

HOST OPERATIONS 2026-27 MANUAL

Division II Football

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INTRODUCTION

On behalf of the Division II Football Committee, thank you for being an important part of the 2026 NCAA Division II Football Championship.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution/conference personnel for the NCAA Division II Football Championship. It is designed to use in conjunction with, not in place of, the 2026 NCAA Division II Football Prechampionship Manual, which provides more general policies for the administration of the championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

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

The administration of the Division II Football Championship is under the direction of the Division II Football Committee. Hosts play an integral part in the successful administration of the championship.

Role of the Governing Sport Committee

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

Role of the NCAA

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

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

Role of Host Institution/Conference

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

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

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

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

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

The host institution/conference shall appoint staff members to assume the positions of tournament director, tournament manager 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 director 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 host operations manual.

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 media coordinator and/or championship 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 championship in a fair, safe and equitable manner that supports and promotes the Division II attributes throughout the event.

2026-27 NCAA DIVISION II FOOTBALL COMMITTEE

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Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Beer, wine, spirits and other alcoholic beverages (e.g., hard seltzers) may be sold and dispensed at NCAA Division I, II and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
    - Permissible types of alcoholic beverages;
    - Eligibility for the sale and distribution of alcoholic beverages;
    - Indemnity, warranty and insurance obligations; and
    - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records and accounts of host, venue and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity – including gross sales, direct costs and applicable taxes – for food, nonalcoholic beverages and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid Portal.

General

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

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

TOBACCO PRODUCTS

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

Section 2 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

To celebrate and enhance the student-athlete experience at the championship site, the NCAA will work with the local organizing committee to implement a unique and fun way to recognize the champion(s) at the end of competition during the awards. These enhancements should help increase the excitement of the awards presentation and the level of championship branding exposure in photos for student-athletes' memories when looking back on their experience.

When considering what enhancements could work at your championship site, please consider your site and playing surface, whether your championship is indoor or outdoor and if weather could be a factor, how many teams or individual-student athletes you may have participating in the awards presentation and your budget.

In most cases, enhanced staging and unique signage opportunities are great options for both indoor and outdoor sports. These items can be freestanding or attached to another item easily. Other ideas to consider would be logo cut outs, confetti, streamers, pyrotechnics/fireworks, champion(s) or coach interview, utilizing pep bands or using an emcee or notable sport representative for the presentation.

These items can be covered through the operations budget as well as the local organizing committee budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-917-6790 or narkins@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

The NCAA shall provide all awards for participation in an NCAA championship. Each semifinal host will receive a large semifinalist team trophy for the nonadvancing team and 80 individual semifinalist trophies. The championship manager will provide a manifest of the awards being shipped to your site. You should inventory each box and award ensuring the appropriate quantity and label for the event.

The championship manager will also describe how the awards will be distributed during the championship event.

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

Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the nonadvancing team's squad size (58) to the tournament director prior to competition for all first-round, second-round, and quarterfinal sites. When the awards arrive, the tournament director should inventory all awards to be sure they are not damaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

Finals

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. 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 for the national championship team. The host will also receive the national runner-up and 80 mini-trophies for the runner-up team. When the awards arrive the tournament manager should inventory all awards to be sure they are not damaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION (FINAL SITE ONLY)

The NCAA Elite Scholar-Athlete 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 their sport, while also achieving the highest academic standard among their peers. The Elite Scholar-Athlete award is presented to the student-athlete with the highest cumulative grade-point average (GPA) 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 member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA governance and member services staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championship manager 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 championship manager 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. Olivia Baumhoer will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner among 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 Scholar-Athlete award, the NCAA and host staff should evaluate the time and venue that 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 Scholar-Athlete 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 their sport, while also achieving the highest academic standard among their peers. The Elite Scholar-Athlete award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each NCAA's championship.

The recipient of the Elite Scholar-Athlete award for Division II Football 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 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 championship manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given.
- The award should be presented after attendees have had a chance to finish their meals.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner 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 of the recipient receiving the award should be taken. This may be used in-venue during competition day to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director (SID) should arrange to provide the winner's SID with a copy of the photo.

- 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.

In-Venue Presentation

The NCAA and host staff are encouraged to look for opportunities for the Elite Scholar-Athlete award winner to be presented their award in the championship venue during a time when most participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. An example could be:

- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized.

Other In-Venue Recognition

If the Elite Scholar-Athlete 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. Van Wagner will provide the following standard public address announcement sometimes accompanied by a video board slide. The championship manager will need to provide Van Wagner the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite Scholar-Athlete, 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 their sport, while also achieving the highest academic standard among their peers. The Elite Scholar-Athlete 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.

The recipient of the Elite Scholar-Athlete award for the 2026 NCAA Division II Football Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *John Doe of State University*).

Press Release

On the day of/or prior to the winner of the Elite Scholar-Athlete award being 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 championship 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 staff. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

The NCAA X account will promote the Elite Scholar-Athlete winners after the on-site announcement has been made. Olivia Baumhoer will work with the social media staff to make sure they have the appropriate information, including a photo to make the graphic and the timing of when to post.

For more information on the Elite Scholar-Athlete award winners, log on to **ncaa.org/what-we-do/awards/elite-scholar-athlete-award**.

PARTICIPATION

Preliminary Rounds

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, **mementos will NOT be permitted at preliminary rounds.**

Finals

Participation awards are permissible (one per participant) as long as they meet the conditions as outlined in Bylaw 16.1 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.

CHAMPIONS LOCKER ROOM PROGRAM

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each NCAA championship. 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 and stickers (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 Jared Hunt with Event 1 for T-shirts (**jared.hunt@unrivaledteamwear.com**) and Tyler Glines at Zephyr for hats (**tyler.glines@blue84.com**). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions **dclendenin@ncaa.org** or 317-917-6496.

