaters are a reimbursable expense through the proposed budget, if needed.
- d. Kicking net. The home team must provide a kicking net for both teams in all preliminary rounds. The host must provide a kicking net for both teams at the national championship game.
- e. Meeting room. Each host will designate a room at the stadium that will be used exclusively by the football committee game representative to conduct meetings.
- f. Officials dressing room. One or two rooms, with working showers and hot water, to accommodate at least eight individuals at a time must also be available. A sign reading "NCAA Use Only" will be posted on the door.
- g. Team locker rooms. Locker rooms, of an adequate size to accommodate the squad size, with working showers, towels and hot water, must be available for both teams. Restrooms, marker boards or chalkboards, locker stalls or dressing hooks, and chairs or benches to accommodate the entirety of the visiting team's roster also must be provided.
- h. Telephones. At its own expense, a media agency may order a telephone to be installed at a press box working position.
- i. Time clocks. Game clocks should be in operation during pregame to aid in communicating the allotted time remaining.
- j. Athletic Training room. Appropriate athletic training facilities must be available on-site for the teams. Athletic training supplies are a permissible games expense.
- k. Twenty-five second clocks. Fully-functional play clocks are required for all championship playoff games that may be set to both 40 and 25 seconds.

Insurance. Regarding liability insurance, the NCAA regulations require that host institutions and sponsoring agencies of NCAA championships will have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage.

Self-insurance programs meet the provisions of this regulation as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage).

Therefore, it will be necessary for your institution (or sponsoring agency) to provide the national office with the appropriate certificate of insurance or documentation of self-insurance with your proposed budget before you will be considered as a host site.

If you must purchase a special events insurance policy specifically for this event, please submit confirmation of this in writing along with your proposed budget. In this situation, the actual certificate of insurance form must be submitted to the NCAA national office no later than 48 hours prior to the championship.

The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

Mandatory Administrative Meeting. A mandatory meeting of the head coaches, director of athletics (or designated athletics administrator) and sports information directors of the competing teams with the game officials and representatives from the host and/or sponsoring agency and the NCAA game representative will be held the evening prior to competition (typically Friday night). All essential personnel (e.g., announcer, timer, scoreboard operator, chain gang, and person in charge of security) should make an effort to attend. Also, all members of the established games committee must be in attendance.

Media Interview Area. This area must accommodate a minimum of 30 persons, set theater or classroom style. It must accommodate a sound system, lighting, and camera platforms.

- a. Chairs/tables. Seven chairs and two 8-foot x 30-inch tables will be set on the dais. Extra chairs will be readily available.
- b. Decorating. The facility will coordinate decorating per the instructions of the NCAA. Rental and installation of pipe and draping are permissible game expenses.
- c. Holding area. An area adjacent to the interview room will be selected as a holding area for participants. Participants should not walk through the actual interview room to reach the holding area. Access must be restricted to participants in the press conferences and to designated NCAA officials. No media representatives may be given access to this area. It should be arranged so that participants may relax comfortably during a waiting period. Chairs and a table are recommended. Ice water and soft drinks (Coca-Cola products only) should also be available.
- d. Media hospitality area. A hospitality area, separate from the work area, if possible, will be provided to accommodate a minimum of 30 individuals. Special drinking cups provided by the NCAA or cups without commercial identification must be used in the hospitality area.

- e. Signage. Each host will be provided with NCAA logos to hang from the backdrop. Only NCAA approved signage is permitted in the interview area. All other existing signage should be removed or masked.

Medical Facilities. Each host must arrange for physicians to be present during the game. In addition, each host should ensure team practices are staffed with an athletic trainer. Ambulance service, paramedics and a first aid room must also be provided. Nearby hospital facilities must be identified.

Meeting with Football Committee. The football committee game representative(s) at each site will meet the host facility manager, the security director and stadium manager (or his/her representative). Subject to approval of the football committee game representative(s), additional personnel may be included in this meeting.

Merchandising. Event 1 has purchased exclusive souvenir merchandising rights to all NCAA championships. Please refer to Appendix A and also to the Pre-championship Manual for guidelines.

Nonpermissible Items. The host tournament director and facility management are responsible for enforcing the NCAA's policies regarding the following nonpermissible items. Patrons will be encouraged to return nonpermissible items to their automobiles. An area will be established for the checking and securing of such articles at the patron's expense.

- a. Noisemakers. Artificial noisemakers, air horns, electronic instruments, cannons, vuvuzelas, etc., are not permissible. Game managers are responsible for removing these instruments from the stadium.
- b. Promotional items. Promotional items (i.e., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises without the permission of the NCAA. Items such as newspapers, caps, t-shirts, etc., may also not be distributed on the premises without the permission of the NCAA.
- c. Signs, flags, banners. Large signs, flags or banners that are in good taste and do not interfere with spectator sight lines are permissible. It is the stadium manager's responsibility to confiscate all prohibited articles. Items that can be held by one individual reflect good sportsmanship and do not block the view of other ticket patrons may be permitted.
- d. Video equipment. The use of video equipment by spectators is subject to the approval of the facility manager.

Parking. The facility will be responsible, at its expense, for revenue, maintenance and security in connection with its parking areas.

- a. Press parking. Media parking is desired, but is up to the discretion of the host.
- b. Satellite trucks/other remote equipment. The host will provide parking space at the facility for satellite trucks and mobile equipment of all credentialed electronic media agencies. A reasonable parking fee to cover costs such as security and electricity, to be determined by the host in accordance with the facility's customary rates for other events, may be charged to agencies that have not purchased live telecasting or broadcasting rights from the NCAA. All media agencies should be notified of this fee prior to the game.

Personnel. The host is responsible for all operating personnel deemed necessary at the facility by the host and the NCAA, including, but not limited to, ushers, ticket-takers, program sellers, exit watchmen, private security officers, parking attendants, special police, city police and firemen. All such personnel are to be under the sole direction and control of the host and the facility. Waiver forms must be completed by volunteers.

Security. Development and implementation of a security plan is the responsibility of the host and the facility management. Please refer to the Best Practices for Venue Safety and Security document for more detailed information, which can be found in the “Help/Resources” tab of the [Championships Forms](#) login page.

Signage.

