

NCAA DIVISION II FOOTBALL CHAMPIONSHIP

Checklist for Host Institutions

STADIUM/FIELD

- _____ 1. Develop a practice schedule for the teams. As a general rule, practice is not permitted on a natural surface game field. A final decision is left to the discretion of the games committee. If these practices are approved, please note that both teams must get the opportunity to practice on the natural surface game field. The first practice session must be an open session, and the players and coaches must be available for interviews one-half hour before practice. The press and coaches should be reminded of the interview procedures to be conducted.
- _____ 2. The field should be properly marked with the one-yard hash marks plus the one-yard markers on the sideline.
- _____ 3. Proper security should be provided on the field. Spectators should be kept away from the sidelines.
- _____ 4. Be prepared for bad weather. If available and deemed necessary, a tarp or snow removal equipment should be used in case of bad weather before and during the game.
- _____ 5. Provide a separate dressing room for each team.
- _____ 6. Be sure to check scoreboard and public address systems on Friday.
- _____ 7. The chain-gang crew should be properly dressed, and wearing the NCAA Division II vests – Make It Yours. (Please return vests to the national office following the conclusion of the game, unless you will be hosting the next week).
- _____ 8. All ball boys should be dressed in the appropriate manner.
- _____ 9. Arrange for an athletic trainer and training facilities to be available.
- _____ 10. Arrange for a physician and ambulance to be present at the game or available on call. (Refer to Medical arrangements section in the handbook.)
- _____ 11. Provide each institution with information regarding hospital facilities and arrange for their use.
- _____ 12. Complimentary programs for the official traveling party (70) must be provided to each team (first round and second round bye teams).
- _____ 13. A copy machine/printer should be installed in the press box no later than Friday, and an experienced operator should be available.
- _____ 14. Be prepared to provide play-by-play sheets, statistics prepared on the official NCAA forms, and quarter and halftime statistics.

HOST CHECKLIST

Page No. 2

- _____ 15. Review pregame schedule with the clock operator or timer.
- _____ 16. Playing of national anthem should be performed with teams on the field. However, if a team decides to stay in the locker room please proceed with remainder of pregame schedule.
- _____ 17. All meetings involving administrative personnel, game officials and participating teams and coaches must be authorized by the NCAA game representative in attendance.
- _____ 18. Please review thoroughly the NCAA "crowd control" procedures (refer to the championship handbook).

AWARDS

- _____ 1. Each of the four semifinal teams competing in the Division II football championship will receive 80 individual awards; and team trophies will be awarded to the semifinalists, second- and first-place teams. The awards for the losing teams in the semifinal contests will be sent to the institutions after the competition. Participant medallions (58) will be provided to other teams who make the playoffs, but do not advance to the semifinals.
- _____ 2. Do not permit presentation of awards, other than those approved by the NCAA, at any time during the championship competition.
- _____ 3. Additional awards, the purchase of additional awards can be done by using the [link](#) available on the [Division II Championships web site](#).

FINANCIAL INFORMATION

- _____ 1. Your online proposed budget must be approved by the national office prior to the championship competition. Once approved, the budget may not be adjusted or exceeded without prior approval.
- _____ 2. Hosts do not need to pay for officials per diem, mileage or game fees as these expenses will be paid through ArbiterPay. Hosts will still pay for any overnight lodging expenses and those expenses should be budgeted for. For all NCAA site reps, their expenses for per diem and mileage will be reimbursed by the NCAA national office. Any overnight lodging for NCAA site reps should be budgeted for by the host. Site representatives will receive an email from the NCAA Travel Expense System prompting them to complete their expenses online.

HOST CHECKLIST

Page No. 3

- _____ 3. **DO NOT PAY TEAM EXPENSES.** Instruct the competing institutions to forward the team expense forms to the NCAA national office within 30 days following the competition.
- _____ 4. Submit an online financial report to the NCAA national office within 60 days after the completion of the championship competition. The NCAA administrative services staff will inform your institution of either the amount that your school will be reimbursed or that you owe the NCAA.

HOUSING/TRANSPORTATION

- _____ 1. Reserve good hotel accommodations for a minimum travel party of 70 persons (80 for semifinals).
- _____ 2. Reserve accommodations for the NCAA game representative(s), visiting news media and the eight game officials, which includes the alternate official, (at a different hotel, if possible).
- _____ 3. Make additional reservations for members of official parties as requested by visiting teams.

