



**2021 MEN'S
NATIONAL COLLEGIATE
GYMNASTICS
CHAMPIONSHIPS**

**HOST OPERATIONS
2020-21 MANUAL**

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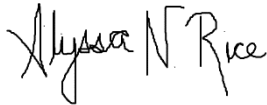
Introduction

The purpose of this manual is to provide direction for a host institution as it plans and conducts the National Collegiate Men's Gymnastics Championships and to supplement the National Collegiate Men's Gymnastics Pre-Championship Manual. We urge you and your staff to become familiar with both the pre-championship manual and NCAA Bylaw 31 of the Division I Manual, which pertain to the administration of NCAA meets and tournaments. These publications will provide information about the general policies governing all aspects of NCAA competition, while the host operations manual is designed to provide more specific information and details regarding their implementation.

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

If you have any questions, please contact the national office. Thank you for your efforts on behalf of the NCAA and collegiate men's gymnastics.

Alyssa N. Rice

A handwritten signature in black ink that reads "Alyssa N. Rice". The signature is written in a cursive style with a large initial "A" and "R".

Coordinator, Championships and Alliances

Mission Statement

The NCAA and the NCAA Men's Gymnastics Committee strive to give our student-athletes the best championship experience possible by providing a safe, clean and ultra-competitive environment. Our hope is that the student-athletes, host communities, fans, corporate and media partners gain a tremendous amount of value from this experience – value that will last a lifetime.

Role of NCAA.

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

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

Role of Governing Sports Committee.

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

Role of Host Institution/Conference.

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

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

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

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

As a core value, the NCAA and its championship host institution/conference must be committed to championing diversity, equity and inclusion across its functions, staff, partners, stakeholders and communications platforms. Host institution/conference should embrace the NCAA's stated interest of sustaining a welcoming, safe and supportive culture across all dimensions of diversity, including race, age, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The host institution/conference plays a central

role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events.

Definitions.

Championship: Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (or National Collegiate champion in sports that do not have a separate division championship) in that sport.

Governing Sports Committee: The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

Host Institution/Conference: An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sports committee.

Local Organizing Committee: A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the LOC.

NCAA Championships Manager: The staff member(s) representing the NCAA championships and alliances staff assigned to serve as administrator(s) for a championship.

The host shall appoint staff members to assume the following positions:

Tournament Manager. The tournament manager should have experience in tournament administration. The tournament manager will work directly with the committee and NCAA staff to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA Host Operations Manual. The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Production Manager. Due to the complex production required for gymnastics competitions, it is recommended that a production manager be appointed to develop the public address script, design march-in and awards ceremonies, produce competition signage, coordinate video board, music, lighting, band coordination, etc.

Floor Manager. The floor manager, with supervision from the technical director and NCAA championship manager, is responsible for the conduct of the competition and practice sessions. Additional responsibilities include: work with AAI to ensure that the equipment is properly set;

oversee timing of practices and warmups; work with the technical director and ProScore to position and equip all judges tables; assist with march-in ceremonies, awards and special presentations as needed; during the competition, monitor all people on the competition floor, and reposition or remove individuals as necessary.

Assistant Floor Manager. Assist the floor manager as directed.

Staging Manager. Stage and cue all participants for the march-in, manage the awards ceremony and special presentations.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA championship manager to ensure that the committee's policies regarding media are applied. Responsibilities may include overseeing media credential operations, planning and supervision of media work areas, coordination of press conferences, statistical services and communication.

Public Address Announcers. The host shall provide two or three announcers to announce at all competition sessions and one announcer for all practice sessions. An announcer may also be asked to emcee the banquet.

Additional Staff. Appropriate staff shall be recruited by the host as required to conduct the national championships. A suggested list of volunteers may be found in the Volunteers section.

Contact Information

2020-21 NCAA MEN'S GYMNASTICS COMMITTEE

<p>Brad Brown, chair Associate AD – Internal Operations United States Military Academy Phone: 845-938-3682 bradley.brown@westpoint.edu</p>	<p>Carey Hoyt Associate Director of Athletics, Sport and Student-Athlete Wellness The Ohio State University Phone: 614-247-8058 fagan.36@osu.edu</p>
<p>Chuck Chmelka Head Men's Gymnastics Coach University of Nebraska, Lincoln Phone: 402-472-6476 cchmelka@huskers.com</p>	<p>Matthew Davis Head Men's Gymnastics Coach Springfield College Phone: 413-748-3357 mdavis2@springfieldcollege.edu</p>
<p>Randy Jepson Head Men's Gymnastics Coach Pennsylvania State University Phone: 814-865-8421 rlj3@psu.edu</p>	<p>Mark Williams Head Men's Gymnastics Coach University of Oklahoma Phone: 405-325-8341 Email: wellsgymn@ou.edu</p>
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NCAA STAFF

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SECTION 1 – Alcoholic Beverages and Tobacco

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers, etc.) may be sold and dispensed at NCAA Division I championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification.

- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.

- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general & administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.

General

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

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

Promotional items (e.g., cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an onsite study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

Completed agreements must be submitted through the [NCAA Championships Bid and Profile System](#).

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

SECTION 2 – 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.

SECTION 3 – Awards

Awards Ceremonies.

The following official NCAA awards will be presented at the conclusion of the national championships:

Team. First through fourth place large team trophies and mini-trophies (16 each) will be presented. The national champions will receive 16 watches.

All-around. Individual mini-trophies to top eight all-around athletes.

Individual event. Individual mini-trophies will be presented to the top eight athletes in floor exercise, pommel horse, still rings, vault, parallel bars and horizontal bar.

Ties. Ties in the team, all-around and individual events will attempt to be broken using specific criteria. If there are still ties, the ties will not be broken and the NCAA national office will order duplicate awards. The host will be responsible for maintaining records of all individuals that did not receive an award on site due to ties. The host is responsible for shipping unused awards due to ties to MTM Recognition, Attention: Deana Webber, 3201 SE 29th St., Oklahoma City, OK, 73115.

Participant medallions. 150 participation medallions will be provided to all student-athletes competing or in uniform in the championships finals. The medallions will be distributed at the coaches meeting on Saturday.

Script. The NCAA championships manager, in collaboration with Van Wagner Sports & Entertainment, the host institution and the Men's Gymnastics Committee, should develop a scripted awards ceremony incorporating music and other production elements.

Presenters. The host institution, in collaboration with the NCAA championships manager, may extend invitations to individuals to present awards, the exact number to be determined. Professional attire is preferred.

Elite 90 Award.

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mr. Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Award presentation

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

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

The recipient of the Elite 90 Award for National Collegiate Men's Gymnastics with a GPA of X.XXX in (major) is (student-athlete and institution).