- a. Alcoholic beverage advertising. Advertising displays for liquor, tobacco, beer or wine companies, or organizations promoting gambling are prohibited.
- b. Electronic messages. Other than messages promoting the championship, no electronic board or video board advertising of any kind may be displayed during the game unless specifically approved by the NCAA national office. This includes promotion of upcoming events in the facility. All messages must be approved in advance by the football committee game representative.
- c. 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 (CBS, ESPN, CBS SPORTS NETWORK, etc) may have only two banners. Local radio or student radio may not display banners at NCAA championships. The NCAA staff on-site must approve of the designated location of the network banner placement.
- d. NCAA signage. A shipment of NCAA signage will be provided to each host. The signage is designed to decorate the facility, or serve as a backdrop at other championship-related activities (e.g., press conferences, ticket offices, etc.). Please keep all signage as sites may host multiple games during the playoffs. Additional signage is not scheduled to be sent (as in the past) for each round. However, if you need additional signage for future games please notify Jay Jay Rackley or Donnie Wagner by Noon Eastern time on the Monday prior to the game.
- e. Pre-existing contracts. Unless otherwise required by contracts in force before selection of a site to host the championship, the host institution and/or sponsoring agency shall not permit any advertising, banners, signs or displays of any kind, including NCAA corporate sponsors, to be hung, posted or displayed anywhere within the facility premises (i.e., any place from which the field can be seen) including the scoreboard, other than NCAA banners, CBS or ESPN television and approved radio banners.
 - (1) Facility expense. Any permanently affixed (or previously leased) advertising, banners, signs or displays not contracted at the time the proposed budget or site bid was presented and awarded will be covered by the host institution and/or sponsoring agency at its expense, as designated by the NCAA.
 - (2) Illumination. Any previously contracted, static, permanently installed advertising panels may remain uncovered, but any illumination of such signs must remain "off" during the game.

- (3) Notification. The NCAA must be notified of all such contracts at the time the host presents its bid for the championship.
- f. Professional sports. Under no circumstances will banners, signs, displays or advertising, mentioning or promoting any professional sports organization be posted, hung or displayed during playoff games.
 - g. Video boards. If electronic video replay screens are available, they may be used at the host institution and/or sponsoring agency's expense. Any messages posted on the video board must be neutral. The tournament director must appoint a qualified volunteer to monitor replays. You may show a replay, one time from the live broadcast feed. It is recommended that you talk with the operations manager from the network broadcasting the event and request a "listen only speaker" of the director. This will assist if the director decides to show more than one angle on television, you should "bail out" to the NCAA logo (primary, sport generic or site specific) if a second or third replay angle is about to play.

Vending. Food, beverage or merchandise may be vended or dispensed in the seating areas with permission of the respective football committee.

Alcoholic Beverages. On dates of practice or games, no alcoholic beverages shall be delivered, sold or dispensed for public consumption anywhere in the competition venue, nor shall any such beverages be brought to the site during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the stadium).

Alcoholic beverages may be dispensed inside private, enclosed hospitality suites provided that the beverages are only brought outside of the suites (in suite seats) in unbranded cups. Also, alcoholic beverages may be sold and dispensed in private, enclosed club/hospitality lounges inside football stadiums. For club lounges, alcohol may not be brought outside the club into stadium seats. In these suites and clubs, alcoholic beverages may not be delivered to the suites/clubs or restocked at any time when practices, new conferences or the games are being conducted or otherwise in use by the NCAA. Additionally, it shall not be permissible for alcoholic beverages to be sold or distributed outside the stadium, unless specifically authorized by the NCAA.

Decorating and Advertising.

Banners Inside Competition Site. NCAA banners, signage and décor are the only banners permissible inside the competition site.

Covering. The competition site shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing court or seats).

Institutional Signage. Institutional signage does not need to be covered. Championship banner(s) may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the competition site may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming for the regionals and finals.

Equipment.

Footballs. Wilson F1001, F1003, F1004 and/or F1005 Footballs. Footballs (game-ready) must be given to officials during the pregame meeting.

Twelve new game balls specified by each institution are being sent directly to them by Wilson; should arrive by Wednesday; get them broken in; six “game ready” balls impounded at pregame meeting on Friday night.

Scoreboard. If capable, scoreboards shall display the names of the participating institutions rather than “Home” and “Visitors.”

Telephones. Telephone communication must be available for radio and television (if applicable).

Video Screens. If electronic video replay screens are available, they may be used at the competition site’s expense. One replay in real time is permissible. Video screens may not display advertising.

POWERADE Product and Equipment.

1st/2nd and Quarterfinal Rounds:

Hosts will not receive any POWERADE or water product or equipment for the regional sites. The hosts should use other items, but those items must be devoid of any commercial marks (e.g., logos and graphics of commercial products such as Gatorade) or such marks must be covered completely (this includes all competition areas, media areas or any other back-of-house areas). Member institutions that have POWERADE branded equipment (and any branded towels) through their school relationship may use that equipment.

If a 1st/2nd and Quarterfinal Rounds host has to purchase product, the host must purchase and provide only Coca-Cola products (e.g., DASANI, POWERADE, Coca-Cola, Sprite). Estimated expenses for all products should be included in the host budget. The host may use previously supplied equipment from the NCAA, however, any equipment that is not POWERADE branded must be used in areas not within view of broadcasts or photographers (they may not be used within the competition areas).

Participating teams and student-athletes in NCAA championships may continue to use/consume their permissible hydration beverage(s) of choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be devoid of any commercial marks.

Semifinals and Finals:

The NCAA and Coca-Cola – a Corporate Champion supporting all NCAA championships - will provide POWERADE branded drinking cups, water coolers, ice chests, water squeeze bottles, DASANI bottled water, POWERADE bottles and powder for the Division II Football Championship. Exact items and quantities will be provided to the host by the NCAA.

Drinking cups, water coolers, ice chests, and water bottles should be provided at the team benches for each scheduled practice or competition. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during the championship. The host may retain the coolers, ice chests and any remaining product after the competition. Participating teams may retain the water bottles after the competition.

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

Participating teams and student-athletes in NCAA championships may continue to use/consume their permissible hydration beverage(s) of choice; however, equipment carrying any branding other than POWERADE must be devoid of any commercial marks. At the finals site taping over or removing the label from the bottle will not be permissible. Non-POWERADE branded squeeze bottles brought by teams/student-athletes will not be allowed.

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

On the sidelines and within the competition area, all product should be consumed from the NCAA-provided POWERADE branded water cups or water (squeeze) bottles only. The host may use previously supplied equipment from the NCAA, specifically red POWERADE, equipment; however, they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

Competition Site Use.

The competition site shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days before the start of competition through the conclusion of the final game.

NCAA Space Requirements.

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media, player-ticket and band/spirit squad).

Player-Guest Entrance. A gate must be identified to admit patrons holding player-guest tickets.

Team Personnel Entrance. An entrance, near the locker rooms, must be identified for all student-athletes and coaches.

Locker Rooms. A locker room with shower facilities should be provided for each team (two total) and one room for the game officials. When assigning locker rooms, consideration should be given to bracket pairings and the path to and from sideline areas in an effort to minimize unnecessary encounters among opposing teams.

Security. Security personnel should be stationed at the door of each locker room (competition days only).

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, hydration products, grease boards, markers and erasers for all practices and games.

Signs. Signs should be posted to identify the teams' and officials' locker rooms. A sign reading "NCAA Use Only" shall be posted on the officials' locker rooms.

Media Areas. The areas used for the media workroom and the postgame interviews should be in close proximity to one another and to the locker rooms in order to facilitate the media's work and access for coaches and student-athletes. There should be adequate distance between the interview area and competition floor to ensure interviews can be conducted without distraction. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.

