



MEMORANDUM

November 17, 2019

VIA EMAIL

TO: Tournament Directors of Host Institutions for the 2019 NCAA Division II Football Championship.

FROM: Donnie Wagner
Championships and Alliances.

SUBJECT: Materials for the Conduct of a Tournament Session.

Congratulations on being selected as a host institution for a preliminary-round game of the 2019 NCAA Division II Football Championship.

Please make note of the following items as you prepare for competition:

1. Approved Budget. You will receive email notification regarding your proposed budget has been approved. Your institution must adhere to the approved budget. Officials' fees and expenses and committee representatives' expenses will be paid directly by the NCAA. Hosts will pay for officials and committee lodging and will be reimbursed via the budget system. If any changes to your proposed budget were necessary, these changes will be indicated as "Selected w/ modifications." Within 60 days after the completion of competition, the host institution shall complete and submit the financial report via the online system. Failure to submit the report within 60 days may result in a financial penalty.
2. Officials. The eight officials' names, phone numbers, and addresses will be sent to you in an email message (includes the alternate official). The host institution is responsible for contacting the officials, advising them of hotel accommodations (if necessary) that have been made and the time and location of the meeting prior to the competition. Please reserve eight (8) hotel rooms (kings) for the officials.
3. Officials Patches. In a separate mailing, via overnight delivery, you will receive "NCAA" patches for each official, to be worn on the upper left front of the shirt. No other patches may be worn on any part of the officials' uniform (e.g., conference affiliation), except for a CFO patch or an American-flag. The flag should have white trim, unless the official is an active member of the military, whereas the flag could have gold trim. These are the only patches or emblems permitted on the officials' uniform or jacket.
4. NCAA Game Representative. A member or representative of the NCAA Division II Football Committee will arrive at the site on Friday to chair the games committee meeting Friday evening and supervise the overall conduct of the competition. The game representative will receive an email from the NCAA Travel Expense System prompting them to complete their expenses online.

N a t i o n a l C o l l e g i a t e A t h l e t i c A s s o c i a t i o n

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The NCAA is an equal opportunity employer that values inclusive excellence in the workplace.

If the representative must stay overnight at the championship site, the host institution should pay the representative's hotel room and tax (excluding any incidental charges). This total should be listed on the online financial report that is submitted to the NCAA national office within 60 days after the conclusion of the competition.

5. Insurance. Information regarding insurance was detailed in previous materials placed on the CAA website. As a reminder, an insurance certificate or proof of self-insurance must be received by this office prior to the start of competition.
6. Game Balls. Wilson will be the official game ball for the championship. Footballs will be sent directly to your institution from the manufacturer for a Wednesday arrival. If you have not received 12 balls by Wednesday, contact Jay Jay Rackley at jrackley@ncaa.org or 317/917-6834.
7. Merchandising. Event 1 has purchased the merchandising rights to all rounds of the NCAA Division II Football Championship. Therefore, the host institution may not merchandise any products (including institutional products) at the competition, unless you guarantee in writing, in advance, a sellout of the Event 1 merchandise. Please refer to the general championship information section of the championship handbook for more specific information. The contact for all rounds of the Division II Football Championship is Jared Hunt (office: 913/693-2108; cell: 913/269-8251).
8. Sideline Equipment and Product. First-round hosts will not receive POWERADE branded equipment and product. As such, the host institution may use other items--those items, however, must be absent 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 sidelines and competition areas, media areas or any other back-of-house areas).
 - Member institutions that have POWERADE branded equipment (sans any branded towels) through their school relationship may use that equipment.
 - If the host has to provide and/or purchase product for any NCAA championship use (e.g., press box, committee tent/suite), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume their permissible hydration beverage(s) of choice, however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.
 - The host may use previously supplied equipment from the NCAA, specifically vitaminwater revive and Dasani branded 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)].

9. Postgame Video Tape. East host institution needs to upload a copy of the just completed game to Hudl for our evaluators/observers to view the game and evaluate the officials that worked the game. Game video should be uploaded within four hours from the completion of the game.
10. Inclement Weather. A weather monitoring system has been made available for all NCAA championship competition and information about how to register to use this system is attached. Please be sure to register for the use of this weather monitoring system. If inclement weather forces altering the approved schedule, the on-site NCAA game representative and host institution tournament director shall contact Donnie Wagner (cell 317/966-6447; office 317/917-6813), **before** any decisions are finalized and communicated to participants. Please be prepared to summarize the weather situations and have a recommendation for an alternate schedule.
11. Public Address Announcements. There should not be any commercial public address announcements made at your site other than NCAA merchandise promotions. Permissible announcements include results from other NCAA competition and necessary fan information (i.e., restrooms, concessions, first-aid, etc.). The NCAA Crowd Control Statement shall be read over the public address system one time per half. Please also read the other public address announcements that are posted on the [DII Football landing page](#).