In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when most participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which they are not participating.
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other in-venue recognition

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

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

The recipient of the Elite 90 Award-for the (list year/championship here), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school).

Press release

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

Social Media

The NCAA twitter account will promote the 90 winners after the on-site announcement has been made. Mark Bedics will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

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

Champions Locker Room Program.

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

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

Student-Athlete Participation Award.

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete

participation awards licensee. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championships manager will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championships.

Trophies and Awards.

MTM will send official NCAA awards to the tournament manager approximately three weeks prior to the championships. When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be closed, retaped and secured in a limited access area.

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

The following awards will be shipped to the final site:

Team Awards

	Large Team Trophy	Individual Mini-Trophies	Championship Watches
National Champion Team	1	16	16
Second Place Team	1	16	0
Third Place Team	1	16	0
Fourth Place Team	1	16	0

Individual Awards

	All-Around	Floor Exercise	Horizontal Bar	Parallel Bars	Pommel Horse	Still Rings	Vault
Champion (Gold)	1	1	1	1	1	1	1
2 nd Place (Silver)	1	1	1	1	1	1	1
3 rd Place (Bronze)	1	1	1	1	1	1	1
4 th Place (Bronze)	1	1	1	1	1	1	1
5 th Place (Bronze)	1	1	1	1	1	1	1
6 th Place (Bronze)	1	1	1	1	1	1	1
7 th Place (Bronze)	1	1	1	1	1	1	1
8 th Place (Bronze)	1	1	1	1	1	1	1

Others Awards

150 – Participation Medals

1 – Elite 90 Award

The College Gymnastics Association (coaches association) will send awards to be distributed at the awards ceremony before competition as well as head coach and assistant coaches of the year awards to be distributed at the awards ceremony after competition.

SECTION 4 – Bands/Spirit Squads/Mascots

No bands, spirit squads or mascots are permitted at the championships this year.

SECTION 5 – Hospitality

Hospitality.

The NCAA championships manager will work with the host to determine the schedule and level of hospitality service to be provided to various groups at the championships. Separate hospitality areas should be set-up for 1) student-athletes, 2) judges, 3) media, committee, select working staff, VIPs and coaches.

Host institutions are encouraged to seek sponsorship of any hospitality not allowed for in the budget from local chambers of commerce, booster clubs, merchants or other outside sources. The NCAA national office must be notified of and approve any sponsorships prior to the host institution making a commitment.

For the judges, lunch and dinner should be provided on Friday and dinner should be provided on Saturday at a minimum. If breakfast is not provided for the judges on Friday, light refreshments and beverages should be available for the morning judges meeting at a minimum.

For coaches, media, committee and staff, lunch and dinner should be provided on Friday and dinner should be provided on Saturday.

For the student-athletes, the host should provide snacks, fruit and beverages at all practices and competition times.

SECTION 6 – Broadcasting/Internet

Please log on to ncaa.com/media for information regarding broadcast/Internet rights.

Should the championship not be on broadcast television, it will be streamed on ncaa.com via six individual streams. The host may provide commentators for the individual streams. If the host does not provide commentators, the participating teams may provide a single commentator, at their cost, to commentate their routines. More information on technical specs and space needs will be provided in coordination with Tupelo Raycom. However, the host should plan for six camera locations in the venue with space for a commentator at each location.

SECTION 7 – Commercialism/Contributors

Premiums Guidelines.

The competition venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 120 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. Laser pointers of any kind.

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

Promotional Items. Promotional items (e.g., cups, shakers, flags, 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.

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

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

NCAA Corporate Champions and Partners.

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

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

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

For more information and a current list of corporate champions and partners, please click on the following link: [NCAA Corporate Champions & Partners](#).

Local Contributors.

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

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

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

NCAA Trademarks.

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

- ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
- Click [here](#) for the most current list of NCAA licensed or owned trademarks.
- Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
- The NCAA's position on inclusion of ® and ™ marks is first and most prominent use.

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted.

In the case of NCAA Women's Final Four, an ® is required after NCAA and after Women's Final Four. The NCAA owns "NCAA" and "Women's Final Four", but "NCAA Women's Final Four" is not a registered mark in itself: NCAA® Women's Final Four®.

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an r-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women's Final Four®.

- In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as “N-C-two-A” or in any other fashion.
- Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
- There may be no registration of or use of NCAA marks within Internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. For example, members may use the following URL: www.memberx.edu/ncaa.

Identification of commercially-named venues on NCAA materials

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).
- The logo of a commercially-named venue cannot be used on any materials bearing NCAA logos or trademarks.
- The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

NCAA logo use by commercially-named venues

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the appropriate NCAA staff member to sell the NCAA tickets.

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must

be used only once and only as a part of a group of other logos of events being held at the venue.

- The one-time logo use is limited to the site’s “home web page” or “event web page.”
- The NCAA logo must be placed in a location on the venue’s web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions and Partners and CBS/ESPN have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue’s or the website’s advertisers/sponsors may be used on the home/event web page even with the NCAA’s championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be “the home,” a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championships manager cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language:

NCAA trademarks benefit from consistent “source identification” to the public through basic legal language attributing ownership.

The legal statement should be used on “printed” materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

- Printed items that display logos of other business entities/organizations (i.e., corporate champions and partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
- Printed items that are produced to be “used” by other business entities/organizations including NCAA members and host institutions.
- Printed items produced for advertisement/promotional purposes (e.g., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters, etc.)

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of “mouse print.”

NCAA and Women’s Final Four are trademarks of the National Collegiate Athletic Association.

The examples below represent the most typical examples. If you are unsure of exact wording for a specific situation, please contact David Lovell at dlovell@ncaa.org or 317-917-6835.

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links.

- [The NCAA's Advertising and Promotional Standards](#)
- [NCAA Trademarks](#)
- [NCAA Trademark Protection Program](#)
- [NCAA Digital Library](#)
- [NCAA Corporate Champions and Corporate Partners](#)

Official Championships Licensee/Suppliers.

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA's Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

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

For a list of NCAA licensees and official equipment suppliers please go to the following [link](#).

Temporary Promotional Displays.

Unless otherwise reviewed and approved activations from official NCAA Corporate Champions and Corporate Partners, temporary promotional displays are discouraged on property at NCAA championships. Questions related to temporary promotional displays or activity may be directed to the NCAA Championships & Alliances' Corporate Relations team.

Advertising/Signs/"Look and Décor."

- a. **Advertising/Banners/Signs/Displays.** The host will 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 before or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 23). 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.) will 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 will be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
- b. **Alcohol/Tobacco/Gambling.** All 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. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the

competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) will not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA will have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. The NCAA will provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

SECTION 8 – Competition Site Requirements/Diagrams

Competition Site Use.