Workroom. The media workroom should be equipped with internet access and an adequate number of telephones, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

Hospitality. A refreshment area should be set up next to or in the media workroom to accommodate the working press only throughout open practices and competition. Only NCAA, PowerAde and/or generic drinking cups (void of commercial identification) should be used in the refreshment area. No officials should be allowed in this area.

Postgame Interview Room. The postgame interview room should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and camera personnel at the back of the room; and (e) providing a sound system. The NCAA does not provide a backdrop for regional rounds.

Holding Area. An area adjacent to the interview room shall be designated as a holding area for players waiting to be interviewed. It should be situated so players do not have

to walk through the actual interview room to reach the holding area. Chairs and DASANI water should be provided so players are able to wait comfortably.

Access/Security. A security officer should be stationed outside the media workroom and postgame interview room to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Game officials specifically are prohibited from this area.

Player Warm-Up. If locker rooms are not large enough for teams to use as a stretching area, provide separate spaces for two teams to use for stretching and warm-up.

Athletic Training. The training room should be stocked with towels and other necessary equipment, and staffed with the appropriate personnel before and during the games and practice sessions.

Parking.

There should be enough parking spaces adjacent to the venue for the committee, team personnel, game officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

Game Filming.

For all preliminary round games, the host institutions should make available one area for visiting teams to film from, including an end zone video area.

SECTION 10 – Financial Administration

Audit

Sites will be randomly selected for financial and box office audits after the championship.

The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

Approval of the Budget

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials, if applicable. The proposed budget must be submitted and approved by the NCAA before the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

The host is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets and medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

It is also incumbent on the host to understand and remit all necessary taxes related to the sale of tickets for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not-for-profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

Committee Expenses.

The host institution will not be responsible for paying per diem for committee members. Committee members will submit their expenses online once the championships have concluded.

Financial Report.

Online Proposed Budget/Financial Report.

- a. **Budget.** Prospective hosts must submit proposed budget(s) using the online system to the NCAA no later than the stated deadline in the Pre-championship Manual. The budgets are available electronically by using the proposed budget system on the NCAA website.

<https://champsauth.ncaa.org/login?service=https%3A%2F%2Fchampionships.ncaa.org%2Fadmin%2Fmain>

- (1) Adjustments. Budget adjustments are not permitted unless approved in advance of the game(s) in writing by the NCAA national office. Any expenditures in excess of the approved amounts will be the responsibility of the host institution, even if estimated receipts are exceeded.
- (2) Approved games expenses. The following are approved games expenses:
 - (a) Limited promotional dollars;
 - (b) Telephone installation costs in the working press room and at the stadium;
 - (c) Miscellaneous expenses for towels, soft drinks, etc.;
 - (d) Payment equal to the host's standard regular-season reimbursements to the public address announcer, timer, statisticians, official scorer, physicians, etc.
 - (e) Space heaters, if needed, for inclement (cold) weather.
[Note: For off-campus facilities, all rental fees must be listed on the proposed budget.]
- (3) Budgeting procedures. The following procedures will be observed in the administration of each round of competition:
 - (a) A prospective host institution must submit a proposed budget for each game they want to host.

- (b) If receipts are not sufficient to cover game expenses and entertainment expenses, the NCAA will reimburse the host institution for its losses up to the amount of the approved budget.
 - (c) The host institution may not exceed its approved budget without prior approval from the NCAA national office even if sufficient receipts are available.
 - (d) An institution using its on-campus facilities to serve as a host for first-round, second-round, quarterfinal or semifinal competition may receive an honorarium, as determined by the NCAA.
- (4) Entertainment. Disbursements for entertainment for first-round, second-round, quarterfinal and semifinal contests should be limited to a reasonable amount for the pre-championship meeting.
 - (5) Programs. Budgeting for programs is not necessary. IMG College will produce programs for all rounds of the Division II Football Championships. The host institution must provide program sellers.
 - (6) Receipts. All income from the sale of tickets (at the price printed on the tickets) plus postage and handling fees will be included in championship receipts.
- b. **Financial report.** Host institutions must file a financial report online, including settlement, within 60 days after the date of competition. A financial penalty may be assessed if the financial report is submitted after the 60-day deadline.

Ticket payment.

The host institution is responsible for collecting amounts due from the sale of tickets. It is suggested that no tickets be distributed (other than institutional allotments and NCAA tickets) unless payment has been made.

Full payment for tickets must be made by the participating institutions to the host no later than 30 days from the date of competition. A fine may be assessed for each day an institution fails to pay for its tickets subsequent to the deadline. The respective football committee is authorized to waive this provision based on extenuating circumstances.

All ticket surcharges must be reported to the NCAA as championship receipts.

Visiting Teams' Expenses.

The host is not responsible for the payment of visiting team's expenses. Each competing team will use the NCAA's Travel Expense System (TES), available on the NCAA website at the following address:

<http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/sports+and+championship/general+information/travel/index.html>.

This process should be completed within 30 days following the competition. The NCAA will provide transportation expenses and appropriate per diem for the official traveling party.

Lodging Expenses.

Lodging for officials, site reps, committee members and NCAA affiliates must be budgeted and paid by the host institution. These expenses will be reimbursed via the final financial report. All parties will be responsible for their own incidentals.

Participating Institutions Expense Form.

Once the championship is completed, participating institutions should submit online expense forms to the [NCAA Travel Department](#) at the NCAA national office within 30 days of the competition.

SECTION 11 – Game Management

Equipment.

The host must arrange for all equipment (except footballs) as specified in the NCAA football rules.

Footballs.

Following selections, each designated team will receive 12 Wilson footballs which are to be used throughout the duration of the preliminary rounds. Should extra footballs be needed, please contact your respective NCAA liaison.

The championship site will receive both game balls and autograph balls.

Note: Each institution must provide their game balls to the officials at the pregame meeting.

NCAA Rules.

NCAA football rules will be strictly observed. The host institution is responsible for all aspects of game management.

Personnel.

Game staff will be provided by the host. It will include an experienced timer, 25-second clock operator, scoreboard operator, video board operator (if applicable), public address announcer, statistics crew, chain gang, athletic trainer, dressing room attendant(s), physician(s) and a minimum of four ball persons. The host must ensure that all game management individuals are familiar with the appropriate NCAA football rules and policies. Please note that for all Division II playoff games, the chain gang should be wearing the "Make It Yours" vests that are by the national office. These vests must be returned following the elimination of your team. Failure to do so will result in the host institution being charged for replacement vests.

Public Address Announcer.

The following are guidelines for the assigned public address announcer:

- a. **Announcer's role.** The announcer represents an important role in the administration and conduct of the championship. The announcer is responsible to the football committee game representative(s) at each site. The announcer should not be a play-by-play person, but announce pertinent game information and individual plays such as who carried the ball and who made the tackle. In addition, the announcer will not be a

"cheerleader" for any team. The announcer will adhere to NCAA procedures rather than those that may have been in effect during the regular season.

