



2019 DIVISION III
FOOTBALL
CHAMPIONSHIP

HOST OPERATIONS

2019-20 MANUAL

Preliminary Rounds

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INTRODUCTION

The purpose of this manual is to provide direction for host institutions in conducting NCAA Divisions III Football Championship competition. This should be used in conjunction with the NCAA Division III Football Pre-Championship Manual. We urge you and your staff to become familiar with the Pre-Championship Manual and Bylaw 31 of the NCAA Manual, which both pertain to championship administration.

Where appropriate, references are made to other sections of this manual or to sections of the Pre-Championship Manual that will provide more information about a specific topic.

If you have any questions, please contact one of the following members of the NCAA championships staff or a member of the NCAA Division III Football Committee.

Thank you for your commitment to Division III football, and best wishes for a successful championship.

2019-20 NCAA DIVISION III FOOTBALL COMMITTEE

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FACILITY

1. **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. If two comparably equipped booths are not available, then the visiting team shall be provided with the better of the two booths.
 - b. **Field telephones.** Each team will be responsible for providing their own field phones. Teams may use as many phones as they wish, but they are responsible for making sure that they are in good working order.
 - c. **Heater.** The host institution will be responsible for providing 2 sideline heaters if requested by the visiting team and any associated rental fee will be reimbursed to the host institution as a championships budget expense. Host should ask the visiting team this question on the Monday call so they can make proper arrangements. It is NOT allowed for visiting teams to bring their own heaters.
 - d. **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. If the halftime area used for the officials is different than the dressing room, it must be clean and accommodate at least 8 individuals.
 - e. **Team locker rooms.** Locker rooms, of an adequate size to accommodate the squad size, with working showers and hot water, must be available for both teams. Restrooms, marker boards or chalkboards, and chairs or benches to accommodate the entirety of the visiting team's roster also must be provided. If the distance to the locker room warrants, a secondary location should be established for teams to use at pre-game, half-time, and post-game. These details should be confirmed at the administrative meeting on Friday.
 - f. **Telephones.** At its own expense, a media agency may order a telephone to be installed at a press box working position.
 - g. **Time clocks.** Game clocks should be in operation during pregame to aid in communicating the allotted time remaining.
 - h. **Athletic Training room.** Appropriate athletic training facilities must be available on-site for the teams. Athletic training supplies are a permissible games expense.
 - i. **Play clocks.** Fully-functional play clocks are required for all championship playoff games that may be set to both 40 and 25 seconds.
 - j. **Lift.** If a lift is provided it must accommodate both teams for videotaping. Prior to the game, the site representative along with the host institution needs to confirm that the weather permits the use of the lift. If there is any hesitation due to inclement weather or the safety of those on the lift, the lift should not be used by either team. The host will need to locate the next best place for videotaping.
 - k. **Media.** There must be a 6-foot broken line from the 25 to the end zone designating where media can be located during the game. Note: It the responsibility of the host to ensure that media stay in this area.
 - l. **Security measures.** There must be barriers and security present to ensure that visiting teams are clearly separated from the crowd before the game, at halftime, and after the game. Every effort must be taken to make sure the visiting team is as far as possible from interaction with home crowd. These same efforts should be in place for the officials as it relates to all fans. Security must all be available to insure teams after the game go to the designated cooling off area and that they remain there through the post-game interview process. **At no time should fans enter the field or should players go into the stands. Uniformed police officers should be escorting teams and officials on and off the field. No exceptions!**

- m. Equipment. All equipment provided to one team by the host, should be provided for both teams. However, it is not the responsibility of the host to provide equipment not required nor listed in this manual. For example, we do not require the host to provide a stationary bicycle.
 - n. Benches. Visiting teams should be provided equal seating as what the home team is given. Recommended a minimum of 4 benches on each side.
 - o. Water. It is the responsibility of the host medical staff to ensure that the sidelines for both practice and competition are supplied with water, cups, and ice.
2. **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.
- a. Facility Specifications. Hosts must identify two separate testing rooms (one for each team) where drug testing will be conducted. The areas must have controlled access. Only those authorized by the Doping Control Officer (DCO) will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representatives. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.
 - b. Host Notification. Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport. **The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.**
 - c. Media Obligations. Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference prior to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.
 - d. Participant Notification. Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event. The DCO or designee will notify the participating team’s representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.
 - e. Seating. At team championships, escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.
 - f. Site Coordinator’s Responsibilities (Host). The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the DCO. The site coordinator’s responsibilities are outlined completely in the site coordinator’s manual.
 - **Confidentiality**. Keep testing information confidential at all times.
 - **Contact Information**. The site coordinator will provide official travel party roster and the team drug-testing representative’s contact information to the DCO.
 - **Championships Drug-Testing Site Coordinator Manual**. The championships drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
 - **Escorts**. Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.

- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator’s manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - **Assistance.** Assist the DCO during testing as directed.
 - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
 - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred.
 - **Doping Control Officer.** Contact the Doping Control Officer (DCO) assigned to the site to discuss logistics.
 - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging but may request the assistance of the site coordinator.