Section 3 • Bands/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 squads may use megaphones for voice amplification purposes only [e.g., no pounding the megaphone with the hand(s) 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, spirit squad team members and mascot in uniform, should be admitted complimentary, along with their coach. The host institution can determine the number of cheerleaders and/or spirit squad members permissible on the sidelines based on the respective facility capacity and make that number known during the prechampionship conference call the Monday in advance of the game. This number needs to be the same for both participating teams and the space allocated on the end zone/sideline area must be the same for both participating teams. They will only be allowed to perform in their designated area.

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.

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.

BANDS

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 4 • 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 championship 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 championship 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 box 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 championship 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, limousines, 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 5 • Broadcasting/Internet

Please visit **ncaa.com/media** to review all of the broadcast and media services regarding the championship. Also, see "Webcasting" in the Media Services section of this document for required and/or recommended webstreaming services.

Section 6 • 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 (CC/Ps) for the purpose of 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 championship. 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 conducted 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 of the competition site.

PREMIUMS GUIDELINES

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 120 days prior to 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 prohibited.

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.

Promotional Items. Promotional items (e.g., cups, shakers, flags) 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/distributed by the NCAA or its agents, may not be 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 game days. Still cameras with a lens no longer than four inches are permissible on any day.

NCAA 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 TNT Sports 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 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 CONTRIBUTOR PROGRAM

Currently, local non-CC/P 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 relations 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 (print or digital) game programs 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 relations 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 advance approval of the NCAA staff.

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's NCAA licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff.

ALL uses of NCAA trademarks or logos must be submitted to the NCAA branding team via Nathan Arkins (**narkins@ncaa.org**) for approval before production or use. Please allow up to five days for response time.

Downloads of NCAA logos may be obtained through the NCAA Digital Library. If you need to register for a new account, please email **veritone@ncaa.org** and include your first/last name and email address. An account will be created, and you will be prompted to update the password after you successfully logged in for the first time.

NCAA Trademarked Protection Language

NCAA trademarks benefit from consistent "source identification" to the public through basic legal language attributing ownership. The general guidelines outlined here are meant to clearly explain how to use the NCAA's trademarks. All uses of NCAA trademarks or logos must be submitted to the NCAA for approval. The current list of trademarks owned or licensed by the NCAA is available by contacting Ashley Murray at **amurray@ncaa.org** or 317-917-6349, or by visiting the NCAA website.

1. The NCAA's position on inclusion of ® and ™ marks is first use. To comply with legal requirements, a registered mark or trademark should be used on all NCAA® IP on first reference. The "first reference" refers to the first time a specific word, term or phrase appears. This includes, but is not limited to logos, authenticating lines or taglines. In any case, it is appropriate to reduce the size of the registered mark or trademark if it is egregious compared to other elements. The requirement is that the designation is legible.

2. Official trademarked names cannot be changed or abbreviated.

3. If the correct registration is used, no legal language is required.

4. In radio and television advertising, NCAA should only be pronounced as National Collegiate Athletic Association, N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.

5. 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: **memberx.edu/ncaa**

Identification of Commercially Named Venues on NCAA Materials

For the purposes of providing information about and promoting the location of an NCAA Championship, the venue/competition site of any round of NCAA Championships can be printed, in text only, on all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics). All uses of NCAA logos must be submitted to the NCAA branding staff for approval.

The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks, and you may only use the commercially named venue in text.

The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

NCAA Logo Use by Commercially Named Venues

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA Championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated webpage that will be established and/or assigned by the NCAA championship manager to sell the NCAA tickets. All uses of NCAA logos must be submitted to the NCAA staff for approval. The following conditions apply to this NCAA logo use:

1. The NCAA Championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
2. The one-time logo use is limited to the site's home webpage or event-specific webpage.
3. The NCAA logo must be placed in a location on the venue's webpage so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). This is because NCAA Corporate Champions/Corporate Partners and Turner Broadcasting/CBS have graphic exclusivity in the use of NCAA logos and marks.
4. Logos of the venue's or the website's advertisers/sponsors may not be used on the home/event webpage.
5. The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA Championship.
6. The logo provided by the NCAA Championship staff cannot be modified in any way.

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ashley Murray at **amurray@ncaa.org** or 317-917-6349.

For blue disc and/or secondary (word) mark, please use:

- NCAA is a trademark of the National Collegiate Athletic Association.

For blue disc/secondary marks plus another NCAA trademark, please use (for example):

- NCAA and March Madness are trademarks of the National Collegiate Athletic Association.
- NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

For blue disc/secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

- The NCAA, March Madness, Men's Final Four and Women's Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

NCAA Licensed Trademarks

Men's College World Series and Women's College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Baseball Championship and the Division I Softball Championship.

All other licenses or trademarks are property of their respective holders.

Helpful Links

The NCAA's Advertising and Promotional Standards
NCAA Trademarks
NCAA Digital Library
NCAA Corporate Champions and Corporate Partners

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.

For a list of NCAA licensees and official equipment suppliers, visit **NCAA Official Vendors, Suppliers and Licensees**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

a. **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 playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championship, 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, statistics monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) 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. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of 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.

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

c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than four preexisting 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).

e. **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.

f. **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, public address announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. If the 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-noisemaking items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CC/P) commercial identification.

i. 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 television monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after the bid document is signed.

Section 7 • Community Engagement (Finals only)

We need your help to provide community engagement experiences for participating student-athletes and coaches in your 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.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships 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, 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 your local organizing committees and community groups on behalf of the championship manager, identifying shared experience opportunities and alleviating the logistical burden from the championship manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events held within the NCAA National Championships.