- b. **Clock malfunction.** In the event of a game clock malfunction, the official game time will be kept by the appropriate official. If possible, the announcer should provide the time remaining at two-minute intervals.
- c. **Corporate contributors.** The announcer will NOT recognize corporate contributors.
- d. **Crowd control.** The announcer also will review crowd control procedures with the game or committee representative and the tournament director. (These may include notes regarding exits, seating, safety measures, first-aid stations, emergency evacuations, etc.)
- e. **Emergency calls.** All emergency calls and announcements must be **approved in advance** by the football game or committee representative at the site.
- f. **Introductions.** It is recommended that the announcer introduce the starting players for the visitors followed by the home team prior to the start of the game.
- g. **Meeting with football committee.** The announcer will meet with the game or football committee representative(s) at the meeting the night prior to competition and also prior to the game to review time schedules, coordination of the national anthem, starting lineups, the actual kick-off for the game and the start of the second half, etc.
- h. **Promotional messages.** No special announcements will be made without the approval of the game or football committee representative. Promotional messages and/or announcements at the game site will be limited to NCAA activities.

Games Committee.

The games committee shall comprise the NCAA site representative, tournament manager and administrator from each institution.

The games committee at each site will actively supervise the conduct of each championship session. This includes ensuring adherence to NCAA policies with regard to misconduct, games management (e.g., what to do in case of electrical failure, broken equipment), corporate signage, etc. It is important that games committee members remain in the arena throughout the competition to promptly address any situations that may occur.

Pregame Warm-Up.

Teams participating in the championship may begin pregame warm-ups a maximum of 90 minutes prior to kick-off.

The suggested Division II pregame schedule is:

11:30 a.m. Field available for teams.

Officials' meeting with timer, ball persons and chain gang.

12:35 p.m. Introduction of players.

12:40 p.m. Teams leave field.

Pre-game activities being (i.e. band).

12:48 p.m. Officials notify teams in locker room.

12:50 p.m. Visiting team enters field.

12:51 p.m. Home team enters field.

12:55 p.m. National Anthem.

12:57 p.m. Coin Toss.

1 p.m. Kickoff.

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

Starting Times.

All preliminary-round games will start at 1 p.m. local time. Other times may be established at the discretion of the NCAA Division II Football Committee as requested by the host institution or as assigned by the committee. Game times can be adjusted by one hour from the preferred start time but must be approved by the football committee.

Uniforms.

- a. **Home team.** In each playoff game, the home team will wear its dark (home) uniform.
- b. **Institution's official uniform.** Each player is expected to wear the official uniform of the institution exclusively during the game and related ceremonies.
- c. **NCAA regulation.** All uniforms must comply with NCAA Bylaw 12.5.4 and with the NCAA football rules. Please refer to the 2019-20 NCAA Division II Manual or the 2019-20 NCAA Football Rules and Interpretations Book.

Field Security.

Field access is limited to properly credentialed individuals. The host institution is responsible for monitoring credentials and removing unauthorized individuals from the field, sidelines or team area.

Credentials.

It is the responsibility of the host institution/sponsoring agency to produce and provide the necessary credentials for all applicable parties (e.g., participating teams, team medical, media, etc.).

SECTION 12 – Insurance

Liability

If event is held on campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

If event is held off campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

Venue must maintain and provide a minimum of \$1 million in Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured.

Note: All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

SECTION 13 – Lodging

Officials/NCAA Game Representative/Television
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The host must make lodging arrangements for game officials, football or games committee representative(s).

- a. Game officials. The host will reserve eight rooms for the game officials of preliminary-round competition. These rooms should be at a property separate from the participating institutions. Payment for these rooms will be made by direct bill to the host. These expenses should be included in the proposed budget system.
- b. NCAA football committee game representative. The host will reserve a sleeping room for the football game or committee representative(s). The number of rooms required will be reviewed during the conference call prior to the game. These rooms should be at a property separate from the participating institutions. These rooms must be held

beginning the day before the competition begins. Room and tax for football games committee representatives will be master billed to the host. The host should budget for the game representative's hotel lodging expenses in the proposed budget system.

- c. Television. In most instances, the network doing a game will make its own hotel reservations. The media coordinator or sports information director, however, may make contact with the network representative as a courtesy to determine if rooms will be required.

Participating Institution.

1st/2nd/Quarterfinal and Semifinal Rounds:

The host tournament director will reserve 40 rooms for the visiting team. It is suggested that at least 30 of the rooms be double-doubles and that one of the rooms be upgraded for the head coach to a one-bedroom suite at the same rate.

The team rooms should be reserved beginning the night before the competition. It is possible that a team may arrive two nights before the competition and every effort should be made to have the team rooms available for occupancy.

If a team prefers to stay at a hotel other than the one to which it has been assigned, it must: (1) obtain from the hotel general manager a written release of the reserved rooms, or (2) use the rooms for persons accompanying the official party. A copy of the written release of these rooms must be filed with the host. If an institution fails to make satisfactory arrangements with the assigned hotel for use of the original reserved rooms, full charges for these rooms will be the visiting institution's responsibility.

Finals:

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA championship hotel program and all championship housing needs. Anthony Travel will consult with the host to gain any preference and feedback on hotels. The host may be involved in rate solicitation, if requested by Anthony Travel. So while the host is not in the lead position with hotels, its help is still needed in identifying and potentially securing properties.

Once the teams have been determined, the reservations will be reconfirmed in the names of the institutions, and thereafter, the institutions shall be responsible for the reservations, rooming assignments, meetings and payment agreements. Detailed information regarding the team hotel shall be distributed by the host institutions in the participant manual.

Participating institutions are responsible for the rooms reserved for the championship. If an institution prefers to stay in another hotel, it must (1) obtain a release of the rooms in writing from the hotel's general manager and provide a copy to the committee prior to the start of the championship; or (2) use the rooms for persons accompanying the official travel party. In either case, the institution is responsible for securing arrangements at another property. If an institution fails to make satisfactory arrangements for the use of the rooms at the assigned hotel, it will be charged for the full cost of the original reservations of those rooms.

SECTION 14 – Meetings/Schedule of Events

Administrative Meeting.

The NCAA site representative will conduct a mandatory administrative meeting the night before the game to review championship matters. It is mandatory that each institution's athletic administrator and head coach attend the meeting. It is highly recommended that the sports information designee attends the meeting, but not mandatory. A Powerpoint will be provided to use at the pregame meeting. Please ensure A/Va is available.

Banquets.

No banquets are permitted at preliminary-round sites. This includes banquets that are at the expense of the host institution. Banquets are allowed at the Finals site only.

NCAA Representative(s).

The site representative(s) at each site will meet the day before competition begins with the tournament manager, media coordinator and facility manager. If approved by the site representative, additional personnel may participate. The NCAA staff will provide the site representative and the tournament manager with a checklist to review during the meeting.

Schedule of Events.

The committee representative will approve the schedule of events.

SECTION 15 – Media/Credentials

Credentials.