3. Liability Insurance.

If event is held on-campus:

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

If event is held off-campus:

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

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

Notes:

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

4. **Mandatory Pregame Meeting.** A mandatory meeting of the head coaches of the competing teams with the game officials and representatives from the host and/or sponsoring agency and the NCAA game representative will be held the evening prior to competition. All members of the established games committee must be in attendance. All essential personnel (e.g., announcer, timer, scoreboard operator, chain gang, and person in charge of security) should make an effort to attend. While their attendance is not mandatory, director of athletics (or designated athletics administrator) and sports information directors should make every attempt to also attend.
5. **Media Interview Area.** This area must accommodate a minimum of 30 persons, set theater or classroom style. It must accommodate a sound system, lighting, and camera platforms.
 - a. **Chairs/tables.** Seven chairs and two 8-feet x 30-inch tables will be set on the dais. Extra chairs will be readily available.
 - b. **Decorating.** The facility will coordinate decorating per the instructions of the NCAA. Rental and installation of pipe and draping are permissible game expenses.
 - c. **Holding area.** If necessary, 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.
6. **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 for all games. Nearby hospital facilities must be identified, and this information should be provided to the teams prior to arrival.
7. **Meeting with Football Committee.** The NCAA 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 NCAA site representative(s), additional personnel may be included in this meeting.
8. **Merchandising/Programs.** Event 1 of Lenexa, Kansas, has purchased exclusive souvenir merchandising rights to all NCAA championships. Please contact Ross Hart at ross.hart1@hanes.com or 913-579-8192 if you have questions regarding merchandising. IMG College of Lexington, Kentucky is the exclusive program provider. For questions regarding programs, you may contact Doug Iler by email at doug.iler@img.com.
9. **Non-permissible Items.** The host tournament director and facility management are responsible for enforcing the NCAA's policies regarding the following non-permissible items. Patrons will be encouraged to return non-permissible items to their automobiles. An area will be established for the checking and securing of such articles at the patron's expense.
 - a. **Noisemakers.** Artificial noisemakers 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.

- b. Promotional items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.
 - c. 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.
 - d. Video equipment. 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.
10. **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.
11. **Personnel**. The host is responsible for all operating personnel deemed necessary at the facility by the host and the NCAA, including, but not limited to, ushers, ticket-takers, program sellers, exit watchmen, private security officers, parking attendants, special police, city police and firemen. All such personnel are to be under the sole direction and control of the host and the facility and are not to be considered employees or agents of the host institution/sponsoring agency or the NCAA. Waiver forms must be completed by volunteers, see Appendix E.
12. **Security**. Development and implementation of a security plan is the responsibility of the host and the facility management.
- a. Dressing rooms. Security personnel (preferably uniformed police) must be provided for each team dressing room and the game officials' dressing room.
 - b. Field security. Adequate field security must be provided for the playing area. Security must be in place no later than 2 hours prior to the start of the game, and for no less than 15 minutes after the conclusion of the game.
 - c. Officials' and head coach escorts. A security escort (preferably uniformed police) must be provided for the game officials and each head coach to and from their respective dressing room.
 - d. Post-Game. Security must be available to ensure teams go to the designated cooling off area after the game and that they remain there through the post-game interview process. At no time should fans enter the field or should players go into the stands.
 - e. Crowd Control. Artificial noisemakers including fire alarms and cannons sounds are not permitted. This would include those that may be heard from inside the stadium that is purposefully activated throughout the game. Any issue with fans will be directed first towards the administrator from the involved institution to assist with handling. It is the responsibility of the host to have adequate security to ensure that teams and officials are secure prior to, during the half, and after the game. Security should insure that teams remain in their designated location and that fans do not enter the field nor enter the designated location of the teams. This includes insuring that fans do not storm the field after the game.

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

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

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

14. **Signage.**

- 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 championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. 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. **Alcoholic/Tobacco/Gambling.** All tobacco and gambling advertisements/corporate identification on the concourse level, competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be

backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.

- c. 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 Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.
 - d. 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 (TURNER, CBS, ESPN, CBS COLLEGE SPORTS NETWORK, etc.) may have only two banners. National radio (Westwood One) may display a maximum of one banner. Local radio or student radio may not display banners at NCAA Championships.
 - e. NCAA logos. A shipment of NCAA logos and banners will be shipped to each site to use within the venue including the media area. The logos are designed to decorate the facility or serve as a backdrop at other championship-related activities (e.g., press conferences, ticket offices, etc.). See appendix B for a tentative list of signage that will be sent to each competition site.
 - f. Pre-existing contracts. Unless otherwise required by contracts in force before selection of a site to host the championship, the host institution and/or sponsoring agency shall not permit any advertising, banners, signs or displays of any kind, including NCAA corporate sponsors, to be hung, posted or displayed anywhere within the facility premises (i.e., any place from which the field can be seen) including the scoreboard, other than NCAA banners, CBS or ESPN television and approved radio banners.
 - (1) Facility expense. Any permanently affixed (or previously leased) advertising, banners, signs or displays not contracted at the time the proposed budget or site bid was presented and awarded will be covered by the host institution and/or sponsoring agency at its expense, as designated by the NCAA.
 - (2) Illumination. Any previously contracted, static, permanently installed advertising panels may remain uncovered, but any illumination of such signs must remain "off" during the game.
 - (3) Notification. The NCAA must be notified of all such contracts at the time the host presents its bid for the championship.
 - g. 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.
 - h. Video boards. If electronic video replay screens are available, they may be used at the host institution and/or sponsoring agency's expense. Anything displayed on the video board must be neutral or equal for all teams. The tournament director must appoint a qualified volunteer to monitor replays. Controversial replays, including any game official's calls, are not permissible. NCAA game representatives should discuss the use of game action replays with video board personnel.
15. Vending. Food, beverage or merchandise may be vended or dispensed in the seating areas with permission of the respective football committee.
16. Alcoholic Beverages and Tobacco Products. Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any Division II or III championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

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

17. **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 national office staff member with responsibility for the event in order to discuss the issue.