NEWS MEDIA

- _____ 1. Be sure to properly mark the seating locations in the press box for all members of the media. (Refer to Media Arrangements section in the championship handbook and the Media Coordination Manual.) Also, check with the visiting sports information director for priority listing of visiting media.
- _____ 2. When allocating positions in the press box, try to separate radio broadcasters and coaches.
- _____ 3. Be sure to inform all radio and television stations of the exact kick-off time in order to allow them to prepare pregame programs.
- _____ 4. If inclement weather occurs, be sure to provide heaters in the press box.
- _____ 5. If possible, provide coffee and soft drinks (Coca-Cola products only). It is not necessary, but, if possible, try to provide sandwiches or snacks at halftime.
- _____ 5. Ensure that you have an adequate number of assistants to run errands or provide assistance during the game.
- _____ 5. Be sure to have adequate security for the entrance into the press box area. Prepare

HOST CHECKLIST

Page No. 4

special passes or identification tags to allow only bona fide members of the media or working party in the press box.

- _____ 8. Arrange for a press hospitality room with admittance only to appropriately identified personnel.
- _____ 9. Arrange for press interviews with both coaches and players after a 10-minute cooling-off period (i.e., 10 minutes after competing teams enter their dressing rooms.)
- _____ 10. Permit news media to use telephones on a first-come, first-served basis. Installation of additional telephones is not a permissible item of game expenses unless approved in advance by the national office.
- _____ 11. Provide play-by-play and complete statistics for media.
- _____ 12. Inform the media that the first practice session is an open session, and the players and coaches will be available for interviews one-half hour before the practice. The press should be informed when the interviews are available.

FRIDAY NIGHT MEETING

- _____ 1. Make arrangements for a meeting room for about 25 people for the Friday pregame meeting, to include the director of athletics, head coaches and sports information directors from the participating institutions, members of the football committee or NCAA game representative, the game officials and the national office representative if applicable. In addition, other personnel such as the timer and scoreboard operator and, if possible, a member of the chain gang should be in attendance. If the game is televised, the television producer and television timeout coordinator to the game officials should be invited and included in this meeting. If instant replay is used, the instant replay official and DVSPORT personnel also should be invited and included in this meeting.

Please note: a PowerPoint presentation will be sent to the host for use during the administrative meeting. The host will need to update certain elements in the presentation.

BANDS AND HALFTIME ACTIVITIES

- _____ 1. Please refer to the halftime activities policy in the championship handbook.
- _____ 2. Be sure to coordinate all halftime activities with the band director.
- _____ 3. All members of the competing institutions' bands may be admitted to the game if

HOST CHECKLIST

Page No. 5

in uniform.

OFFICIALS

- _____ 1. The game officials will be assigned through arrangements made by the national office.
- _____ 2. Reserve eight (8) kings for each of the officials in quarters separate from the competing teams. The alternate official will be assigned from the crew working the game.
- _____ 3. Do not include officials in social gatherings held in connection with the championship competition.
- _____ 4. Officials will be paid by the NCAA through Arbiter Sports. Hosts will need to budget for any lodging expenses and those expenses should be on the proposed budget.

SECURITY

Security at the game is an important matter and the host institution should be alerted to provide adequate security including:

- _____ 1. Provide police protection for each dressing room including the officials' dressing room.
- _____ 2. Arrange for adequate police protection around the field.
- _____ 3. Provide a police escort for officials to and from their dressing room.
- _____ 4. Make certain only authorized persons, with specific functions, are permitted on the field.

FILMS/VIDEOTAPES

- _____ Institutions are permitted to videotape championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

TICKETS

- _____ 1. Each competing institution will be guaranteed access to a minimum block of 500 tickets, 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. Additional tickets may be purchased, but the seat locations will not be guaranteed. Please note that bands must also be seated outside the 25-yard lines if located on the opposing team's sideline.

- _____ 2. No complimentary tickets will be issued. The maximum number of sideline credentials issued per team will be 20 (excluding 58 uniformed players). Please prepare additional team medical credentials for both participating teams.

- _____ 3. All band members who are in uniform and performing at the championship shall not be charged admission to the competition. A maximum of 24 cheerleaders and/or dance team members, including the mascot, shall be admitted without charge if in uniform through a gate list.