The competition site shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days before the competition through the conclusion of the final competition (i.e., Wednesday through Saturday). All space shall be available and the facility set up not later than 1 1/2 hours prior to the beginning of the first practice on Wednesday.

Concessions.

Food and beverage prices shall be no higher than similar events or primary tenants at the

competition site.

No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas. During competition, selling is restricted to the competition site concourse and established selling locations.

Diagrams/maps.

The host shall provide city, campus, facility and competition floor diagrams as requested by the committee for inclusion in the Participant Manual.

Head Table.

The head table should be raised and should accommodate adequate space for 16 people, including two or three public address announcers, technical director, assistant technical director, NCAA championships manager, two committee members, music operator, videoboard operator, host sports information director, tournament director, two AAI personnel and two scoring personnel. ProScore will provide the host with specific requirements for their set-up. Additional space may be required for broadcast personnel, if necessary.

The NCAA will provide a banner for the head table. Cover the head table with bunting or other appropriate material if the banner does not cover the entire table. The walkway behind the head table should be roped off to preclude spectators from access, if possible.

NCAA Space Requirements.

Athletic Training Room. Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to, during and after the competition and practice sessions.

Bands/Spirit Squad Warm-Up Area. Traditionally, bands and spirit squads have not attended the championships. The host should be prepared to provide instrument storage and spirit squad warmup area if required.

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

Judges' Meeting Room. Room should be large enough to accommodate 35 people comfortably.

Locker Rooms. It is recommended that at least two (2) comparable locker rooms with shower facilities be provided. Six locker rooms is preferable.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, and beverages (Coke products). The committee will inspect the locker rooms prior to the first practice.

Signs. Signs should be posted to identify the teams' locker rooms.

Media Areas. The areas used for the media workroom and the post-competition interviews should be in close proximity to one another and to the locker rooms in order to facilitate the media's work and access for coaches and athletes. There needs to be adequate distance between the interview area and competition floor to ensure interviews can be conducted without interruption.

Workroom. The media workroom should be equipped with an adequate number of work stations, electrical outlets and other necessary supplies. If space is available, it is preferred this area is in view of the competition area in the arena bowl with space for 30 individuals.

Refreshment Area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices and competition. Only NCAA, POWERADE and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

Post-Competition Interview Room. Most post-competition interviews should take place on the competition floor. A standard press conference set-up with a raised stage, seating for four at skirted tables, media backdrop and space for media to sit should be available in a separate space away from the competition floor, if needed.

Backdrop. The NCAA will provide a backdrop with the NCAA logo for the press conference area.

Photo areas. Photographers will be restricted to designated photo areas if there is not a podium. Exceptions may be made for facilities in which the presence of photographers would not in any way interfere with a competitor's performance. If a podium is used, photographers are not permitted on the podium and cannot rest their equipment on the podium.

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

NCAA Committee Meeting Room. Room should be large enough to accommodate up to eight people comfortably. This area needs to be close to the competition floor and not visible to the public. This space is not necessary if not available.

Recommended Competition Area Set-up. The information below is to be used as a guide based on what previous hosts have done.

Floor Exercise. Two tables, ten chairs, bell, stopwatch, scoreflasher, start value, green flag.

Pommel Horse. Two tables, seven chairs, scoreflasher, start value, green flag.

Still Rings. Two tables, seven chairs, scoreflasher, start value, green flag.

Vault. Two tables, seven chairs, score flasher, start value, green flag.

Parallel Bars. Two tables, six chairs, scoreflasher, start value, green flag.

Horizontal Bar. Two tables, nine chairs, scoreflasher, start value, green flag.

Head Table. Six tables, 16 chairs, power strips, labels for seats.

Media Tables. 12 tables, 30 chairs, power strips, labels for seats.

Awards Stand. Eight places, signage with event names, all-around, team places 1-4, individual places 1-8.

Corrals. Minimum of 16 chairs per team corral, minimum of 20 chairs for individuals corral, table with ice chest and water cooler in each corral.

Parking.

There should be enough complimentary parking spaces adjacent to the arena for the committee, team personnel, judges, NCAA staff, media, AAI, ProScore and other personnel designated by the committee. In addition, designate an area for team buses to drop off and pick up passengers.

Signage.

The following is a suggested list of signage which should be produced by the host:

- Team names for locker rooms
- Signs to designate all rooms (media workroom, hospitality, athletic training, etc.)
- Directional signage (e.g., competition gym →)
- Award stand signage (2021 National Collegiate Men's Gymnastics Championships, and signs for all awards presented)
- March-in signage on sticks (Each of 12 team names)

Videotaping.

Institutions are permitted to videotape championship competition of their teams or their individual student-athletes for archival, coaching, or instructional purposes. The videotapes may not be used for any commercial purposes. All participating institutions shall videotape from the team corrals, perimeter of the competition area or other designated areas.

SECTION 9 – Credentials

The NCAA will print and send credentials, lanyards and credential access charts to the host. The following chart shows a tentative list of credentials which will be ordered for the championships:

TYPE	QUANTITY	NOTES
All Access	140	For working host championship staff.
Floor Access Only * (* does not provide venue access)	50	Distribute in team packet.
Guest	25	NCAA to provide names. Distribute at will call.
Judge	40	For judges at championship. NCAA will distribute to judges at meeting.
Media	60	Host SID to issue.
NCAA	16	NCAA will distribute to staff and committee.
Sports Information Director	16	Distribute in team packet.
Team Administrator	15	Distribute in team packet.

Team Personnel	330	Distribute in team packet.
Team Videographer * (* does not provide venue access)	20	Distribute in team packet.
Volunteer	75	For host volunteers. Distribute at volunteer training or will call.
Webstream/Broadcast	18	Webstream/Broadcast contact to provide names. Distribute at set-up.

Team credentials. The Travel Information/Roster Form must be submitted by all teams to the host before the championships. This roster should be used to issue credentials. The host will make labels for all credentials designating name and affiliation.

- Each team may receive 21 team personnel credentials. This is for the travel party (coaches, athletic trainer, manager, etc.).
- Each team may receive one sports information director credential.
- Each team may also request one additional credential (administrator) for an institutional administrator at no additional cost. The administrator credential does not provide corral access or access to the floor during competition.
- Additional “Floor Access Only” credentials may be provided for up to six student-athletes who are not listed as part of the travel party. Floor access credentials are only good for access to the floor on practice day, during open practice sessions on competition days and are not good for admittance to the venue for competition; those individuals must also have a ticket for the event or a team personnel credential. Once a controlled warmup period begins, only 21 members of the travel party may be on the floor.
- Each team may receive one team videographer credential. This credential provides permission to shoot video from the spectator seating area for team use. However, it is not valid for admittance to the venue or access to the floor. Those individuals must also have a ticket for the event or a team personnel credential.
- The host should have extra team personnel credentials available at the head table to issue to alternates in the event of a scratch.
- An issued credential may not be given to another team member or individual.
- Institutions must purchase a ticket for any individual over the travel party of 21.