FINANCIAL ADMINISTRATION

1. **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.

2. **Complete Bid.** In order to be considered to host any round of the championship, institutions must submit a budget (separate for each round), facility evaluation form, key contact form (separate for each round), a certificate of insurance (for each round(s)), a video board questionnaire (if applicable), ESPN broadcast questionnaire (for semi-finals only), a safety and security plan, a DVsport questionnaire (all semifinal hosts) and be present on the mandatory potential host conference call. If any of these items are not received by the stated deadlines, the bid is considered incomplete and the opportunity to host has been forfeited.

Mandatory Potential Host Conference Call. All potential hosts who are interested in hosting one or more rounds of the 2019 Division III Football Championship will be required to participate on a conference call Monday, November 4 at 1 p.m. Eastern time. Each institution's tournament director and sports information director are required to participate on the call for their institution to be eligible to host in 2019.

Contact Information. If you have any questions regarding the bid process, please contact the NCAA Championships and Alliances staff at 317-917-6222 or championshipbid@ncaa.org.

3. **Online Proposed Budget/Financial Report Form.**
 - a. **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, medical staff. Other expenses not included in the original proposed budget must be approved in advance 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.

- (1) Committee/site representatives per diem, mileage and luggage fees will be paid by the NCAA instead of the host institution. Game officials will be reimbursed via the ArbiterPay system for their game fee, per diem, mileage and luggage fees.

For both the game officials and committee/site representatives, hosts will pay for their lodging expenses and be reimbursed by the NCAA.

- (2) Adjustments. Budget adjustments are not permitted unless approved in advance of the game(s) in writing by the NCAA national office. Any expenditure in excess of the approved amounts will be the responsibility of the host institution, even if estimated receipts are exceeded.

- (3) Approved games expenses. The following are approved games expenses:

- (a) Limited promotional dollars;
- (b) Telephone installation costs in the working press room and at the stadium;
- (c) Miscellaneous expenses for towels, soft drinks, etc.;
- (d) Payment equal to the host's standard regular-season reimbursements to the public-address announcer, timer, statisticians, official scorer, physicians, etc.

[Note: For off-campus facilities, all rental fees must be listed on the proposed budget.]

- (4) Budgeting procedures. The following procedures will be observed in the administration of each round of competition:

- (a) A prospective host institution must submit a proposed budget, consisting of two components, for each game -- game expenses and entertainment expenses. Entertainment expenses cannot exceed \$500 total.
- (b) If receipts are not sufficient to cover game expenses and entertainment expenses, the NCAA will reimburse the host institution for its losses up to the amount of the approved budget.
- (c) The host institution may not exceed its approved budget without prior approval from the NCAA national office even if sufficient receipts are available.
- (d) Institutions will not receive an honorarium for hosting non-predetermined competition. NCAA staff will override the honorarium listed upon the host's submission of the financial report.
- (e) Items such as snow removal will not be approved on the budget. If snow removal becomes an issue for a host prior to the actual game, they should immediately contact the NCAA liaison to discuss the related expenses and approval for these expenses would result in them being added to the budget.

- (5) Entertainment. Disbursements for entertainment for first-round, second-round, quarterfinal and semifinal contests should be limited to a reasonable amount for the pre-championship meeting.

- (6) **Receipts.** All income from the sale of tickets (at the price printed on the tickets) plus postage and handling fees will be included in championship receipts.

An allotment of tickets will be reserved for the competing institutions. Each competing institution will have access to 500 tickets, with no less than half of the tickets being located together between the 30-yard lines. The host institution or sponsoring agency will retain 250 of the 500 tickets and competing institutions will be advised that they are available if needed. Additional tickets may be purchased, but the seat locations will not be guaranteed.

Children under two years of age may be admitted free if they do not occupy a seat. Ticket prices shall be determined by the respective games committees with the approval of the governing sport committees.

Minimum Ticket Prices. The minimum ticket price for adults at the preliminary rounds of the Division III championship shall be \$8. A \$4 student general admission ticket, with student identification card, is permissible for students of participating institutions for preliminary round games.

View from Outside the Stadium. If a facility is not enclosed completely for charging admission, the host must make arrangements to ensure that people who are permitted to stand outside of the stadium, but in view of the game are charged admission. This may require charging admission for those outside of the stadium via parking or by blocking access to these areas. Under no circumstances should people be allowed to watch the game from inside or outside the stadium without purchasing a ticket. Regardless of the method of collection, this revenue should be reported as a receipt on the budget.