Section 8 • Competition Site, Equipment & Space Requirements

NEUTRALITY

Host institutions for preliminary-round games are allowed to conduct pregame promotions before remaining neutral in-game.

ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS

Alcoholic beverages may be sold for public consumption at any championship event sponsored by or administered by the NCAA, provided all necessary forms have been submitted to the NCAA.

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is also 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 host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in 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 championship manager 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. During competition, selling is restricted to the stadium 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. Tablets for In-Game Video, per Rule 1-4-11-a, Exception 3. The use of in-game video is optional for all teams. If a team opts out of using in-game video, the opposing team may still utilize in-game video. In the event that a team's tablet malfunctions, there shall be no action required by the opposing team to limit or discontinue the use of tablets (i.e., similar procedure in the event of coach's headset policy). The host institution is not required to provide any setup for the visiting team. It is the sole responsibility of the institution wanting to use tablets to ensure proper setup.

d. 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 or cooling fans are a reimbursable expense through the proposed budget, if needed.

e. 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.

f. Exercise Bicycles. If exercise bicycles are used on the home team's sidelines, they shall be provided as well for the visiting team.

g. Meeting Room. Each host will designate a room at the stadium that will be used exclusively by the football committee site representative to conduct meetings.

h. 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.

i. 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.

j. Telephones. At its own expense, a media agency may order a telephone to be installed at a press box working position.

k. Time Clocks. Game clocks should be in operation during pregame to aid in communicating the allotted time remaining.

l. Athletic Training Room. Appropriate athletic training facilities must be available on-site for the teams. Athletic training supplies are a permissible games expense.

m. 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.

n. Coach-to-Player Communication. There is a permissive playing rule that now allows an institution to use coach-to-player communication. The host institution needs to provide a volunteer to administer the cut-off timing mechanism during all preliminary round games your institution may host. The host must provide this volunteer for the national championship game.

o. Sideline Instant Replay. This will be required during the 2026 NCAA Division II Football Championship (first, second and quarterfinal rounds). Host sites must have the technology in place and this is not a reimbursable expense. Instant replay with an instant replay official is currently provided for both semifinals and the national championship game.

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 site representative will be held the evening prior to competition (typically Friday night). The head coaches must attend during the semifinals and championship. All essential personnel (e.g., announcer, timer, scoreboard operator, chain crew, 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. Four 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 media coordinator. 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 site 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 site 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 prechampionship 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 may be established for the checking and securing of such articles at the patron's expense.

a. Noisemakers. Artificial noisemakers, air horns, cow bells, electronic instruments, cannons, vuvuzelas, etc., are not permissible. Tournament managers are responsible for ensuring these instruments are removed from the stadium.

b. Promotional Items. Promotional items (i.e., cups, shakers, flags) 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 and 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 that 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 watch personnel, private security officers, parking attendants, special police, city police and firefighters. All such personnel are to be under the sole direction and control of the 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. Advertising. Advertising displays for liquor, tobacco, beer or wine companies, professional sports organizations, 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 site 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 or the NCAA site representative must approve of the designated location of the network banner placements.

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). Please keep all signage as sites may host multiple games during the playoffs. Additional signage is not scheduled to be sent for each round. However, if you need additional signage for future games please notify Randy L. Buhr or Marlee Ressa by noon Eastern time on the Monday prior to the game. There is no guarantee that any additional signage can be procured.

e. Preexisting Contracts. Unless otherwise required by contracts in force before selection of a site to host the championship, the host institution/conference 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/conference 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. Any such signage must be covered at institutional expense.

g. Video Boards. If electronic video replay screens are available, they may be used at the host institution/conference 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 operations manager. This will assist if the operations manager 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.

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 field 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 host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and TNT Sports/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the NCAA championship manager. 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-service announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming for the preliminary-rounds and finals.

EQUIPMENT

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

After selections, each designated team will receive 12 Wilson footballs which may be used throughout the duration of the preliminary rounds. It is the expectation that the 12 Wilson balls, provided by Wilson, will last through the duration of the preliminary rounds. Please note, however, that institutions may use their own regular season footballs so long as it is one of the approved Wilson ball models. In the rare instance where extra footballs are needed, please contact Randy L. Buhr or Marlee Ressa at the NCAA national office.

Footballs (six game-ready) must be given to the officials during the pregame administrative meeting. These will be impounded until game day.

S**coreboard.** 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.

BODYARMOR Product and Equipment

First/Second and Quarterfinal Rounds

Hosts will not receive any BODYARMOR or water product or equipment for the first round, second round, and quarterfinal round 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 BODYARMOR branded equipment 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, BODYARMOR, 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 BODYARMOR branded must be used in areas not within view of broadcasts or photographers (they may not be used within the competition areas). Any branding on such equipment must be completely covered.

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 BODYARMOR, 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 BODYARMOR branded drinking cups, water coolers, ice chests, water squeeze bottles, DASANI bottled water, BODYARMOR bottles and powder for these two rounds of the NCAA 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 on the playing field 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, isotonics) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

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 BODYARMOR must be devoid of any commercial marks. At the semifinals and finals site taping over or removing the label from the bottle will not be permissible. Non-BODYARMOR branded squeeze bottles brought by teams/student-athletes will not be allowed.

The BODYARMOR 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 BODYARMOR 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 BODYARMORbranded water cups or water (squeeze) bottles only.

The host may use previously supplied equipment from the NCAA, specifically blue or red BODYARMOR, 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 for preliminary-round games beginning at 8 a.m. two days before the start of competition through the conclusion of the game. The facility and any practice facility shall be available for the championship game for the exclusive use of the NCAA starting at 9 a.m. Monday preceding the championship through Sunday after the conclusion of the championship contest for the purpose of preparing for, practicing for, and conducting the competition.