It is the responsibility of the host institution/sponsoring agency to produce and provide the necessary credentials for all applicable parties (e.g., participating teams, team medical, media, etc.)

Hospitality.

Media hospitality is strongly encouraged. Media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the host and approved by the NCAA championship manager. **Dollars allocated to this line item should directly reflect the anticipated number of media members covering the championship.** Proposed budgets that do not directly reflect the anticipated number of media members will not be approved. Budgets cannot be changed without the prior approval of the NCAA championship manager.

Internet Policy.

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships. The NCAA and its partners own the internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above.

In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance.

Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media (nflannery@ncaa.org).

Webcasting.

It is required that the host institution at all preliminary round sites webcast each game. Refer to the [Media Services](#) website or to the [Division II Championships page](#) for additional information, including minimum technical requirements.

Championship Website Guidelines.

NCAA championships hosts/local organizing committees have the opportunity to build their own championship microsite to house information about local events, restaurants, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through NCAA.com. For complete guidelines, please see Appendix H.

Mini-Cams and News Film.

If a game is televised, only the station that has purchased rights may film game action. Media coordinators shall designate an area near the dressing rooms or interview room where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to the [Media Services](#) website.

News Conferences.

The media coordinator shall have the authority to designate and require any student-athlete to attend a postgame news conference and/or those scheduled before any round of competition in the national championship. Each participating institution shall make players available at all scheduled news conferences.

Staffing. The host media coordinator shall appoint a moderator for the news

conference. The media coordinator should monitor the schedules closely to ensure success.

Parking.

If media parking is limited, car pools should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes.

Photography.

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

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

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

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

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

Any other entity, except the NCAA membership, seeking a championship event photo must license it through [Getty Images](http://www.gettyimages.com). To license an NCAA championship event photo, please visit <http://on.ncaa.com/NCAAonGetty>.

For additional questions regarding championship photography, please contact Levida Maxwell by email (lmaxwell@ncaa.org) or phone 317-917-6356.

Postgame Interviews.

All coaches and student-athletes must be made available for postgame interviews after the cooling-off period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Locker Rooms. The locker rooms shall be open to the media after a 10-minute cooling-

off period. The timetable for the cooling-off period begins when the respective head coaches leaves the field immediately after the game. Unless the coach chooses to forego the cooling-off period, he or she must proceed directly to the locker room after the game, with the exception if they are requested to remain for a short interview (not to exceed four minutes) by the television network that has purchased the rights. All locker rooms for players and assistant coaches shall be open to the media for 15 minutes after the conclusion of the respective cooling-off periods; however, if the media is not interested in entering the locker room, it may be closed before the 15-minute time period expires.

Electrical Outlets. Electrical outlets will be required in the working pressroom and at courtside to assist representatives using transmission equipment requiring electricity. There shall be one electrical outlet per seat at courtside and in the working pressroom

Equipment. The host institution shall provide all the necessary equipment (e.g., microphones, mult box, adequate lighting, dais, camera platform, etc.) for the interview room.

Competition Site Coordinator. Host media coordinator must designate an interview room at the competition site and an individual to coordinate the activities in this room.

Obligation of Head Coach. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament 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 media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in a special interview.

Order of Appearance. At regionals – quarterfinal and semifinals the advancing team’s coach/players will go to the press conference first followed by the non-advancing team’s coach/players, except following the regional championship game when the losing coach and student-athletes will appear first.

Student-Athletes and Coach. The sports information director representing each participant shall escort the head coach and student-athlete to the interview area.

“Selected Media” Policy. Should a coach permit any single media agency to enter the dressing room before the cooling-off period has expired, the dressing room shall be opened to all other media representatives desiring access to the area.

Radio/Internet Audio Coverage.

Radio broadcast rights and made-for internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to <http://www.ncaa.com/media>.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/media then click “2019-20 Audio Policy.”

Security.

Security personnel should be instructed to protect the press conferences and working press areas, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the courtside media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game.

Statistics Reporting to the NCAA.

Each host should email the NCAA media coordination and statistics staff (ncaastats@ncaa.org), the Stat Crew packed file from each NCAA championship game on completion of each day of competition. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association’s website, www.ncaa.com. At the conclusion of each championship contest or session (regionals and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary.

Institutions should send all information as follows:

- Email the information to ncaa-content@turner.com.
- Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

Statistical Services.

Copies of play-by-play and final boxes shall be provided for the media. Copies of the official box score sheet shall be distributed to each team after the game.

Computerized Statistics. Computerized basketball statistics are required for all NCAA championship games. The stat sheets shall not include a corporate logo on the box. After each game statistics should be delivered immediately to each competing team’s locker room, each individual seated at the scorer’s table, and the media.

“Quickie” Stats. Quickie team statistics and individual game stats should be delivered to radio and television announcers during timeouts.

Updates. Each participant’s sports information director shall update team and individual statistics after every game, and the statistics shall be reproduced and distributed at the first scheduled press conference preceding the team’s next competition in the regional.

Strobe Lights.

Refer to [Media Services](#) website for the strobe lights policies. The host institution shall be responsible for compliance with these policies. Participating coaches should be informed at the administrative meeting if strobe lights will be used.

Team Films/Videotapes.

Each participating team is permitted to video its own game with a single camera and one person. The team representative is not permitted to have an assistant during filming/videotaping. The host institution shall reserve space for three cameras (maximum one per institution and host) and personnel to shoot at one time.

Noncommercial Usage. Video of any of the games of the regional/championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own non-commercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Working Press Room.

The media coordinator is responsible for the working pressroom at the arena.

Sports Information Director Needs. The media coordinator shall contact each sports information director representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom before the team's arrival.

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute is needed. The competition site will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper.

Computer Ethernet. At each site there should be a minimum of two ethernet connections or wireless access (preferred).

Printers. At least one high-speed printer with collating and stapling capabilities shall be available in the media area.

SECTION 16– Medical Arrangements**Medical Procedures.**

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by

and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

Ambulance Service

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

Biohazard Cleanup

The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations.

Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team's cooler cart positioned at the end of the team benches.

General Public

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

Hospital

The host athletic trainer shall identify a hospital, in close proximity, that will be available to participating teams and shall ensure that championship participants will be provided priority care and assistance.

Participants

Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and competition at the facility. The training room must open a minimum of two hours before all practices and competition, and remain open one hour after the conclusion of all practices and competition. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all competition.

Supplies

All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment should include, but is not limited to:

- Automated external defibrillator (AED).
- A bag-valve mask, advanced airway tools.
- A spine board and other stabilization supplies for the head and neck.

- Splints.
 - Immobilization splints.
 - Immobilizer/knee stabilizer.
 - Crutches.
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice.
- Blood-borne pathogen kit
- Moist hot packs.
- Muscle stimulator.
- Sharps kit/biohazard trash can.
- Ultrasound unit.
- Gurney.
- First-aid equipment/athletic training supplies.
- Suture materials.
- Emergency eye care and dental equipment.
- Sports medicine providers should be trained to use emergency supplies.