Financial Report. Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, 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 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent 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 5 business days of the report being approved by the NCAA finance and accounting department.

- **Actuals.** Host should report the exact amounts spent on the championship even if this number reflects more than what was budgeted and approved. The host will not be penalized for this, but rather it assists the NCAA in studying the exact amounts that are spent towards championships.

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

Full payment for tickets must be made by the participating institutions to the host not later than 30 days from the date of competition. A fine may be assessed for each day an institution fails to pay for its tickets subsequent to the deadline. The NCAA liaison is authorized to waive this provision based on extenuating circumstances.

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

5. **Visiting Team's Expenses.** **The host is not responsible for the payment of visiting team's expenses.** Each competing team will use the NCAA's Travel Expense System (TES), available on the NCAA website by clicking [here](#). You must be logged into the site to see the page. This process should be completed within 30 days following the competition. The NCAA will provide transportation expenses and appropriate per diem for the official

traveling party.

6. **Drug Testing Expenses.** The budget for drug testing expenses should only be completed and returned to Drug Free Sport 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](http://NCAA.org/Student-Athlete Programs/Health and Safety) (NCAA.org/Student-Athlete Programs/Health and Safety).

GAME MANAGEMENT

Note: Refer to Appendix A for Stadium/Event Checklist.

1. **Equipment.** The host must arrange for all equipment (except footballs, as provided in No. 2 below and sideline telephones) as specified in the NCAA football rules.
2. **Footballs.** Each of the thirty-two teams that qualify for the playoffs will receive twelve footballs to use throughout playoff competition. Balls will be shipped directly to the thirty-two teams following selections. Each team must provide their game balls to the officials at the pre-game meeting. Teams advancing to the quarterfinals or semifinals that need additional balls may request additional balls through the NCAA national office.
3. **NCAA Rules.** NCAA football rules will be strictly observed. The host institution is responsible for all aspects of game management.
4. **Personnel.** Game staff will be provided by the host. It will include an experienced timer, 25-second clock operator, scoreboard operator, video board operator (if applicable), public address announcer, statistics crew, chain gang, athletic trainer, dressing room attendant(s), physician(s) and a minimum of four ball persons. The host must ensure that all game management individuals are familiar with the appropriate NCAA football rules and policies. **No active football student-athletes may serve in game management positions.**
5. **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 NCAA site representative(s) at each site.

The announcer should not be a play-by-play person but announce pertinent game information and individual plays such as who carried the ball and who made the tackle. In addition, the announcer will not be a "cheerleader" for any team. The announcer will adhere to NCAA procedures rather than those that may have been in effect during the regular season.
 - b. **Clock malfunction.** In the event of a game clock malfunction, the official game time will be kept by the appropriate official. If possible, the announcer should provide the time remaining at two-minute intervals.
 - c. **Corporate contributors.** The announcer will NOT recognize corporate contributors.
 - d. **Crowd control.** The announcer also will review crowd control procedures with the game or committee representative and the tournament director. (These may include notes regarding exits, seating, safety measures, first-aid stations, emergency evacuations, etc.)
 - e. **Emergency calls.** All emergency calls and announcements must be **approved in advance** by the NCAA site representative at the site.
 - f. **Introductions.** It is recommended that the announcer introduce the starting players for the visitors followed by the home team prior to the start of the game.
 - g. **Meeting with football committee/Site Representative.** The announcer will meet with the NCAA site representative at the meeting the night prior to competition and also prior to the game to review time schedules, coordination of the national anthem, starting lineups, the actual kick-off for the game and the start of the second half, etc.

- h. Promotional messages. No special announcements will be made without the approval of the game or football committee representative. Promotional messages and/or announcements at the game site will be limited to NCAA activities.
 - i. The host institution must provide a microphone/headset for the head referee.
6. **Pre-game Warm-Up**. Teams participating in the championship may begin pre-game warm-ups a maximum of 90 minutes prior to kick-off. If host permits teams to do so, they may warm-up on the field 120 minutes prior to kick-off. In this scenario, the additional 30 minutes may be used for stretching and walking the field only.

The pregame schedule is:

10:00 a.m.	Field available
10:30 a.m.	L Shape in front of own bench.
11:15 a.m.	45-45 allowing 10-yard buffer for officials and game representative.
11:40 a.m.	Teams leave field – introduction of players.
11:50 a.m.	Teams return to field – visitors first followed by home team – go directly to sidelines.
11:55 a.m.	National anthem.
11:58 a.m.	Coin toss.
Noon	Kickoff.

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

7. **Starting Times**. Games will start at noon local time except for semifinals and finals which will be governed by television broadcast.

There will be a 20-minute intermission between halves. Entertainment during halftime intermissions will be reserved for the competing institutions. The games committee will determine if the field will be available to the bands/entertainment in the event of poor field conditions.

8. **Uniforms**.

- a. Home team. In each playoff game, the home team will wear its dark (home) uniform. For preliminary rounds, the team that is hosting, regardless of seeding, is automatically the home team.
- b. Institution's official uniform. Each player is expected to wear the official uniform of the institution exclusively during the game and related ceremonies.
- c. NCAA regulation. All uniforms must comply with NCAA Bylaw 12.5.3 and with the NCAA football rules. Please refer to the 2019-20 NCAA Division III Manual or the 2019 NCAA Football Rules and Interpretations Book.