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 (or possibly two rooms) 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 (if applicable) 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 playing field 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 both wired and wireless internet access and an adequate number of 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, BODYARMOR 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 the preliminary 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 Warmup. 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 warmup.

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

PARKING

There should be enough parking spaces adjacent to the venue for the committee and/or NCAA site representative, team personnel, game officials, NCAA staff (if applicable) 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 9 • 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.

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. Ensure 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 or the site representative, 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 press box 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 (if applicable), NCAA representatives (if applicable) and game-management staff (competition site manager, site representative 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/or 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. The NCAA championship manager must be consulted before any decisions are reached.

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 10 • Drug Testing

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

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual **here**.

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 11 • Financial Administration

AUDIT

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

The NCAA will make every effort 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 reported 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 and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to 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 institution 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 of the start of competition in any given round by the NCAA.

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship 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.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expenses, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "documents" tab as documentation supporting their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days past due (50% reduction in honorarium) and 121 days or more past due (100% reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within five business days of the report being approved by the NCAA administrative services department.

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport International if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the **drug testing manual** (ncaa.org/Student-Athlete Programs/Health and Safety).

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the **Travel Expense System (TES)** within 30 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

SITE REPRESENTATIVES

The NCAA site representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA.

TRANSPORTATION

Transportation. The NCAA shall pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will approve the individual to get a rental car and the individual will need to call Short's Travel Management to book.

Local Transportation for Teams. For team sports, eligible for reimbursable ground transportation, must arrange ground transportation through Short's Travel Management.

Air Transportation for Teams. If a school is eligible for air transportation, all air travel must be booked through Short's Travel Management.

NCAA Championship Travel Policies

Section 12 • 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 Randy L. Buhr or Marlee Ressa. There is no guarantee additional footballs can be procured.

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 administrative 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, coach-to-player communication cut-off timing mechanism operator, video board operator (if applicable), public address announcer, statistics crew, chain crew, 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 football playoff games, the chain crew should be wearing the NCAA vests that are provided by the NCAA 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 site representative 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 site 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 site 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 Site Representative or Football Committee.** The announcer will meet with the site or football committee representative at the administrative 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 site 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, game 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 stadium throughout the competition to promptly address any situations that may occur.

PREGAME WARMUP

Teams participating in the championship may begin pregame warmups a maximum of 90 minutes prior to kick-off. The field can be available for individual player warmups at the time designated by the host institution.

The suggested Division II Football Championship pregame schedule is:

11:30 a.m.	Field available for teams.
Officials' meeting with timer, ball persons and chain crew.	
12:35 p.m.	Introduction of players.
12:40 p.m.	Teams leave field.
Pregame activities begin (i.e., band, if applicable).	
12:48 p.m.	Officials notify teams in locker room.
12:50 p.m.	National Anthem.
12:53 p.m.	Visiting team enters field.
12:54 p.m.	Home team enters field.
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 jersey.

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 17.1.10 and with the NCAA football rules. Please refer to the 2026-27 NCAA Division II Manual and the 2026 NCAA Football Rules 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/conference and/or sponsoring agency to produce and provide the necessary credentials for all applicable parties (e.g., participating teams, team medical, media).

The team bench area for each participating team in the championship is limited to 125 individuals. This would include the squad size of 58, coaches (including any coaches who will also be working in the press box during the game), administrators, team personnel (including medical personnel) and other student-athletes not participating in the competition.

Section 13 • Health & Safety Considerations

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

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

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

Ambulance Service

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

Coaches, Officials, Event Staff and Spectators

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

Medical Staff Credentials and Access

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

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

Portable Immersion Tubs

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

Section 14 • Hydration Product

BODYARMOR

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact:

Randy L. Buhr
Director, Championships and Alliances
Email: **rlbuhr@ncaa.org**
Phone: 317-917-6716
Cell: 317-966-7306

Preliminary-Round Sites NOT Receiving BODYARMOR-Branded Equipment and Product

The host institution may use items other than BODYARMOR-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

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

Section 15 • Insurance

LIABILITY

If event is held on-campus:

Host institution must maintain and provide proof of at least $1 million of Commercial General Liability (CGL) 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 the NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL 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 the NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL 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 16 • Lodging

NCAA NON-PREDETERMINED PRELIMINARY-ROUND COMPETITION

For all NCAA non-predetermined preliminary round competition, unless otherwise stated, the host institution/agency shall make reservations for the participating institutions/student-athletes and advise them of the arrangements. The selected hotel properties shall be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution is obligated to confirm the accommodations.

The host must make lodging arrangements for game officials, the NCAA site representative, and football or games committee representative(s).

a. Game Officials. The host will reserve eight rooms for the game officials for each preliminary round of competition. These rooms shall 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. Instant Replay. Please note that for the semifinal round and the championship game, the host institution/conference will reserve a hotel room for the instant replay official, instant replay communicator, and two rooms for the DVSport, Inc. staff. These rooms shall be at a property separate from the participating institutions, and ideally at the same hotel as the game officials. Payment for the lodging expenses for the instant replay official and instant replay communicator will be made by direct bill to the host. These expenses should be included in the proposed budget system. The DVSport, Inc. rooms will be provided as a courtesy hold. The hotel rooms for DVSport, Inc. would be the financial responsibility of DVSport, Inc.

c. NCAA Football Committee Site Representative. The host will reserve a sleeping room for the football site 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 committee site representatives will be master billed to the host. The host should budget for the site representative's hotel lodging expenses in the proposed budget system.

d. 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. Any rooms would be the financial responsibility of the broadcasting entity.