Locker Rooms or Athletic Training Room

The team locker rooms shall be equipped with hot hydroculators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment (if applicable).

Communication

The athletic trainer and physicians should be equipped with a means of radio communication.

Teams' Physicians

Participating institutions may include team physicians on their gate list. If the physicians are not seated on the pool deck, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the pool deck, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the pool deck or athletic training room.

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 Staffing

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

Travel Party. Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits though institutional funds. Competition site access can be secured by acquiring session tickets though purchase or an institutional pass list.

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

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

SECTION 17 – Merchandise/Licensing

Administration.

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

Availability

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

General Policies

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

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory

reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent 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 percent commission fee:

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking 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 phone line to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.

- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent 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.

SECTION 18 – Officials

Selection.

The NCAA Division II Football Committee is responsible for selection of game officials and specific game assignments. Supervisors of game officials will be notified by telephone of their selection as one of the officiating crews assigned to a preliminary-round game. NCAA national office staff or a football committee representative will notify the tournament director of officiating assignments. Tournament directors will be provided the names of the game officials by Tuesday preceding the next Saturday's game. The host will forward pertinent information (e.g., hotel, meeting time and location, etc.) directly to the game officials.

- **Equipment.** Each game official will be provided with an NCAA patch. The patch must be sewn or pinned to the right front of the officiating shirt. Also, a College Football

Officiating (CFO) patch will be part of the official's uniform in 2019 and must be placed on the left sleeve, three inches below the shoulder seam. No other patches may be worn on any part of the officials' uniform (e.g., conference affiliation), except for an American flag. The flag must be placed on the left front of the officiating shirt (over the heart and above the pocket). Also, the flag should have white trim, unless the official is an active member of the military, whereas the flag could have gold trim.

NCAA Football or NCAA Committee Game Representative.

The NCAA game representative must make every attempt to arrive on site early enough to monitor the practices of the participating teams the day prior to the competition (typically on Friday).

Arrival at site.

Game officials must arrive at the site no later than 5 p.m. the night before their assigned game, and in time to attend the pregame meeting conducted by the football game or committee representative.

Finals site only: ALL officials will arrive on Thursday.

The host will assign an individual to serve as the "game officials' liaison" throughout the competition, to accommodate the game officials' transportation needs and to be of general assistance to them.

Confidentiality.

The site representative and officials liaison will meet with the officials (separately from the administrative meeting) to review their responsibilities and distribute the NCAA patches.

Evaluation and Officials Evaluator.

Each preliminary round game in the playoffs will have an official evaluator on site. The name of the evaluator will be provided to each host the week of the game. Please provide an all-access credential to the officials evaluator along with a seat in the press box to evaluate the officials.

Fees and Expenses.

The host institution is not responsible for paying the officials' fees and expenses. Fees and expenses are paid directly to officials' by the NCAA using ArbiterPay.

Officials supervisors/evaluators do not receive fees, but will be reimbursed for expenses by the NCAA.

Hotel.

Officials' hotel rooms and taxes should be billed to the host institution. The officials are responsible for incidental charges. The host institution will then file these expenses on the financial report form after the competition. [Also refer to Game Officials'/NCAA

Representative Hotel, Section 10.] The officials should be housed in the same hotel as the NCAA representatives and may NOT be housed with the teams.

Meeting with Football Committee.

The tournament director will inform the game officials of the time and place of the pregame meeting with the game or football committee representative(s). It will be held the evening prior to the competition to which they are assigned to work.

Credentials for stadium admittance will be distributed by the game management at the game officials meeting.

Notification.

Officials will be assigned by a Division II football conference office selected by the Division II Football Committee. Please note that an officiating crew affiliated with a given conference will be assigned to a playoff game involving two teams from that same conference.

Transportation.

Officials will be reimbursed by the NCAA through ArbiterPay. Officials who receive approval for air travel must make flight arrangements through Short's Travel at 866-821-8547.

Game Officials' Dressing Room.

Dressing room. One room, with working showers and hot water, to accommodate at least eight individuals at a time must also be available. A sign stating "NCAA Use Only" will be posted on the game officials' dressing room door.

Visitors. No visitors will be permitted **AT ANY TIME** in the game officials' locker room, except as noted below. The referee will be responsible for enforcing this policy and all violations must be reported in writing to the NCAA.

- (1) Access. Only the game officials working the game, NCAA staff members, designated representative(s) of the football committee, the tournament director and media coordinator [see (2) below] will be permitted in the dressing room before, during or after a game.
- (2) Media clarification or interpretation. If requested, the game or football committee representative must approve and accompany the media coordinator or designated media representative into the officials' dressing room after a game to seek clarification of a rules interpretation for the media.

Social Events.

Game officials are not to be included in championship social functions.

SECTION 19 – Participating Teams

Squad Size.

Participating teams are limited to a maximum number of 58 student-athletes in uniform. Replacements are permitted up to the starting time of the game; after the game begins, no replacements shall be permitted for any reason. An institution that is advised it is in violation of this regulation and does not conform promptly to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. A roster form, to be provided by the NCAA national office, shall list the 58 student-athletes and shall be submitted to the NCAA site representative during the administrative meeting.

Participant Manual.

The host institution shall provide a participant manual to all teams selected to their specific regional championship. The NCAA will provide a generic participant manual that hosts may use for their site.

The tournament manager shall notify participating institutions of key, time-sensitive information (e.g., hotel contacts, ticket information, practice times, etc.) immediately after selections notification. The participant manual should be sent electronically to teams no later than noon the Monday after selections.

SECTION 20 – Promotions and Marketing

Banners.

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

Promotions Assistance.

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

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 championships.
- Map out the timeframe to market the championships.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan. Hosts shall establish a marketing plan in coordination with the NCAA championships marketing contact. All marketing plans, marketing budgets and collateral must be approved by the NCAA championship marketing contact before implementation.
Marketing Collateral.

NCAA Online Marketing Website. The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. Go to NCAACHampsPromotion.com to access the Online Marketing Website.

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

Each NCAA championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from and in addition to the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

- PRINT
 - Poster
 - Flyer
 - Print Ad
 - Table Tent
- DIGITAL
 - Email blast
 - Banner
 - Social Media Graphics
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines

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

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

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

Television/Video and Radio Ticket Spots. The marketing website allows hosts of select predetermined championship sites to download 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.

:30 Video/Television Spot

The NCAA creates TV-Video Spots for select championship sites and a limited number of predetermined regional rounds.

- All spots are available for download via the NCAA Online Marketing Website.
- Spots may be may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g., websites, social platforms, TV commercials, video boards, etc.).
- The video/television spot is available for download in the following file types:
 - HD: apple ProRes LT (104 mbps)
 - SD: dv25 (25 mbps)
 - Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

12.5.1.8 - Promotion of NCAA and Conference Championships. The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

12.6.1.2 - To Intercollegiate Event. A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial

sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. **[D]** (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

Signage

Hosts receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners and decals displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets. NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold. Should host continue to advise in the playoffs, they should plan on using the signage provided already by the NCAA.