9. **Bands/Cheerleaders**. Cheerleaders, dance team members and mascots shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing schools' directors of athletics. A maximum of 12 cheerleaders plus one mascot and one cheerleader coach may be admitted. All other institutional representatives will be admitted only upon presentation of a ticket.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities (see Appendix A in the Division III General Requirements Handbook)

Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading 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 cheerleading squad of such requirements and ensure compliance.

Band members who are in uniform and performing at the championship will not be charged admission to the competition. 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 umpire backs away from the ball. Halftime activities are the responsibility of the host; however, the visiting team may request an opportunity to participate.

The display of banners is subject to the approval of the games committee.

10. **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. Security must be in place on the field a minimum of two hours before the start of the game, and a minimum of 15 minutes after the end of the game.
11. **Credentials.** It is the responsibility of the host institution/sponsoring agency to produce and provide the necessary credentials for all applicable parties (e.g., participating teams, team medical, media, etc. **Note: Participants and all credentialed individuals must display credentials at all times. When producing credentials and potential credential holders (laneyards, string, etc.), please keep this in mind. For teams participating in all rounds of the championship, the NCAA will reimburse for a 58 player squad size and travel party size of 68.**

The following is a sample of the types of credentials that could be produced, if applicable:

- All Access/Event Management – For event management-type people who need access to every area, including field (field, locker room, interview room, etc.).
- Bench Pass – This credential will be issued to all non-uniformed personnel on each bench. Generally, that includes the head coach, assistant coaches, athletic-trainers and managers (20 per team maximum). A bench pass should not be issued to an individual who will be wearing a uniform. It should be noted that the coaches who will be working in the press box during the game are not counted against the 20 bench passes. **NOTE: There is a maximum of 78 individuals in each team bench area.**
- Cheerleader/Pep Squad/Mascot – This credential is good for admittance and will be issued to cheerleaders and/or pep squad members, not to exceed 12 per team, plus a costumed mascot and a cheerleader coach. Band members who are in uniform and performing at the championship will be admitted free of charge.
- Game Officials – This credential will be distributed to championship game officials. This credential grants the individuals unlimited access to all areas of the facility.
- Institutional Pass – This credential (ten per team maximum) will be distributed to credentialed representatives of the participating teams (such as athletics directors, assistant athletics director and sports information directors). This credential grants the individuals unlimited access to all areas of the facility. This credential is for admission and special access only.
- Media/Photo – For members of the media to give them access to press areas (press box, media room, interview room). For still photographers and television camera operators (if the contest isn't going to be televised) to allow them access to appropriate areas (playing surface, press box and media room).
- Medical – This credential is good for admission and access to the sidelines, field and locker rooms and will be distributed to team doctors (licensed physicians M.D. or O.D.) and local medical personnel.
- Official Party – This credential (10 per team maximum) will be distributed to participating institutional representatives (e.g., presidents, regents, conference commissioners, etc.). This credential grants the individuals access to the team locker rooms and the interview room. This credential is for special access only. It does not provide access to the game. The credential is not good for access to the sidelines while the

game is in progress.

- VIP – (this is the only one that doesn't get the person in for free) – This is to be used by athletics directors, conference commissioners, VIP, etc. who need to get to locker rooms and the interview rooms but should have to pay to get into the venue. **MUST PURCHASE TICKETS.**
12. **Scouting.** It is impermissible to provide credentials or tickets (free of charge) to professional scouts. It is also impermissible for them to be permitted in areas where credentials are required which includes but not limited to press box.
 13. **National Anthem.** The national anthem is to be played prior to every preliminary round and championship game. In following with the pre-game warm-up schedule, the national anthem is played prior to the coin toss. As an integral part of higher education, the NCAA values expression and freedom of speech at our events. We expect the expressions will be peaceful and will not interfere with the timely, safe conduct of the event.

GAME OFFICIALS/NCAA GAME REPRESENTATIVE

1. **Selection.** The NCAA Division III Football Committee is responsible for selection of game officials and specific game assignments. Supervisors of game officials will be notified by telephone and/or email of the selection of the officiating crews under their charge that have been assigned to a preliminary-round game(s). NCAA national office staff or a NCAA site representative will notify the tournament director of officiating assignments. Tournament directors will be provided the names of the game officials by Tuesday prior to the next Saturday's game. The host will forward pertinent information (e.g., hotel, meeting time and location, etc.) directly to the game officials.
 - a. **Equipment.** Each game official will be provided with an NCAA patch. The patch must be worn on the right front of the officiating shirt. Also, a College Football Officiating (CFO) patch will be part of the official's uniform in 2019 and must be placed on the left sleeve, three inches below the shoulder seam. No other patches may be worn on any part of the officials' uniform (e.g., conference affiliation), except for an American flag. The flag must be placed on the left front of the officiating shirt (over the heart and above the pocket). Also, the flag should have white trim, unless the official is an active member of the military, whereas the flag could have gold trim.
 - b. **Evaluation.** The evaluator will be the only person who evaluates the officials. Once an evaluator has been assigned to your site please ensure that you communicate the following with them:
 - i. They should be located in the press box if there is room or in a prime location within the stands.
 - ii. They should be provided a credential or ticket dependent on the above to which is given.
 - iii. They should be provided directions and parking to your venue.
 - iv. They should **not** be in the official's locker room prior to, at the half, or after the game. They may do normal greetings with them, but nothing further.
 - v. Immediately following the game, if your evaluator was not on site, you will need to share your game video via online sharing with the NCAA account. This will be communicated during the week leading up to the championship game so you can be prepared to get this done immediately following the game.
2. **NCAA Site Representative.** The NCAA game representative must be on site early enough to monitor the practices of the participating teams the day prior to the competition (typically on Friday).
3. **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 NCAA site representative.