Credentials for Individual Qualifiers.

- Institutions with one to four participants will receive four additional team personnel credentials.
- Institutions with five to 10 participants will receive five additional team personnel credentials.
- Institutions with 11 to 15 participants will receive six additional team personnel credentials.
- In addition, one credential may be issued to an administrator at no additional cost.
- Each team represented by an individual qualifier may receive one or more team videographer credentials. This credential provides permission to shoot video from the spectator area, perimeter of the competition area or designated video areas. However, it is not valid for admittance to the venue. Those individuals must also have a ticket for the

event or a team personnel credential.

Host Staff Credentials. All Access and Volunteer and credentials may be provided only to individuals with bona fide positions directly related to the conduct of the championships.

Media and Sports Information Director Credentials. The host institution, with the approval of the NCAA, shall control the issuance of media credentials for the championships. Each Sports Information Director may apply online for a media credential for access to media seating. See Section 18 for additional information on media credentials.

Other Credentials.

- NCAA credentials are for NCAA national office staff and the sport committee. This credential should provide all access at the championships.
- Webstream/Broadcast credentials are for the webstream/broadcast crew broadcasting the event. Names will be provided by NCAA staff.
- Judge credentials are for judges assigned to the championships and should be distributed either at the opening judges meeting or at the hotel for check-in. Auxiliary judges should also receive a judge credential.
- Guest credentials are for any special guests as determined by the NCAA and will provide access to the venue. Names will be provided by NCAA staff.

SECTION 10 – Drug Testing

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

Drug-Testing Expenses.

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, International. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit the NCAA Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

NEW: Any collection, administrative and laboratory fees for drug tests (as requested by institutions or championship officials) that are not included in the approved championships drug testing plan will be invoiced to the institution.

Drug-Testing Statement.

NCAA committee members, NCAA championships manager or host institution will make no official announcement of drug testing taking place. At the administrative meeting, the individual presiding over the meeting must read the following statement:

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

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

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

Facility Specifications.

Individual-Team Championships. Hosts must identify a room where drug testing will be conducted. The area must have controlled access. Only those authorized by the Doping Control Officer (DCO) will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. Fully equipped restrooms must be adjacent to or in close proximity to the testing room. Separate restroom facilities are required if the championship includes both genders. These restrooms must be secure and only available for drug-testing use.

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.

Individual-Team Championships. The tournament manager and site coordinator will be notified no earlier than 30 days before the start of the competition as to whether testing will be conducted.

Media Obligations.

Individual-Team Championships. At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing venue.

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.

Couriers will notify student-athletes of their selection for drug testing.

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.
- **Couriers.** The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the DCO.
- **Championships Drug-Testing Site Coordinator Manual.** The Championships Drug-Testing Site Coordinator's Manual is available on the NCAA website at www.ncaa.org/drugtesting.
- **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, game management is preferred.
 - **Doping Control Officer.** Contact the Doping Control Officer (DCO) assigned to the site to discuss logistics.
 - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
 - **Meet with Doping Control Officer.** Meet with the Doping Control Officer the day prior to the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **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.

SECTION 11 – Equipment

Competition Equipment List.

The following equipment should be supplied to support the competition:

- 5 Green flags
- 3 Yellow flags
- 1 Bell (microphoned to be heard over crowd noise)
- 1 Stop watch
- 6 Flip cards for start value display
- Video and/or electronic display boards for scores
- 6 Manual score flash units
- 1 Visible clock to display warm-up timing

Copy Machine(s).

Copy machines must be available to duplicate competition orders, results and information for the media workroom, teams and working staff.

Coca-Cola Product and Equipment.

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

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

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

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

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

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

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

Gymnastics Equipment.

The equipment to be used in the championships will be provided by American Athletic, Inc. (AAI). Only equipment from the supplying equipment company may be used at the championships. The equipment list can be found [here](#).

Representatives of the equipment company supplying the apparatus for the national championships must be present at all practice and competition sessions. Two seats should be available at the head table or somewhere near the equipment during competition. A representative of the men's gymnastics committee and the technical director will be responsible for reviewing the equipment, mats and floor arrangements to ensure that specifications are met.

NCAA specifications for mats will be used. Three vaulting boards will be provided by AAI – two for vault and one for parallel bars.

Six (6), five-digit score flashers must be provided by the host. Have a minimum of six (6) flip cards to show start value.

Although not required, it is encouraged that a podium be used to showcase the performances of the student-athletes. Podium protocol is outlined in the 2021 National Collegiate Men's Gymnastics Participant Manual.

Radios.

The tournament manager should work with the NCAA championships manager to develop a communication plan using handheld radios. If necessary, earpieces or headpieces should be supplied.

Scoring.

The NCAA has contracted ProScore to provide scoring services at the championships qualifier and the championships finals. The host should work directly with ProScore to determine equipment which the host will need to provide. ProScore requires three spaces at the head table.

Following each session of the championships qualifier, the men's gymnastics committee will confirm the teams and individuals who have advanced. This information will be processed as soon as possible. The host is responsible for duplication and distribution of start lists.

Signage.

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

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during press conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with the NCAA championship manager. Materials containing NCAA marks and logos may not be sold.

The host institution should produce appropriate team signs for march-in/rotations and directional signage. The championship manager can provide a template for production of signage.

Telephones/Internet access.

Telephone communication must be available for radio and television (if applicable) and emergency communication. Wireless internet access should be made available for media and committee/staff working the championships.

Video Screens.

If electronic video screens are available, they may be used at the facility's expense. Video screens may not display advertising.

SECTION 12 – Financial Administration

Approval of the Budget.

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

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, 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.

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.

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](#).

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.

The proposed budget/financial report is available on the NCAA website at <http://championships.ncaa.org/>.

Judges.

Lodging for the judges shall be arranged by Anthony Travel, Inc. and direct-billed to the host institution. Estimated lodging costs for the judges shall be included as a line item on the initial proposed budget. Judges will be responsible for their own incidentals.

The NCAA national office is responsible for paying meet fees, per diem, mileage and baggage fees, if applicable, to the judges.

Men's Gymnastics Committee.

All hotel payments for the committee will be made through the host institution, while the NCAA national office will handle all other committee expenses. Estimated lodging costs for committee members shall be included as a line item on the initial proposed budget. The host will be reimbursed for the committee lodging expenses.