First, Second, 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 host institution does not have a full-service hotel available for the visiting team, or if the hotel available for the visiting team does not have meeting space, then the host institution must provide meeting space on campus to accommodate the visiting team. This meeting space would require reserving two meeting rooms for the duration of a team's stay in close proximity to each other, with at least one of the meeting rooms being large enough to accommodate 70 people.

Finals

The NCAA has partnered with On Location to manage the NCAA championship hotel program and all championship housing needs. On Location will consult with the championship hosts to gain any preference and feedback on hotels. The hosts may be involved in rate solicitation, if requested by On Location. While the hosts are 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, payment agreements, and all hotel expenses incurred. Detailed information regarding the team hotel shall be distributed by the host institution/conference and local organizing committee in the participant manual.

Hotel Expectations – General

Ensuring a positive student-athlete experience at NCAA championships includes securing lodging for visiting teams at the appropriate level of quality at a reasonable distance from the competition venue.

Top teams should continue to have the right to host, provided a qualified bid is submitted by the established deadline. When the expectations for student-athlete experience fall short, sport committees will provide direct feedback to hosts. Host institutions have a responsibility to remedy identified issues prior to being considered for hosting opportunities in the future, regardless of sport. Failure to meet these expectations could impact the institution's opportunity to host in the future, even if their seeding merits it.

Location

Hotels are expected to be located within 30-45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes, but no more than 60 minutes, may be considered by the sport committee as part of an acceptable bid, but additional information and rationale is required with the bid. Hosts should also ensure that the locations of the hotels for all visiting teams are equitable to the greatest extent possible. Hosts should indicate the quality of hotels in the bid submission on both the hotel letter of agreement and in the bid portal so committees have an additional understanding before awarding bids.

Room Rates

Room rates, as with hotel quality and location, should be comparable for all visiting teams. Hosts are expected to secure room rates that are in line with the per diem rate (i.e., $160 for the 2026-27 academic year; $215 high-cost city per diem).

Lodging Types

Hotels with internal doors and beds (i.e., no pullouts) are the only permissible lodging options. Full-service properties are preferred while limited-service properties can be acceptable if they meet quality and amenity requirements as specified by the respective sport committee.

Hotel Letter of Agreement

A letter of agreement between the host and the officials/site representative and team hotel(s) must be uploaded into the bid portal stating that the requisite number of rooms are being held (refer to bid checklist for the letter of agreement template). The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes.

Release Policy

Participating institutions are expected to stay at the hotel assigned by the host and are responsible for confirming with the hotel the number of rooms they will require via submission of the rooming lists. If an institution prefers to stay in another hotel, the institution must use the rooms for persons accompanying the official travel party or will be charged a financial penalty as follows:

1. If the event is one to three nights, the institution will be required to pay for one night.
2. If the event is four or more nights, the institution will be required to pay for two nights.

The participating institution is expected to pay the penalty to the impacted hotel prior departing from the locale.

Section 17 • Media Services

CREDENTIALS

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

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 advance approval of the NCAA championship manager before the start of competition of any given round.

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

Internet Live Statistics

The 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 nor the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a nonexclusive 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 (**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 information, etc. The URL for this site should not be promoted and will be linked directly through ncaa.com.

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 all 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

Expanded Championship Photography Coverage

During the 2026-27 academic year, NCAA Photos (also known as Clarkson-Creative Photography or Clarkson), in coordination with the NCAA, will expand championship photography coverage across Division II and Division III Championships.

The objective of this initiative is to provide NCAA member institutions and conferences with greater access to high-quality championship photography at no cost. Expanded coverage is intended to increase the visibility and promotion of Division II and Division III championships while providing participating institutions and conferences with visual content for communications, social media and other institutional needs.

Photographs produced through this expanded coverage will be made available through the NCAA Photos website, where NCAA member institutions and conferences may access and download images at no cost. The website will serve as a centralized resource for championship photography.

On-Site Coverage and Additional Photographers

Host institutions are not required to provide a photographer when NCAA Photos is not on site.

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

Credentials and Photo Sales

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

Use by NCAA Member Institutions

Images made available through this initiative may be used only for official NCAA member institution athletic department and conference office websites, social media and publications. Other reproduction, distribution and/or display or print production is prohibited unless specified in writing.

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

All Other Uses

For use outside the rights listed above, contact Maxx Wolfson at **maxx.wolfson@gettyimages.com**.

Any entity other than an NCAA member institution seeking an NCAA championship event photo must license the image through Getty Images. License NCAA championship photography through Getty Images.

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 leave the field immediately after the game. Unless the head coach chooses to forego the cooling-off period, the head coach 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 media room to assist representatives using transmission equipment requiring electricity. There shall be one electrical outlet per seat in the press box and in the working media room.

Equipment. The host institution shall provide all the necessary equipment (e.g., microphones, mult box, adequate lighting, dais, camera platform) 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 head coach first is obligated to the entire media staffing the championship and must report to the interview room immediately after the 10-minute cooling-off period expires. The head coach cannot delay a postgame interview with the covering 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 championship, the head coach and players may participate in a special interview.

Order of Appearance. The nonadvancing team's head coach/players will go to the press conference first followed by the advancing team's head coach/players.

Student-Athletes and Head Coach. The sports information director representing each participating team shall escort the head coach and student-athletes to the interview area.

"Selected Media" Policy. Should a head 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 **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 "Broadcast Services" and select "NCAA 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 the appropriate credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the 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

Beginning with the 2026-27 academic year, all championship hosts (both predetermined and non-predetermined) for football, men's and women's soccer, men's and women's volleyball, men's and women's basketball, and men's and women's ice hockey are required to use NCAA LiveStats as their official statistics application.