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.

4. **Game Officials' Dressing Room.**
 - a. **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 stating, "NCAA Use Only" will be posted on the game officials' dressing room door.

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

(1) Access. Only the game officials working the game, NCAA staff members, 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 game or football committee representative must approve and accompany the media coordinator or designated media representative into the officials' dressing room after a game to seek clarification of a rules interpretation for the media.

5. **Meeting with Football Committee/Site Representative**. The tournament director will inform the game officials of the time and place of the pregame meeting with the NCAA site representative(s). It will be held the evening prior to the competition to which they are assigned to work.

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

6. **Social Events**. Game officials are not to be included in championship social functions.

LODGING

1. **Officials/NCAA Site Representatives/Television**. The host must make lodging arrangements for game officials, NCAA site representative(s) and any television personnel.

a. Game officials. The host will reserve seven rooms for the game officials of preliminary round and championship competition. These rooms should be at a property separate from the participating institutions. Room and tax will be master billed to the host for reimbursement.

b. NCAA site representative. The host will reserve a hotel room for the NCAA site representative(s). This room should be at a property separate from the participating institutions. This room must be held beginning the day before the competition begins. Room and tax will be master billed to the host for reimbursement.

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

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

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

If a team prefers to stay at a hotel other than the one to which it has been assigned, it must: (1) Notify the host team by noon local time on Tuesday (2) Obtain from the hotel general manager a written release of the reserved rooms, or (3) use the rooms for persons accompanying the official party. A copy of the written release of these rooms must be filed with the host. If an institution fails to make satisfactory arrangements with the assigned hotel for use of the original reserved rooms, full charges for these rooms will be the visiting institution's responsibility.

HOST MEDIA COORDINATOR

1. **Championship Records**. NCAA championship records are available in PDF format via the internet at www.ncaa.org. Click on the appropriate sport and scroll down to the records book section.

2. **Credentials.** All media credentials are authorized and issued by the host or NCAA media coordinator. Host of preliminary rounds will need to create their own credentials. On the back of the credentials, the “conditions placed on use of credentials” should be included. That text, located at [NCAA.com/credential terms](http://NCAA.com/credential%20terms), should also be visible at credential pick up.

It is up to the tournament director to determine which areas may be accessed with each credential type.

3. **Credential Qualifications.** The media coordinator should send a credential request form to members of the local media to determine who will be covering the event. A sample form is attached as Appendix C.

Media should be directed to ncaa.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, go to NCAA.com/media then click “2018-19 Audio Policy.”

5. **Internet Policy.** The NCAA website, NCAA.com, serves as the official online resource for NCAA championships.

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

Internet Live Statistics.

The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

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

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

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

6. **News Conference.** The media coordinator, or a member of the coordinator’s staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a pre-championship news conference if the number of media or interest in the championship warrants it. If

a formal press conference will be held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes. An example of a name tent can be seen in Appendix D.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

(Note: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.)

Championships with a formal news conference – The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team’s press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or Westwood One, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Moderator Duties

1. The moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
2. Sports information representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for his/her opening statement.
4. After the coach’s comments, the moderator should invite questions from media.
5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
6. Limit the losing team to 10 minutes and the winning team to 20 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Table Tents for Interview Room. The host media coordinator shall prepare table tents for the coaches, student-athletes and news conference moderator to be placed on the dais during the news conferences. The table tents should have the individual’s name (60 pt. Arial Black) on top, with the institution’s name (24 pt. Arial Black) below. The information should be on both sides to assist the participants in determining seating assignments. The news conference moderator will be responsible for setting the interview room dais with table tents, cups, etc.

Moderator/Protocol. On practice days, the news conference format will include the head coach and student-athletes throughout the allotted time. Neither the head coach nor the student-athletes should be dismissed early

unless there are no more questions from the media. Additionally, the moderator will ensure the dais is set prior to news conference participants entering the interview room.

If there is a possibility of a coach and/or student-athlete reacting inappropriately during a news conference, the news conference moderator shall apply the following policy:

1. Locker room stewards and escorts shall be reminded to pay close attention to the emotional state of a coach and/or student-athlete as they leave the locker room area to proceed to the interview room holding area. If there is a cause for concern, this needs to be communicated to the participating institution's sports information contact and the team's primary administrator immediately so they can address the issue. If an individual designated to participate in a postgame news conference is in an "emotional state," every effort should be made to "calm" the situation before proceeding to the interview room holding area.
2. The holding room should be used as an area to help cool emotions further and to monitor the emotions of the individual(s). A site representative will be present at all news conferences for assistance in these matters, as warranted. If it is determined that news conference participants are in an "emotional state" that will impact their ability to participate in a news conference in an appropriate manner, the media volunteer should consult with the DIII Football Committee representatives and the individual(s) should not be escorted to the dais.
3. If a coach and/or student-athletes are already seated in the interview room on the dais and in an "emotional state," the news conference moderator should stop the news conference immediately and excuse the coach and/or student-athletes to return to the locker room. At this point, the news conference shall conclude.