NCAA Staff Members.

NCAA staff members will pay their own expenses, including lodging costs.

Participants.

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit [online expense forms](#) via the Travel Expense System (TES) to the travel group at the NCAA national office within 30 days of the competition. Please note, that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

SECTION 13 – Hotels

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

The following hotels have been secured by Anthony Travel:

Headquarters and Officials
[Graduate Minneapolis](#)

615 Washinton Avenue NE
Minneapolis, Minnesota 55414

Team Hotel

[Courtyard Minneapolis Downtown](#)

1500 Washington Avenue South
Minneapolis, Minnesota 55454

Drug-Testing Crew.

In the event that drug-testing is conducted at the championship, the host may be asked to assist in reserving rooms for members of the drug-testing crew.

NCAA Headquarters/Officials Hotel.

Hotel expenses (excluding incidentals) and hotel parking for the officials and NCAA committee shall be paid by the host. Following is the tentative room block for the headquarters hotel:

Group/Individual	Check-In	Check-Out	Number of Rooms
NCAA Committee	Wednesday	Sunday	2
NCAA Staff *	Tuesday	Sunday	2
Technical Director	Wednesday	Sunday	1
Officials	Thursday	Sunday	30
Miscellaneous vendors	Various	Sunday	5
Total			40

* Individual will pay own room bill.

Note: Some individuals may check-out on Saturday.

Media Hotel Rooms.

Hotel rooms will not be reserved for media attending the championship.

Team Hotel.

Seventy-five (75) rooms have been reserved for teams and individual qualifiers at the official team hotels. Some participating institutions have traditionally made alternate hotel arrangements. The NCAA championships manager will work directly with the teams to ascertain the number of teams that plan on staying at the team hotel approximately one year before the championships. The cut-off date for reservations is April 7.

SECTION 14 – Insurance

The 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).

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

Certificates of insurance must be submitted through the [NCAA Championships Bid and Profile System](#).

SECTION 15 – Judges

Auxiliary Judges.

The technical director will work with the local judges association to appoint volunteer auxiliary judges as follows: floor ex timer, two floor ex line judges, one vault line judge. These individuals should be provided parking passes and credentials. Additionally, a local judge will be assigned to assist the technical director with his duties. This is also a volunteer position.

Fees and Expenses.

The NCAA national office is responsible for reimbursing all judges fees and expenses.

Judges will receive a \$45 per diem allowance for meals and incidentals for the arrival day, each day of the championships, and the day of departure. Judges not required to remain overnight at the site also shall receive a \$45 a day per diem.

Judges assigned to work the championships will receive \$558 for the weekend. The technical director will receive \$596 for the weekend.

Lodging.

Judges lodging and parking (excluding incidentals) shall be paid by the host.

Meetings.

The technical director will chair daily judges meetings. The meetings may be held at either the competition site or the headquarters hotel.

Selection.

The selection of judges for the championships qualifier and the championships finals will be made by the NGJA in conjunction with NCAA Men’s Gymnastics Committee on or before Nov. 13.

Technical Director and Committee Chair Responsibilities.

A technical director will be selected to supervise the judges during the championships. He will also be responsible for reviewing the Code of Ethics (located Appendix B of the Pre-Championships Manual) with all the judges.

The technical director shall work directly with the NCAA championships manager and chair of the men’s gymnastics committee (unless his or her team is involved in the championships and

another member of the committee is appointed in his or her place) to manage the competition. Duties include acting as the authority in case of dispute, seeing that the apparatus conforms to all specifications, reporting all irregularities to the governing body under whose auspices the contest is held, and being responsible for the enforcement of all rules and regulations.

Tickets.

Each judge is entitled to purchase a minimum of two tickets to the competition (e.g., for family members or friends); the tournament manager will administer this process. The judges themselves should be provided a credential for admittance.

Transportation.

Judges who must fly to the site must make their travel arrangements through the NCAA travel service, Short's Travel at 866-821-8547, or ncaachampstvl@shortstravel.com. The NCAA will not be responsible for payment of airline tickets purchased through other sources. Judges who use ground transportation to the host site will be reimbursed round-trip mileage from their home to the site (but not including local mileage while at the site).

The NCAA will provide arrival/departure information directly to the hotel for reservations. The NCAA or host shall provide transportation to and from the airport and competition venue.

SECTION 16 – Marketing/Promotions/Branding/Fan Engagement

Contacts.

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

Expectations.

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championships manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the timeframe to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression,

geographical location, income, marital status, parental status, sexual origination and which appeals to diverse communities.

- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan.

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championships Marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships Marketing contact prior to implementation.

Promotions Assistance.

NCAA Online Marketing Website. The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Online Marketing Website can be accessed at NCAACHampsPromotion.com.

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

Each NCAA Championships host promotions/marketing contact and tournament manager will receive an email with the promotions website address, username, password and specific promotions budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact us at ncaachampspromotions@ncaa.org with questions.

Promotional Products.

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

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

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

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

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

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

:30 Video/Television Spot. The NCAA creates TV/Video Spots for select championship sites and a limited number of predetermined regional rounds.

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

:30 Radio Spot.

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

NCAA Logos. The official NCAA championships logo is provided so that you may assist the NCAA in publicizing the championships. The logo should be used as a part of all materials that are produced to promote the championships.

All NCAA logos are available online at ncaalogos.com to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use.

Social Media Guidelines.

See Section 17 – Media Coordination for social media guidelines.

Applicable Marketing Bylaws.

NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

12.5.1.8 Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men's Basketball In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

13.4.3.3.1 NCAA or Conference Championship Promotional Materials. The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
- (b) Are not sent exclusively to prospective student-athletes;
- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

13.1.8.5 NCAA Promotional Activities Exception. An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

SECTION 17 – Media Coordination

Credentials.

The host institution, with the approval of the NCAA, shall control the issuance of media credentials for the championships. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities:

1. Campus media certified by the director of athletics and/or sports information director of each participating and host institution;
2. Certified media from the immediate locale of the championship or the immediate locale of the competing teams, and;
3. Other certified media.

NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets” or “tip sheets,” or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.

Other conditions for obtaining media credentials may be implemented based on the circumstances at the championships site. These conditions must be approved before the competition by the NCAA championship manager.

Credential Qualification and Acceptance.

Final-Round Site. Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to ncaa.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems). There will be training sessions for any SID who doesn’t know how to use the system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

** 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.

Headquarters Hotel.

Hotel rooms will not be reserved for media attending the championship.

Hospitality.

Media hospitality is encouraged, and media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the tournament manager and approved by the committee. Budgets cannot be changed without the prior approval of the committee.