Ancillary Events

The NCAA prohibits hosts from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor's bureau) elect to stage such activities, the following policies shall apply:

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner.
- Such an activity may not take place on property controlled by the competition venue.

No entity may contact NCAA CC/Ps directly. All such contact shall be directed through the NCAA staff.

Military Involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-bys, parachute teams, precision drill teams, etc. Hosts should work with the championships manager for approval of military involvement at the championship.

SECTION 21 – Practices

Administrative Responsibility.

Establishing practice schedule and coordinating with scheduled activities sponsored by the sponsoring agency or host institution. Do not allow practice on natural grass game field prior to game day.

When requested, the host institution or sponsoring agency shall make practice facilities available. The appropriate committee representative, after consultation with the competing coaches, shall establish practice locations and schedules. If the game field is an artificial

surface, teams are permitted to practice on the game field. As a general rule, practice is not permitted on a natural-surface game field.

SECTION 22– Programs

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

Content/Editorial.

IMG College Responsibilities

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

Host Responsibilities

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).

Championship Program Vending and Complimentary Programs.

IMG College Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College.
- Will pay sales tax to the proper taxing authority.

Host Responsibilities

- Before the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College.
- The host venue will provide all vendors unless otherwise prearranged with IMG College.
- Return a vending agreement, signed by the tournament manager, to IMG College prior to the event.
- Distribute the allotted amount of complimentary programs as specified below.
 - Each team shall receive 70 programs, with the exception of the finals where teams will receive 80.

- An allotment of game programs will be available for the media. Make a good-faith effort to promote and sell the programs/handouts during the event (see Best Practices for Program Vending below).
- Retain the commissions earned from program vending and cut a check to IMG College for the amount listed on the settlement sheet.
- Email and mail the completed settlement sheet provided by IMG College after the event within the time frame specified in the vending agreement.

Best Practices for Program Vending

Below are a few best practices for vending programs.

- Designate individuals to sell programs and pay them a commission for each program they sell; or
- Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.
- Place program vendors in high-traffic areas of the sports facility, normally near main entrances.
- Encourage vendors to walk through the stands to sell programs during the even.

Questions.

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

SECTION 23 – Safety and Security Plan

Preparation.

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at [http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security.pdf](http://www.ncaa.org/sites/default/files/Best%20Practices%20for%20Venue%20Safety%20and%20Security.pdf) when developing a safety and security program.

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

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

The Best Practices should not be viewed as a complete or primary source of information for

developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

Please submit your final safety and security plan to the NCAA championship manager, which would include the NCAA Championships Safety and Security Team Contact information form. Items must be submitted once the opportunity to host has been awarded.

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

SECTION 24 – Security

Crowd Control.

The tournament manager must review crowd control policies with the games committee and is responsible for strict enforcement of these policies.

Personnel.

The host is responsible for all operating personnel deemed necessary at the facility by the host and the NCAA, including, but not limited to, ushers, ticket-takers, program sellers, exit watchmen, private security officers, parking attendants, special police, city police and firemen. All such personnel are to be under the sole direction and control of the host and the facility. Waiver forms must be completed by volunteers.

Non-permissible Items.

The tournament manager and competition site staff are responsible for enforcing the Association’s policies described on each ticket back or distributed at the point of purchase. The competition site shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. The competition site staff is responsible for confiscating prohibited items at the entrance points or removing such items from the competition site. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Spectator Photography/Video Cameras.

Still cameras are permissible but flash photography is prohibited; however, video cameras are permissible by spectators as long as they are not of a professional size nor require a tripod. Fans must remain in their seats and not obstruct others' view and are not allowed courtside.

Distribution of Materials.

No person or group may distribute the following materials on the competition site or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, fliers, newspapers, memorabilia or promotional materials for other events or activities.

SECTION 25– Tickets/Seating

Printing Tickets.

The committee, prior to the printing or distribution of tickets, must approve the location of all team tickets and seating for bands and spirit squads.

Team Allocations.

[Reference: Tickets in the Division II General Section and Bylaw 31.1.11 in the NCAA Manual.]

An allotment of tickets will be reserved for the competing institutions. Sportsmanship is supported and encouraged at all NCAA events. In an effort to promote a spirit of sportsmanship, opponents' fans should not be permitted and will not be allowed to be seated directly behind the opponents' team bench area.

Each competing institution will be guaranteed access to a minimum block of 500 tickets for preliminary-round competition, with those seats located directly behind their team bench. This block of seats must begin at the 50-yard line in the row closest to the playing field, be contiguous, and extend outward from the 50-yard line in both directions an equal number of seats. This block of seats should extend up to the top row, or in the case of those stadiums that are large enough to have two tiers of seats, should be 50 seats wide by 10 rows high block of 500 seats, or an alternative seating plan approved by the Division II Football Committee prior to the start of the playoffs. This seating plan must be submitted with the bid materials. Additional tickets may be purchased, but the seat locations will not be guaranteed. Please note that bands must also be seated outside the 25-yard lines if located on the opposing team's sideline.

Admission shall be charged at all NCAA championships, unless a governing sports committee determines that charging admission is not feasible due to the facility configuration or the expenses relative to the event's attendance history. Ticket prices shall be determined by the respective games committees with the approval of the governing sports committee. Ticket prices may be "scaled," according to the location of the seats. Faculty members shall be charged regular admission prices. Properly identified grade school, high-school and college students may purchase admission tickets at a reduced rate to be recommended by the governing sports committee and approved by the Division II Championships Committee.

Each institution competing in the national championship game shall return all monies and unsold tickets, and inform the host institution or sponsoring agency of the number it will require from the 2,000 tickets being retained, not later than 4 p.m. Wednesday before the 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 competing institutions release the tickets being retained, the host institution or sponsoring agency will use them for public sale.

The minimum ticket prices for the championship shall be \$6 for preferred seating and \$5 for general admission. A \$3 student general-admission ticket, with student identification card, is permissible for students of participating institutions for first-round, second-round, quarterfinal and semifinal games. No complimentary tickets are to be issued to professional scouts.

Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the arena to administer the players' tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the tournament manager (or his or her designee). Individuals using those tickets will proceed through the pass gate to a nearby area with a table or booth, where they will be identified by the appropriate institution's designee, given a ticket stub and directed to their seats.

Ticket Backs.

NCAA staff must approve all designs and the standard ticket back disclaimer language must be used.

Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

Coupons. Under no circumstances may a "coupon promotion" be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

Ticket Back Disclaimer Language. The ticket back language in Appendix F should be placed on the back of the ticket stubs, but if it cannot be done, this language must at a minimum be posted at all ticket windows for the patrons to see, be included as an insert with the ticket mailing, etc. so that all patrons are placed on notice about the restrictions.