By using NCAA LiveStats, postgame information will be automatically sent to the NCAA once the game/match is finalized.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, ncaa.com. At the conclusion of each championship contest, 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-editorial@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 statistics are required for all NCAA championship games. The statistics 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, and the media.

"Quickie" Statistics. Quickie team statistics and individual game statistics 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.

STROBE LIGHTS

Refer to the **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 two cameras (maximum of one per institution) and personnel to shoot at one time.

Noncommercial Usage. Video of any of the games of the 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 noncommercial 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.

VIDEO STREAMING REQUIREMENTS

Preliminary Round Video Streaming Requirements. Since the 2019-20 academic year, video streaming is listed as a facility requirement in minimum bid specifications for prospective hosts and video streaming is required to be implemented for preliminary-round contests in the following sports: baseball, men's and women's basketball, field hockey, football, men's and women's lacrosse, men's and women's soccer, softball, women's volleyball and wrestling.

The division's minimum standards for video streaming of preliminary-round contests are the following:

- At least one camera must be used. Institutions may produce a multi-camera video stream if technically possible. In addition, cell phones are not permitted as the camera source.
    - Effective the 2024-25 academic year, preliminary round hosts in basketball only are required to have multiple cameras (at least two) (06/23).
    - Effective the 2025-26 academic year, preliminary round hosts in football and volleyball are also required to have multiple cameras (at least two) (02/24, 06/24).

- Excluding wrestling, at least one broadcaster must be assigned for each contest to provide commentary in the live video stream.
- Personnel must be able to deliver neutral audio play-by-play and color commentary. (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts, but those personnel must deliver a neutral commentary during the video stream.)
- Game action must be visible when competition is in progress.
- Current score, time and applicable information must be on screen if technically possible.
- NCAA public service announcements must be used during breaks if technically possible.
- Every effort should be made to ensure that graphics are neutral and include only NCAA and NCAA participating institutions' marks. If a matchup features conference opponents, then the conference mark may be used.
- Contests must be recorded and shared with participating schools as requested.

The NCAA will not reimburse for equipment rental/purchase or production costs associated with video streaming in preliminary rounds. The NCAA will reimburse for costs associated with staffing (for example, commentators and producers).

WORKING MEDIA ROOM

The media coordinator is responsible for the working media room at the stadium.

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 media room 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 championship. 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 18 • 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 athletics administrator attend the meeting. The head coaches must attend during semifinals and the championship game. It is highly recommended that the sports information designee also attends the meeting, but it is not mandatory. A PowerPoint will be provided to use at the pregame administrative meeting. Please ensure audio/visual 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 19 • Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all 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 is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20% commission fee:

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

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

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

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

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

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

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

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

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

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

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., 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 two business days of the conclusion of the event.

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

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 institution will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

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

DIVERSE SUPPLIERS

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

Section 20 • Officials

SELECTION

The NCAA Division II Football Committee is responsible for the selection of game officials and specific game assignments. Conference coordinators 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) 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 2025 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 SITE REPRESENTATIVE

The NCAA site 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 site or committee representative.

Finals Site Only: ALL officials will arrive on Thursday preceding the championship game.

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

The officials in each preliminary round game in the playoffs will be evaluated by a video evaluator.

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 RQPay.

Officials video evaluators will receive a per game fee by the NCAA using RQPay.

HOTEL

Officials' hotel rooms and taxes should be billed to the host institution. The officials are responsible for all incidental charges. The host institution will then file these expenses on the financial report form after the competition. The officials should be housed in the same hotel as the NCAA site representative and may NOT be housed with the teams.

MEETING WITH SITE OR FOOTBALL COMMITTEE REPRESENTATIVE

The tournament director will inform the game officials of the time and place of the pregame meeting with the site or football committee representative. 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 a neutral officiating crew will be assigned to a playoff game involving two teams from the same conference.

TRANSPORTATION

Officials will be reimbursed by the NCAA through RQPay. Officials who receive approval for air travel must make flight arrangements through Short's Travel Management 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. Please note that if a female official is part of the officiating crew, a second room will be needed.

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 seven or eight game officials working the game, the alternate official (if applicable), NCAA staff members, designated representative(s) of the football committee (e.g., NCAA site representative), 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 site 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 21 • 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. 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. A list of any additional student-athletes who will be in the team beach area but who will not be part of the 58 student-athletes in uniform shall also be provided to the NCAA site representative during the administrative meeting.

PARTICIPANT MANUAL

The host institution shall provide a participant manual to the visiting team playing at the site of the host institution. The NCAA will tentatively not provide a generic participant manual that hosts may use for their site.

The tournament manager shall notify the participating institutions for the championship game or the visiting team for the preliminary-round games 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 and then by noon the Monday after each subsequent round of the playoffs.

Section 22 • Practices

ADMINISTRATIVE RESPONSIBILITY

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 prior to game day.

Section 23 • Promotions and Marketing

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.

BANNERS

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco, professional sports organizations, or gambling must also be covered at institutional expense.

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, drive ticket sales and promote attendance at championship events. The NCAA Online Marketing Website can be accessed at **ncaachampspromotion.com**.

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, 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 advertisement
  - 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 which may not be available on the NCAA 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 NCAA Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all NCAA Championships.

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

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 championship manager for approval of military involvement at the championship.

PROMOTIONS ASSISTANCE

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

Expectations

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

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 (if applicable). NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with the NCAA championship manager, as some signage may need to be returned to the NCAA. Materials containing NCAA marks and logos may not be sold. Should the host continue to advance in the playoffs, they should plan on using the signage provided already by the NCAA.

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (Facebook, Instagram, X, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to **ncaa.org/socialmedia** for a listing of official NCAA social media accounts.

Preliminary Rounds

The preliminary-rounds of this championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days prior to the first day of the event.