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.

Live Scoring.

Live scoring in the venue will be provided directly by ProScore for the participating teams via a private WiFi.

For online live scoring, refer to ncaa.com/media. The host may be responsible for hosting the live scoring on their web site if it is not hosted by NCAA.com/Turner or ProScore. Follow up with the championship manager for more information.

Microsite Guidelines.

NCAA Championship hosts and LOC's are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should welcome fans enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Please note: the URL for your microsite should not be promoted and will be linked directly through ncaa.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on ncaa.com.

Dining, Shopping and Attractions. The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

Local News. The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

Venue and Transportation Information. City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map and details; Google Map.
- Venue security information.
- Public transportation options.

Volunteer Information. The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

Travel Information. Hotel, car rental and other travel accommodations should link to: www.ncaa.com/travel.

Selections, Preliminary Rounds and Broadcast Schedule. All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to ncaa.com with the use of the ncaa.com logo.

Email Sign Up. Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: <https://www.ncaa.com/newsletter-signup>

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library at ncaalogos.com.

Copyrights, Licensing, Trademarks and Corporate Marks. The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than ncaa.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: <https://ncaaphotos.photoshelter.com/contact>
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found [here](#).

Social Media. All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at ncaa.com/social.

Mobile Version. The NCAA championship information pages will be mobile friendly. In order for the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

Metrics. Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral pages.
- Page views.
- Time spent on site.
- Click thru information.
- Unique visits/traffic numbers.

Local Contributor Recognition. The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only.
- The NCAA’s logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled “Local Contributors.”
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

Microsite Examples. If you would like to review an approved championship microsite please reference one of the following pages:

- Utah March Madness First & Second Round: <http://www.uteathletics.com/ncaa/>
- Oklahoma City Women’s College World Series Microsite: <https://www.visitokc.com/wcws/>

Once your site has been developed, please send the URL to Nate Flannery (nflannery@ncaa.org) for review and approval.

Should you have any questions, please contact Nate Flannery, Director, Digital and Social Media, at 317-917-6523 or nflannery@ncaa.org.

Mini-Cams and News Film.

If an event/session is televised, only the station that has purchased rights may film the action. Media coordinators shall designate an area near the dressing rooms or interview room where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to ncaa.com/media.

Parking.

Media parking is desired, but the host must make this decision. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

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.

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.

Press Conferences.

Arrange for an opportunity for press to interview competitors/coaches some time prior to the competition.

Post-Competition Press Conference. Immediately after a 10-minute cooling-off period (i.e., 10 minutes after a competing team or individual completes competition), an interview area will open to all certified members of the news media, any coach and student-athletes requested by the media will be available for interviews. If a team or individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation.

Regardless of any regular-season radio or television contract(s), the coach is obligated to the entire covering media and must report to the interview room immediately after the 10-minute cooling-off period. All coaches and student-athletes must be made available for post-competition interviews following the "cooling-off" period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee. The coach cannot delay a post-competition interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to remain for a short interview (not to exceed four minutes) by the television entity that has been granted television rights by the NCAA.

Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, report to the interview area before the cooling-off period ends and make themselves available to all media representatives staffing the championships.

- a. While there is not usually a press conference after any session of competition, due to the pandemic, there may need to be a virtual press conference to provide media access to select coaches and individuals since that interaction will not be permissible this year face-to-face.

- b. During the championships, selected student-athletes and the coaches of the three advancing teams will be available following each session. Following the finals, representatives from the top three finishing teams, the all-around champion and the individual champions will be available.
- c. Athletes who are requested by the media will be expected to attend.

Results.

At the end of each day of competition at the championship, an electronic copy of the results for all championship competition must be sent to the following:

mholmes@ncaa.org
ncaa-content@turner.com
ncaastats@ncaa.org
mforkner@ncaa.org
jbugner@ncaa.org

Championship Records. NCAA championship records are available in PDF format at ncaa.org.

Seat Assignments.

Drug-Testing Personnel. In the event of drug testing, each of the members of the drug-testing team shall be provided a seat. These seats may be located either in the nonplaying participants' section or an "overflow" media section.

First Row. Certified media representatives requiring writing space, radio stations that have purchased rights to broadcast the competition and the announcing position for television shall be seated in the first row(s) of media seating.

Preferred Location. Media coordinators should review their seating charts to ensure media agencies that regularly staff competitions by the participating and host institutions receive preferred seat locations.

Still Photographers. The host sports information director will manage the photographers. In most cases, photographers will be restricted to the designated photo areas and will not be allowed elsewhere on the competitive floor. Photographers are not permitted on the podium. Exceptions may be made for facilities in which the presence of photographers would not in any way interfere with a competitor's performance.

Access Control.

1. Security personnel (police, ushers or other attendants) should be stationed at the entrances onto the floor during both practice and competitive sessions to screen personnel.

The only individuals with credentials permitted on the competition floor during actual competition will be:

- a. Technical directors and judges.

- b. Timers, line judges, event scorers, flashers, runners, squad leaders.
- c. Scoring personnel.
- d. Student-athletes.
- e. Coaches/managers/staff (maximum six on floor).
- f. NCAA committee and staff.
- g. Tournament manager.
- h. Athletic trainer/physician.
- i. Floor managers.
- j. Photographers in designated areas.

2. Security should be prepared to keep media representatives in the area(s) reserved for them.

Social Media Guidelines.

The official NCAA social media pages and official hashtags can be found [here](#).

The official hashtag for the National Collegiate Men’s Gymnastics Championships is #naaaGym.

Host Promotion of Championships. Many hosts already have an established presence in social media. Examples are school, LOC, sports corporation, venue or city pages. These pages are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other’s pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships Associate Director of Social Media, cdion@naaa.org.

A host should not create a social media account (*Facebook page, Twitter feed, Instagram, Tumblr account, etc.*) **solely devoted to promoting an NCAA championship.** These pages become outdated, distract fans from established pages and fracture the NCAA message.

Top 10 considerations when planning for social media event marketing:

1. **Know your social media audience.** Utilize Facebook Insights to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Know peak times for posting.** Research has shown that usage of social media peaks twice during weekdays: before people go to work and when they get home from work.
3. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.

4. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
5. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
6. **Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook. Get to the point within two sentences. Less than that, if possible.
7. **Lead your video.** You have mere seconds to garner a user’s attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
8. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
9. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
10. **If you hesitate about posting something, you probably shouldn’t.** There are no re-dos in social media. A “delete” doesn’t mean you can delete someone seeing it.

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

Working Press Room.

The host institution is responsible for setting up an area for the working press in the arena. Provide for strict policing of the area, if necessary, to ensure that only representatives of the media with credentials are allowed in the area.