Player-Guest Tickets. Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the arena to administer the players' tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the tournament manager (or his or her designee). Individuals using those tickets will proceed through the pass gate to a nearby area with a table or

booth, where they will be identified by the appropriate institution's designee, given a ticket stub and directed to their seats.

Public. Any spectator entering the competition site must have a ticket (children age two and under are admitted free with a ticketed adult). Standing-room only tickets are not permissible.

Ticket Sales.

All members of the general public must have a ticket in order to enter the competition site, a minimum number of ticket windows must remain open until the conclusion of the event.

Special Ticket Plans. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

Ticket Prices. Minimum ticket prices are \$6 for reserved seating, \$5 for general admission and \$4 for students with an identification card. A senior citizen ticket price shall be the same as student general admission.

SECTION 26 – Transportation

Transportation for Teams.

GO GROUND offers a championships travel portal through which all ground transportation needs can be arranged. Institutions will use the same login information used to access the Short's Travel portal as well as the NCAA online expense system. Institutions can log in to the portal at anytime to begin building their itineraries and providing contact information. You can find the portal at www.gochampionships.com.

Additional information regarding championships travel can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

SECTION 27 – Volunteers

Apparel (Finals Site only).

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2019-20 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be placed on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2 ¼ inches square.

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

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

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

Goals and Recruitment.

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

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

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

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

The NCAA may request additional volunteers from the local organizing committee as necessary.

Waivers.

Each volunteer must sign a waiver of liability before the start of the regional. After the regional is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference. The host institution should also keep a copy on file on campus with your final financial report.

Championship Merchandising

Exclusive Rights

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. For NCAA event merchandising policies and an official licensee list, go to www.ncaa.org for more information.

STADIUM/EVENT CHECKLIST

Event: _____ Date: _____

1. OFFICIALS

- _____ a. Dressing room
- _____ b. Towel service
- _____ c. Game tickets
- _____ d. Game instructions
- _____ e. Timer
- _____ f. Scorer
- _____ g. 40/25-second clock
- _____ h. Chain and down gang/vests
(Division II)
- _____ i. Pre/halftime hospitality
- _____ j. Conduct random cleat checks

2. VISITING TEAM

- _____ a. Dressing room set up
 - _____ Chalk Board
 - _____ Team seating
 - _____ Towels
 - _____ Clothing racks
 - _____ Guard
 - _____ Gates locked
 - _____ Team equipment host
 - _____ Athletic trainer
 - _____ host
 - _____ Other
- _____ b. Programs
- _____ c. Police/security
- _____ d. Hospitality
- _____ e. Special seating
- _____ f. Sideline/press credentials

3. TICKETS

- _____ a. Sellers
- _____ b. Ticket takers

4. GENERAL STADIUM SET-UP

- _____ a. Condition of field
- _____ b. Line field
- _____ c. Cleanliness of seating areas
- _____ d. Set up press box(es)
- _____ e. Cleanliness of press box(es)
- _____ f. Decorations and NCAA signage
- _____ g. Concessions stand set up
- _____ h. Press box catering
- _____ i. Public address system
- _____ j. Scoreboard controls/on
- _____ k. Message center (if applicable)
- _____ l. Stadium/field house phones
 - _____ Press box(es)
 - _____ Ticket offices
 - _____ Field control-home (sidelines)
 - _____ Field control-visitor (sidelines)
 - _____ Concessions
 - _____ Public phones
 - _____ Home radio/TV
 - _____ Visiting radio/TV
- _____ m. Public restrooms
- _____ n. Player benches
- _____ o. Parking
 - _____ Parking lot entrances
 - _____ Traffic flow staff
 - _____ Car parkers
 - _____ Parking signs
 - _____ Parking maps
 - _____ Bus parking
 - _____ RV parking
 - _____ Disabled spaces
- _____ p. Ticket offices clean

- _____ c. Security
- _____ d. Change fund(s)
- _____ e. Ticket inventory
 - _____ Reserve
 - _____ General
- _____ f. Window sales reports
- _____ g. Price signs
- _____ h. Direction signs
- _____ i. Outlet ticket office
- _____ j. Stub boxes
- _____ k. Ticket gate set-up
- _____ l. Payroll forms
- _____ m. Ticket report complete
- _____ n. Payroll posted/complete
- _____ o. Post NCAA standard ticket back disclaimer language

- _____ q. Stadium lighting
- _____ r. Flag ceremony/raising/national anthem
- _____ s. Special fencing
- _____ t. Press box guards
- _____ u. Powerade coolers, cups and squeeze bottles on sidelines
- _____ v. Kicking nets – Division II only
- _____ w. Heaters (if applicable)

5. STADIUM SUITES/BOX(ES)

- _____ a. Suite doors unlocked-day prior to game
- _____ b. Suite doors unlocked-game day
- _____ c. Box policy forms
- _____ d. Extra box tickets
- _____ e. Cleanliness of box(es)

6. POLICE AND SECURITY

- _____ a. Parking passes
- _____ b. Player gate
- _____ c. Intrastadium control
- _____ d. Special instructions
- _____ e. Payroll forms
- _____ f. Payroll posted/complete
- _____ g. Road closings
- _____ h. Hospitality

7. CROWD CONTROL

- _____ a. Ushers
- _____ b. Security
- _____ c. Ticket takers
- _____ d. Pass gate attendant
- _____ e. Special seating marked

9. CONCESSIONS

- _____ a. Supervisors
- _____ b. Change fund(s)
- _____ c. Labor positions
- _____ d. Cashiers
- _____ e. Supplies
- _____ f. All inventories
- _____ g. Equipment in place
- _____ h. Press box catering
- _____ i. VIP box catering
- _____ j. Home team catering
- _____ k. Visiting team catering
- _____ l. Band catering
- _____ m. Transportation equipment
- _____ n. Radio distribution

10. PROGRAMS

- _____ a. Supervisor
- _____ b. Sellers
- _____ c. Delivery of programs
- _____ d. Change fund(s)
- _____ e. Badges and aprons
- _____ f. Sales stands

- _____ f. Contracts
- _____ g. Fencing/rails
- _____ h. Postgame field security
(have security representative
present at
pre-game meeting)

- _____ g. Complimentary
 - _____ Home team
 - _____ Visiting team
 - _____ Press box(es)
 - _____

8. ADDITIONAL PERSONNEL

- _____ a. Electrician
- _____ b. Labor
- _____ c. Red Cross, EMT
- _____ d. Phone mechanic
- _____ e. Male custodian
- _____ f. Female custodian
- _____ g. Student facility assistant
- _____ h. Plumber
- _____ i. Elevator repair person
- _____ j. Copier repair person
- _____ k. Ambulance
- _____ l. First aid room

- _____ h. Inventory count
 - _____ Before
event
 - _____ After event
- _____ i. Funds deposited
- _____ j. Commission paid

APPENDIX C

NCAA Championships Policy Related to Sports Wagering. No pre-determined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

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

Event: _____ (the "Event")

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

Participant's Age: _____

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

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

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____

_____ or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

Signature of Participant Date

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

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