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

Final Site

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

PROGRAM VENDING AND COMPLIMENTARY PROGRAMS

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

LEARFIELD Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Will request a vending agreement from the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by LEARFIELD

- Will follow up after the event with a settlement sheet
- Within one week post-championship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

Host Responsibilities

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

PROGRAM VENDING STANDARDS

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

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

QUESTIONS

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

Section 25 • Safety and Security

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

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all-hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources and support the NCAA championship event. Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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

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 watch personnel, private security officers, parking attendants, special police, city police and fire fighters. 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, and this form can be found in Appendix D.

NONPERMISSIBLE ITEMS

The tournament manager and competition site staff are responsible for enforcing the Association's policies described on each ticket back or posted at the point of purchase. The competition site shall encourage patrons to return nonpermissible items to their automobiles. Also, an area may 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, cowbells, electronic instruments, cannons, vuvuzelas, 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 on the playing field.

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 stadium management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

GENERAL SECURITY GUIDELINES

Preparation. Competition site management is reminded of its responsibility to provide an environment that is safe and secure for all student athletes, coaches, officials, and fans. This includes sufficient security and/or law enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals. The championship manager and host institution staff shall review security operations with local law enforcement agencies, private security staff, and stadium employees the procedures for circumstances requiring emergency response. In the event of a critical incident the first priority is life safety, as time and situation allow contact the NCAA championship manager for additional guidance and decision making.

Resources. Safety and Security Best Practices is available for hosts to reference and use as needed in helping set up an Event Action Plan with appropriate partners.

Each host will be asked to provide the following:

1. Local authorities and critical incident response team contact information.
2. Review emergency protocol before the start of the event.
3. Host a safety and security briefing with all relevant stakeholders.
4. Identify chain of authority.
    a. Incident commander (second in command).
    b. Decision-making personnel/team.
5. Identify incident command center (if applicable)
6. Identify incident communication plan.
7. Review evacuation plan – review plan with competition site manager.
8. Review emergency response plan for typical emergencies, severe weather, and potential criminal actions.
9. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program go here.

Interruption of Competition. The officials have the authority to interrupt the championships. If competition 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 competition schedule also shall be adjusted by the games committee. The committee should review the following procedures for interruption of competition:

- Head Table. Assure that the timing devices are operational and manual times are accurately recorded.
- Officials. Assure that the officials know the exact situation when competition was halted.
- Student-Athletes and Coaches. On instructions from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

Disruption. Building security and/or law enforcement personnel shall be responsible for the restoration of order in the event competition is disrupted. Under no circumstances are student athletes, coaches, officials or NCAA representatives to become involved in the removal or confrontation with disruptive persons.

Communication. The committee chair, NCAA staff, and event management staff (facility manager, event director and senior law enforcement officer) should assemble immediately at a predetermined location to assess the situation. The public-address announcer should keep spectators informed of the conditions, if possible. Participants, coaches and officials must be kept informed throughout the delay. The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, local, state and federal law enforcement agencies, will serve as spokesperson in the event of an emergency.

Resumption of Competition. As soon as possible, competition shall resume from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, competition should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance or reschedule the competition in an alternate facility provided the facility meets NCAA standards provisions.

WEATHER

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

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

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

Section 26 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Control of Ticket Sales**

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

2. **Primary Ticket Sales**

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

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

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

3. **Control of Venue Seating**

   The NCAA shall control all seating assignments within the competition venue, including club seats, press boxes, hospitality spaces and restaurants.

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

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

4. **Ticket Prices**

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

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

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

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

5. Mobile Ticket Delivery/Printed Tickets

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

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

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

6. Suites

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

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

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

7. LOC/Host Ticket

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

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

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

8. Competition Venue Responsibilities

a. ADA Compliance. The competition venue must comply with all applicable city, state, and federal laws and regulations, including those related to access and seating for individuals with disabilities and their companions. The venue must also assist with inquiries from ticket purchasers or holders seeking accessible or companion seating.

Additionally, the box office shall assist with all issues related to lost, stolen, or misdirected tickets. The competition venue is responsible for providing the necessary labor and covering any costs incurred to process and distribute such tickets.

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

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

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

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

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

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

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

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

9. Division II Football Championship Ticket Policies

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 (if applicable) must also be seated outside the 25-yard lines if located on the opposing team's sideline.

Each institution competing in the national championship game shall return all monies and unsold tickets, and inform the host institution/conference 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/ conference 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/ conference or sponsoring agency will use them for public sale.

The minimum ticket prices for the championship shall be $20 for adult 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.

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Section 27 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must arrange make arrangements through On Location. On Location can be reached at 866-655-9215.

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Anthony Travel/On Location to book on-site ground transportation. Please contact 214-970-5566 or **ncaaground@anthonytravel.com**.

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

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

All NCAA Championship travel information can be found here.

PARKING

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

Section 28 • Volunteers

GOAL AND RECRUITMENT

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

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

The NCAA requests that championship volunteer programs represent the student-athletes and communities we serve. The NCAA and the Local Organizing Committee (LOC) shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect varied backgrounds and life experiences.

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

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

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

WAIVERS

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

APPAREL

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

The championship logo or sport wordmark and the licensee's mark will be decorated on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 4 square inches.

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

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

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

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Appendix A • 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 **ncaa.org** for more information.