SECTION 18 – Medical Procedures

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the [NCAA Sports Medicine Handbook](#). Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

Each scheduled practice and competition session requires (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

Concussions.

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

Medical Facilities.

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

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

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

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

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

Participants. Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and competitions at the facility. The athletic training room must open a minimum of two hours before all practices and competitions, and remain open one hour after the conclusion of all practices and competitions.

Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all competitions. If possible, it is preferable there is a physician on site for practices.

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

- Automated external defibrillator (AED).
- A bag-valve mask, advanced airway tools.
- A spine board and other stabilization supplies for the head and neck.
- Splints.
 - Immobilization splints.
 - Immobilizer/knee stabilizer.
 - Crutches.
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice.
- Blood-borne pathogen kitMoist hot packs.
- Muscle stimulator.
- Sharps kit/biohazard trash can.
- Ultrasound unit.
- Gurney.
- First-aid equipment/athletic training supplies.
- Suture materials.
- Emergency eye care and dental equipment.

Sports medicine providers should be trained to use emergency supplies.

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

Medical Staffing.

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

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

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

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

SECTION 19 – Meet Management

Competition Dates/Times.

The committee will approve all starting times and practice, warmup and rotation schedules.

Competition Information.

For information relative to seeding of teams, qualification scores, draws, team groupings, order of competition within a group, warmup procedures, competition order, awards and ties, please refer to the 2020-21 National Collegiate Men's Gymnastics Championships Pre-Championships Manual and 2021 National Collegiate Men's Gymnastics Participant Manual posted on ncaa.org.

Competition Order.

Competition order sheets for each session will be developed by the NCAA Men's Gymnastics Committee. The technical director will approve the competition order. The host should distribute copies at the mandatory coaches meeting and at all competition sessions.

Decorating and Advertising.

Banners Inside Competition Site. The following banners are permissible inside the competition site:

- NCAA provided banners and signage (*These may used to cover non-permissible signage*).
- Team banners (one per team in location approved by the committee).

Covering. See Advertising/Signs/"Look and Décor" in Commercialism/Contributors section.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media. Please use the signage templates located [here](#).

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the competition site may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA championship merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming for all video boards. The host must provide an individual to load and play all content during practice and competition sessions.

Head Table Banner. The NCAA will provide one banner for the head table. The NCAA championships manager will consult with the tournament manager to determine the dimensions

for the banner. No other ornamentation or signage is allowed on the head table. Cover the head table with bunting or other appropriate material if the banner does not cover the entire table.

March-In Ceremony.

The host should select appropriate music for the production of the championships (opening music, warm-up, marches, chimes, awards ceremony, etc.)

For all sessions, judges march in first and are announced in event order.

For all sessions, teams will march in and line up at their starting event in Olympic order. The all-around and event specialists will be included at the end of each team.

The teams will be announced in Olympic order as they enter the arena along with the name of the head coach and captains. After all teams have been announced the schools with individual athletes competing and their head coach will be announced. The host institution should prepare signs with each competing team, to be used to lead competitors. The committee will determine if gymnasts will formally present themselves by squad to the judges before every rotation.

The national anthem will be played following introductions at all sessions.

If the host would like to modify the proscribed march-in ceremony, please consult with the championships manager.

Meetings.

Mandatory coaches meeting. A mandatory pre-championships meeting for coaches of participating teams, individuals and games committee members will be held Thursday morning to review the format, opening ceremonies, meet procedures and any other pertinent information. A room set-up is needed for 75 people. Rounds or classroom style set-up is requested. The host should provide coffee/beverages and light refreshments.

The head coach must submit the Phonetic Pronunciation Sheet and Order of Competition forms at this meeting. Pre-competition forms may also be submitted but are not a requirement.

Judges meetings. Judges will conduct daily meetings. Please refer to the Schedule of Events for meeting schedules. A room for 35 people is needed.

Friday night draw meeting. Immediately following Session II, the committee will conduct the draw for Saturday's competition. The meeting is held on the competition floor at the head table. Head coaches must attend.

NCAA Coaches/CGA meeting. A coaches meeting will be held on Saturday. The first portion of the meeting is required for all NCAA coaches who have an athlete that qualifies for the Saturday session. The second portion will be managed by the CGA. A room for 75 people is needed. The host should provide coffee/beverages.

Participant Information.

Admittance to Competition Site. Credentials labeled with names and institution are to be provided to all competitors, as well as their coaches, athletic trainers, managers and other official and necessary personnel. Please see the Credentials section of this manual for more information.

Participant Manual. In cooperation with the NCAA championship manager, the host shall prepare a Participant Manual. On Feb. 11, the NCAA championships manager will email the Participant Manual to the head coaches of all institutions and it will be posted on ncaa.org.

Team Hosts. Each team may be assigned a host or hostess to assist during its stay.

Designated Team Area (corrals). Team participants must remain in their designated event seating area during the championships competition. 16-20 chairs will be provided in the team corrals. Only competitors performing or preparing to perform (the next competitor) will be exempt. There should be six team corrals and one corral for individuals, space permitting.

Seating. Arrange for lower-arena seating off the competitive floor for the gymnasts not actually competing. The seating for the gymnasts should be properly roped off and controlled, if necessary.

Practice.

At the championships, equipment should be set up 1 ½ hours prior to the first practice on the Wednesday before the competition. See Schedule of Events for all practice times.

Timer. A designated timekeeper should be assigned to direct the change of events and begin new warmup sessions. The venue should have a visible countdown clock to display the time left in each timed warmup rotation.

Judges. Judges wishing to observe practice and warmups will be asked to do so from a designated area off the competition floor.

SECTION 20 – Merchandise

Administration.

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

Availability.

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise in advance of the championship. Information regarding the ordering process will be sent to all eligible teams after selections. Orders will be shipped by Event 1 directly to the participating institution's campus.

General Policies.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 Championships; host institutions/conferences and sponsoring agencies for all NCAA

championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:

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

- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

Reordering Process. The host may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

SECTION 21 – Neutrality

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

SECTION 22 – Programs

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days before the first day of the event.

All digital programs available can be found at <http://www.ncaa.com/gameprograms>.

Content/Editorial.

Learfield IMG College Responsibilities

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

Host Responsibilities

- Media contact should provide Learfield IMG College with text and photos for editorial pages about host institution/venue/city, if requested by Learfield 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 Clerrinda Queen (clerrinda.queen@learfieldimgcollege.com).

Promotion.

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices

Below are a few best practices for promoting the championship digital program:

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts.

At championships sites where a digital program is available, Learfield IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and Learfield IMG College approval.

Questions.