Press Conference Setup. Each host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should have a public address system and an elevated head table.

Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number)
- Risers or an area with an unobstructed view for television cameras
- Table for a minimum of 4-6 interviewees
- Sufficient electrical outlets
- Sufficient lighting for dais and work spaces
- Mult box
- Wireless microphones
- Institutional backdrop

News Film and Mini-Cams. Please visit <http://ncaa.com/media> for updated information related to television, video and ENG policies.

Personnel. Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA cannot pay any expenses. All volunteers should be a minimum of 16 years or older and may not be employees of professional sports organizations. It is preferred that all media coordination volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator's knowledge of the area media will help with advance planning.

The following is a basic list of duties for the volunteers:

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
 - Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
 - External PA - Announcer for fans.
 - Internal PA – Announcer for the media.
 - Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
 - Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
 - Note Takers – Compiles worthy notes during and after the game or day.
 - Photo Marshall - Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
 - Press Conference Moderator - Introduces players and coach; directs questions from media.
 - Quote Takers – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
 - Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).
 - Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
 - Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
 - Stat Crew – Records the official stats.
 - Team Escorts – Individuals to escort the coaches and student-athletes to the postgame press conference.
7. **Photographer.** Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please see Appendix G for further information regarding photography done at the championships.
8. **Programs.** Budgeting for programs is not necessary. All rounds of the championship will feature a printed program, which the NCAA and IMG College Publishing has the exclusive right to distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of IMG College before, during and after the event. If there are any questions regarding program sales, please contact Doug Iler at doug.iler@img.com.

Content/Editorial

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

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

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

Supplemental Handouts

IMG College 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 IMG College approval.

Program Vending and Complimentary Programs

IMG College will enter into an agreement with the official program vendor of the host institution or sponsoring agency 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 IMG College and the host, or official program vendor.

IMG College Responsibilities

- Reserves the right to manage vending/fulfillment in-venue
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College
- 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 IMG College
- If the host would like to make programs available in suites during the championship or available post-championship as a giveaway, for resale, or to provide as a souvenir for donors, fans or corporate partners, they may purchase a bulk amount of programs (minimum of 25) from IMG College. Please make IMG aware of this interest by noon EST on the Monday prior to the championship.
- The host venue will provide all vendors unless otherwise prearranged with IMG College
- Return a signed vending agreement to IMG College 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 IMG College. All programs 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 gross program sales
- After meeting the "Program Vending Standards," IMG College will pay the vendor 20% commission of gross sales. The vendor is to keep the commissions earned and cut a check to IMG College for the amount due listed on the IMG College provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by IMG College after the event within the time frame specified in the vending agreement

Program Vending Standards

- Receive and take inventory of the programs upon arrival. Notify IMG College of any discrepancies in the quantity received or damages to 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 IMG College.
- Display signage in a professional manner, if provided by IMG College.
- 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@img.com) at IMG College.

9. **Results Reporting.** Each host should e-mail the NCAA media coordination and statistics staff (ncaastats@ncaa.org), the Stat Crew packed file from each NCAA preliminary round and championship game.

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

Institutions should send all information as follows:

- E-mail the information to ncaa-content@turner.com and jpwilliams@ncaa.org.
- 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.

The host institution should email Sean Straziscar, NCAA associate director of statistics, at sstraziscar@ncaa.org, the Stat Crew packed game file (*.fpk) from each NCAA playoff game. This information is required immediately at the national office for records, statistics, permanent files, etc. If you do not use Stat Crew, please email one set of complete results to Sean Straziscar, National Collegiate Athletic Association, P.O. Box 6222, Indianapolis, Indiana, 46206-6222.

10. **Security.** Security personnel should be instructed to protect the working media areas (press box) and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.
11. **Webcasting.** For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast. (Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.)

Apply for NCAA Internet streaming rights online at www.ncaa.com/rights-request. Questions about Internet streaming can be directed to Nate Flannery (phone 317/917-6523; nflannery@ncaa.org).

12. **Scout Video Coordinator**. A scout video coordinator is permitted to film the game from an upper video position. A credential also may be issued to a team videographer. The scout video coordinator will receive a media credential and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

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. Checks
- _____ i. Chain and down gang/vests
- _____ j. Pre/halftime hospitality
- _____ k. Conduct random cleft checks

2. VISITING TEAM

- _____ a. Dressing room set up
 - _____ Chalk Board
 - _____ Team seating
 - _____ Towels
 - _____ Clothing racks
 - _____ Guard
 - _____ Gates locked
 - _____ Team equipment host
 - _____ Athletic trainer host
 - _____ Other
- _____ b. Programs
- _____ c. Guarantee check
- _____ d. Police/security
- _____ e. Hospitality
- _____ f. Special seating
- _____ g. 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 set-up
- _____ l. Payroll forms
- _____ m. Ticket report complete
- _____ n. Payroll posted/complete
- _____ o. Post NCAA standard ticket back disclaimer language