Additionally, please refer the [neutrality document](#) what is permissible pre-game.

In addition, there should not be any commercial banners hung in the competition venue or press conference area. Signage that is PERMANENTLY affixed to the scoreboard is permissible. Spirit banners, subject to the approval of the NCAA game representative and games committee, shall be permitted so long as no commercial logos are visible.

12. Participant Awards. MTM Recognition will be shipping 58 participant awards to your site for arrival by Thursday. These participant awards are to be presented to the team that does not advance to the next round of the 2019 NCAA Division II Football Championship. These awards should be presented immediately following the game to the team administrator for the non-advancing team. Please inform the team administrator that they should only be provided to the student-athletes who were on the active 58-man roster.

If you do not receive the awards by mid-day on Thursday, please contact Jay Jay Rackley at jrackley@ncaa.org or 317-917-6834.

13. Volunteer Waiver Form. Please have all championship volunteers (including any unpaid officials) complete the attached waiver form. All championship volunteers under the age of 18 must have the Volunteer Waiver form signed by a parent or legal guardian. Please label each form with the date, round, site and championship information. Please keep a copy of

all these forms for your records, and return the original copies to me with the host evaluation form two weeks after the competition.

14. Other “Frequently Asked Questions”.

- a. **Cheerleaders and Mascots.** Cheerleaders, dance team members and mascots shall be admitted, if in uniform, via the gate list. For Division II, a maximum of 24 cheerleaders plus one uniformed mascot and one cheerleader coach may be admitted. A live mascot is not permissible. All others must purchase a ticket for admittance.
- b. **Bands.** Refer to the Host Operations Manual.
- c. **Professional Scouts.** There are no complimentary tickets for NCAA championship competition. Therefore, professional scouts must purchase a ticket for admittance and they are not permitted in the press box.
- d. **Halftime.** The halftime intermission shall be 20 minutes and the field must be cleared with 2:00 remaining on the game clock.
- e. **Per diem and travel policy questions.** Please contact Juanita Sheely at travel@ncaa.org or 317/917-6757.
- f. **Second and Quarterfinal-Round Sites.** The committee has determined that all teams receiving a bye in the first round will host a second-round playoff game. In addition, the highest advancing seed in the 2/7 and 3/6 games will host a second round game, pending all required hosting information has been submitted. The committee will convene on a conference call Sunday evening, December 1, to determine sites for the quarterfinal round. The NCAA game representative will examine the quality of the field once the competition has concluded to determine if it is in playable condition. In addition, the criteria outlined in the Pre-Championship Manual will be used to determine future sites.
- g. **Division II Sideline Vests.** As a reminder, please be sure that your assigned chain gang and ball persons are wearing the Division II sideline vests that you will receive in the mail along with the officials’ patches. At the conclusion of competition at your site, **please return these vests** to the NCAA National Office to the attention of Jay Jay Rackley (NCAA; 1802 Alonzo Watford Sr. Dr; Indianapolis, Indiana; 46202). If the vests are not returned to the NCAA, your institution will be invoiced the cost to replace the vest. The fee will be \$50 per vest not returned.
- h. **Kicking Nets.** The home team must provide a kicking net for both teams in all preliminary rounds.

- i. **Heater/Cooling Systems.** In the event of inclement or extreme weather conditions, if a space heater or any special cooling system is used on the home team's sideline, one shall be provided for the visiting team as well. The key is that both teams must be treated equitably. Each of these systems may be a reimbursable expense; if needed.
- j. **Complimentary Programs.** As a reminder, there should be 70 complimentary programs provided to each team (via the designated team administrator) at your site to accommodate the official travel party. There are a limited number of complimentary programs for each round that are available for the media. This information should be provided in the settlement information that IMG College provided to each site via email.
- k. **Media Policies.** Championship media policies are outlined at the following location: <http://www.ncaa.com/media>. Resources for host sports information directors are also available on the DII Football landing page.

We appreciate your support of the NCAA Division II Football Championship. Please contact me or Jay Jay Rackley if we can be of assistance at 317/917-6222. If you experience problems during the championship, I can be reached on my cellular phone at 317/966-6447.

Best of luck with the competition.

DW:jjr

cc: NCAA Division II Football Committee
NCAA Division II Football Committee Game Representative
Selected Directors of Athletics