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

SECTION 23 – Security

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop *Best Practices* for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the *Best Practices* located at http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2 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.

Crowd Control.

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

Distribution of Materials.

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

Personnel.

Adequate uniformed security (not necessarily uniformed police) must be provided for the competition floor, teams' and judges' locker rooms, press conferences and working press areas, post-match interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The NCAA championships manager will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Emergency Plans. Competition site management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA championships manager and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

In the event a threat is received and time permits, the NCAA committee should meet to discuss the potential problem; a decision would be made to implement the host institution's or facilities predetermined plan; make announcements, if necessary, and implement plans.

Preparation.

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

Each host will be asked to provide the following:

- Develop contact lists.
 - Competition site and tournament staff.
 - NCAA.
 - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
 - Incident commander (second in command).
 - Decision-making personnel/team.
- Identify incident command center.

- Identify incident communication plan.
- Review evacuation plan – Review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorist actions.

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

Interruption of Events. The judges have the authority to interrupt routines. If routines are interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining schedule of events also shall be adjusted by the committee. The committee should review the following procedures for interruption of an event/session:

Judges. Assure that the judges know the exact situation when the routine was halted.

Student-Athletes and Coaches. These individuals should proceed to the designated team areas or, on instruction from the NCAA championships manager or committee members, retire to the locker rooms or outside the building to await further instructions.

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

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

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the head table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and judges must be kept informed throughout the delay.

Meeting. The committee chair, NCAA championships manager and game-management staff (facility manager, tournament manager and senior law-enforcement officer) should assemble immediately at the head table to assess the situation.

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

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

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

SECTION 24 – Sustainability

The NCAA encourages the host to develop initiatives that will positively impact the championships and the environment.

SECTION 25 – Tickets

Team Allocations.

The host is not responsible for holding blocks of tickets for teams. The host will work with teams and individual qualifiers wishing to purchase tickets, including providing a will call for pick-up.

Ticket Backs.

Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

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

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

Ticket Back Disclaimer Language. See Appendix A for language that must be on the ticket back or posted at the ticket office and/or appropriate entrances.

Ticket Sales.

Ticket Design/Printing. The host will manage the design and printing for championship tickets with approval from the NCAA. The host will forward artwork of the proposed ticket design to the NCAA for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket

booklet. The host will coordinate the printing of the tickets. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

Ticket Pricing. With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

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

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk up sales and day of event issue resolution in the box office.

Sales Reports. The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.

Final Ticket Database. Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post-event purchaser surveys which allow the NCAA to improve the championships experience.

All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

SECTION 26 – Transportation

Parking.

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

For 2020-21 championships, institutions will have the ability to work directly with bus companies and/or use their regular season providers. This team will secure ground transportation to and from the site of competition if they are a drive and if they are a fly any other transportation needs to and from the airport and while competing at NCAA championships. Institutions eligible for ground travel, per the NCAA Travel Policies, will receive reimbursement directly from the NCAA Travel Expense System. Institutions must use bus companies that meet NCAA safety standards. These safety standards can be found [here](#).

Championship Team Size								
Div	Sport	Number of Teams	Travel Party Size		Div	Sport	Number of Teams	Travel Party Size
I	AA Football	20	130/ 145 finals		II	W Basketball	64	20
I	M Baseball	64	35		II	W Field Hockey	6	30
I	M Basketball	68	75/100 finals		II	W Lacrosse	16	30
I	M Ice Hockey	16	37		II	W Rowing	4	21
I	M Lacrosse	16	40		II	W Soccer	56	28
I	M Soccer	48	27		II	W Softball	64	26
I	M Volleyball	4	21		II	W Volleyball	64	20
I	M Water Polo	4	20		III	M Baseball	60	29
I	W Basketball	64	75/100 finals		III	M Basketball	64	20
I	W Bowling	8	13		III	M Football	32	62
I	W Field Hockey	16	28		III	M Ice Hockey	12	26
I	W Ice Hockey	8	34		III	M Lacrosse	36	33
I	W Lacrosse	16	38		III	M Soccer	64	27
I	W Soccer	64	28		III	W Basketball	64	20
I	W Softball	64	28		III	W Field Hockey	24	27
I	W Rowing	16	31		III	W Ice Hockey	10	26
I	W Volleyball	64	22		III	W Lacrosse	44	33
I	W Water Polo	8	20		III	W Rowing	8	26
II	M Baseball	56	29		III	W Soccer	64	27
II	M Basketball	64	20		III	W Softball	62	25
II	M Football	28	70		III	W Volleyball	64	22
II	M Lacrosse	8	34		III	M Volleyball	16	22
II	M Soccer	38	28		NC	Beach Volleyball	8	22
					NIT	Post-Season	32	25

All NCAA Championship travel information can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

SECTION 27 – Volunteers

Goals.

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

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

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identify, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

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

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

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

Recognition.

The NCAA issues volunteer certificates of appreciation. Up to 25 volunteer names may be submitted following the national championships to receive certificates.

Volunteer Apparel.

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA and Event 1 have been selected as the official NCAA volunteer apparel provider for all 2020-21 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

Volunteer Positions.

Following is a list of volunteers which have been used at past championships:

- 6 score flashers
- 6 judges assistants
- 6 squad leaders
- ~ 4 awards escorts
- 2 PA announcer spotters
- Hospitality volunteers
- Access control/greeters
- Judges assistant
- Media room assistants

This list does not include the management staff outlined in Section 1.

Waivers.

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

Appendix A – Standard Ticket Back Disclaimer Language

2020-21 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Appendix B – Volunteer Waiver

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

Event: _____ (the “Event”)

Participant’s Name (Please print): _____ (the “Participant”)

Participant’s Age: _____

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

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

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____ or any subdivision thereof, and each of them, their officers and employees, (collectively, the “Releasees”), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant’s participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted

by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

Signature of Participant	Date
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Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
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Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
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Appendix C – Post-Championships Checklist

Complete	Task	Category
	Send recommendations for future championships to championships manager.	After Action
	Return any tie awards and participant medallions to MTM.	After Action
	Complete final financial report within 60 days of the championships.	Financial
	Complete enhancement fund reimbursement form.	Financial
	Complete online marketing system reimbursement.	Financial
	Return media backdrop, championship flags, blue disk circle, corral signage and large championship banners to Source One.	Signage
	Reconcile merchandise sales and complete settlement with Event 1.	Financial
	Pay officials and committee hotel master bill at headquarters hotel.	Financial
	Complete inventory form of leftover PowerAde/DASANI product and return to championships manager.	After Action
	Send digital copies of team photos to head coaches (assume hard copies distributed at championships).	After Action
	Send up to 25 volunteer names to receive NCAA volunteer certificates.	After Action