4. GENERAL STADIUM SET-UP

- _____ a. Condition of field
- _____ b. Line field
- _____ c. Cleanliness of seating areas
- _____ d. Set up press box(es)
- _____ e. Cleanliness of press box(es)
- _____ f. Decorations and NCAA signage
- _____ g. Concessions stand set up
- _____ h. Press box catering
- _____ i. Public address system
- _____ j. Scoreboard controls/on
- _____ k. Message center (if applicable)
- _____ l. Stadium/field house phones
 - _____ Press box(es)
 - _____ Ticket offices
 - _____ Field control-home (sidelines)
 - _____ Field control-visitor (sidelines)
 - _____ Concessions
 - _____ Public phones
 - _____ Home radio/TV
 - _____ Visiting radio/TV
- _____ m. Public restrooms
- _____ n. Player benches
- _____ o. Parking
 - _____ Parking lot entrances
 - _____ Traffic flow staff
 - _____ Car parkers
 - _____ Parking signs
 - _____ Parking maps
 - _____ Bus parking
 - _____ RV parking
 - _____ Disabled spaces
- _____ p. Ticket offices clean
- _____ q. Stadium lighting
- _____ r. Flag ceremony/raising/national anthem
- _____ s. Special fencing
- _____ t. Press box guards
- _____ u. No logo coolers, cups and squeeze bottles on sidelines
- _____ v. Heaters (if applicable)

5. STADIUM SUITES/BOX(ES)

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

6. POLICE AND SECURITY

- _____ a. Parking passes
- _____ b. Player gate
- _____ c. Intra-stadium 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 pre-game 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
- _____ k. Ambulance
- _____ l. First aid room

9. CONCESSIONS

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

10. PROGRAMS

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

Tentative Signage List

	Company Shipping Item	Type of Banner	Number and Size
	Sport Graphics	Long Banner	1 - 36" x 32'
	Sport Graphics	Sport Icon	3 – 10'w x 3'h
	Sport Graphics	NCAA.com	1 – 10' w x 3' h
	Sport Graphics	3 D's DIII Banner	3 – 3' x 10'
	Sport Graphics	Football Workmark	5 – 4'w x 4' h
	Sport Graphics	Blue Disk Logo	5 – 4'w x 4' h

2019 NCAA DIVISION III FOOTBALL CHAMPIONSHIP CREDENTIAL LIST

Institution

Sports Information Director

SPORTS INFORMATION STAFF _____ (Maximum of three individuals)

Name, Title

CAMPUS MEDIA (Print)

Name, Affiliation

_____ (Main Contact)

CAMPUS MEDIA (Still Photography)

Name, Affiliation

_____ (Main Contact)

CAMPUS MEDIA (Television)

Name, Affiliation

_____ (Main Contact)

2019 NCAA DIVISION III FOOTBALL CHAMPIONSHIP CREDENTIAL LIST – PAGE 2

_____ Institution

**OFFICIAL RADIO PLAY-BY-PLAY (Maximum of three individuals)
Press Box Space Guaranteed**

Call Letters and City _____

_____ (Main Play by Play Announcer)

**OTHER RADIO PLAY-BY-PLAY (Maximum of three individuals)
Press Box Space NOT guaranteed**

Call Letters and City _____

_____ (Main Play by Play Announcer)

PRINT MEDIA

Name, Affiliation, AM/PM/WEEKLY

STILL PHOTOGRAPHERS

Name, Affiliation, AM/PM/WEEKLY

2019 NCAA DIVISION III FOOTBALL CHAMPIONSHIP CREDENTIAL LIST – PAGE 3

_____ Institution

TELEVISION STATIONS (Maximum of three individuals per station)

Indicate which individual(s) are talent

Call Letters, City and State _____

Call Letters, City and State _____

CONFERENCE INFORMATION REPRESENTATIVE

Please return this form immediately to:

NOTE: Should anyone not already listed under still photographers have dual responsibilities that include photography (one of your SID staff, for example), please indicate that by their name(s).

MEMORANDIUM

MONTH Day, 2019

TO: **NAME**

FROM: **NAME**
NCAA Media Coordinator, Division III Football.

SUBJECT: 2019 NCAA Division III Football Championship Preliminary Round Media Credentials.

This will acknowledge your request for working press credentials to the **ROUND** of the 2018 NCAA Division III Football Championship at **VENUE DATE**, 2018. You will receive the following credential(s):

NAME

One parking pass.

You will be required to provide identification to obtain your credential. Credentials may be used only by the individual to whom they are issued.

Please find attached general information, including directions, media credential pick-up times, news conference times, media policies and other information. Please also note information specific to local television media.

If you wish to make hotel arrangements, please call the **HOTEL PROPERTY NAME** at xxx/xxx-xxxx (Contact: **NAME**). Request the NCAA media block for the 2019 NCAA Division III Football Championship. The room rate is \$XX per night.

Should you need to make changes to your application or you will not be covering the event, please contact me at xxx/xxx-xxxx.

I look forward to working with you in CITY.

**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