Appendix B • 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 crew/vests (DII)
_____ i. Pre/halftime hospitality
_____ j. Conduct random cleat checks

2. VISITING TEAM

_____ a. Dressing room setup
- _____ 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
_____ 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 setup
_____ l. Payroll forms
_____ m. Ticket report complete
_____ n. Payroll posted/complete
_____ o. Post NCAA standard ticket back disclaimer language

4. GENERAL STADIUM SETUP

_____ 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
_____ q. Stadium lighting
_____ r. Flag ceremony/raising/national anthem
_____ s. Special fencing
_____ t. Press box guards
_____ u. BODYARMOR coolers, cups and squeeze bottles on sidelines
_____ v. Kicking nets
_____ w. Heaters or cooling fans (if applicable)
_____ x. Sideline instant replay (first, second and quarterfinal rounds)

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

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

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 (if applicable)

_____ a. Supervisor
_____ b. Sellers
_____ c. Delivery of programs
_____ d. Change fund(s)
_____ e. Badges and aprons
_____ f. Sales stands
_____ g. Complimentary
_____ Home team
_____ Visiting team
_____ Press box(es)
_____ h. Inventory count
Before event _____
After event _____
_____ i. Funds deposited
_____ j. Commission paid
_____ k. Ambulance
_____ l. First aid room

Appendix C • Policy Related to Sports Wagering

NCAA Championships Policy Related to Sports Wagering. It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

Appendix D • 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 (if Participant is under the age of 18) Date

_____

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

Appendix E • Host Marketing Plan

HOST MARKETING PLAN

Host Information.

Date: _____

Name: _____ Title: _____

Host Institution/Entity: _____

Email: _____ Phone: _____

Host Marketing Team.

Host Institution, Venue and Other (Sports Commission, CVB, etc.) Marketing Team Members (names, titles and contact information for all key contributors to your marketing efforts, including internal and external).

Name	Title	Role	Contact Information

Championship Information.

Division: I _____ II _____ III _____ National Collegiate _____

Gender: Men's ____ Women's _____ Mixed ____ Sport _____

Championship Date(s): _____

Venue Name: _____Event Capacity: _____

Ticket Sales Information.

List all ticket package options – adult, youth, student, senior, group, family, etc. - and pricing including all-session, and single session, etc.

Ticket Type	All-Session Price	Single-Session Price	Other Price
Adult			
Youth			
Student			
Senior Citizen			
Group			
Family			
Other			

Point of Sale Opportunities. Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.

Target Markets. Define your target market based on the dates and times of the championship games you are hosting.

Your target market should be specific to your site and identified demographic target. Additionally, you should identify other target markets. Please list in priority order.

General demographics of your target market:

1.

2.

Specific target markets:

1.

2.

Marketing Plan Objectives. Outline your goals and objectives for the championship. Specifically, how do you plan to meet the ticket sales goal and key dates to meet those objectives?

Host/LOC Resources:

Resources:	Host	LOC	Community (CVB, Chamber of Commerce, Sports Commission, etc.)	Venue	Other
Database Name & Size:					
Website Address:					
Video/LED Board:					
Print Publications:					
Facebook Fans:					
X Followers:					
Local Event Calendar Listings:					
Other:					

Marketing Plan. Please outline your specific marketing strategies, including all traditional and nontraditional marketing efforts focusing on local, regional and national (if applicable) efforts.

	Details (describe activation)	Timeline/Dates
Grassroots Efforts:		
E-mail Blasts:		
Social Media:		
Cross Promotions During Events:		
Group Sales:		
Online:		
Radio:		
Print Publications:		

Outdoor:		
TV:		
Other:		

Marketing Budget.

Host Marketing Budget from Bid Specs: $
NCAA Online Marketing Website Budget: $
Total Marketing Budget: $

Indicate specific dollar amounts and how funds will be spent below.

Host Marketing Budget from Bid Specs Allocation:	**Budgeted**	**Actual Cost**
Online Marketing Website Budget:	**Budgeted**	**Actual Cost**
Trade (List all trade and value below):		
TOTALS	**$**	**$**

Host Marketing Timeline. Please identify specific marketing activations, key milestones and target dates below.

Month	Marketing Activation	Milestone/Goal	Target Date
	1. 2. 3. 4. 5.		

	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		

Appendix F • Broadcast Rights - Minimum Technical Requirements

NCAA BROADCAST RIGHTS / MINIMUM TECHNICAL REQUIREMENTS

The NCAA maintains exclusive rights to broadcast all rounds of NCAA championship competition. ESPN is the rights holder for all rounds of the Division II Football Championship. All host institutions for first, second and quarterfinal rounds of this championship event are required to produce a live video stream for exclusive distribution on ESPN+. Personnel costs can still be included in the host budget, in accordance with the Division II Preliminary Round Streaming Policy.

ESPN will not be on-site producing the event. Host institutions must meet those requirements to host first-, second- and quarterfinal-round competition. (It is highly encouraged that the event manager discuss these requirements with its video production team/technical department to make sure the expectations can be met.) The NCAA will host a call specific to broadcast production requirements to ensure all interested hosts have an opportunity to ask questions and understand the process.

The NCAA will collaborate with your host institution production lead, in partnership with ESPN, on ensuring necessary equipment and staffing is understood.

The following are the minimum technical specs required, which also can be found on the **sport landing page** HERE).

NCAA DIVISION II FOOTBALL

Minimum Technical Requirements (Revised 7/31/2025)

TECHNICAL EQUIPMENT

CAMERAS

2	Manned	See Camera Map

GRAPHICS

1	CHANNEL	Clock/Score

TRANSMISSION

1	Path Options	
	Fiber	
	Satellite	
	IP Encoder	

TALENT

COMMENTARY

1*	PxP	

**Please note it is expected the PxP be dedicated to this production.*

ADDITIONAL PREFERENCES

TECHNICAL EQUIPMENT

CAMERAS

Additional Cameras	Manned / Handheld	See Camera Map

REPLAY

2	CHANNELS IN	
1	CHANNELS OUT	

TALENT

COMMENTARY

1	Color Analyst	

CAMERA MAP

