



**2019 WOMEN'S
NATIONAL COLLEGIATE
GYMNASTICS
CHAMPIONSHIPS**

**HOST OPERATIONS
2018-19 MANUAL**

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Announcers scripts will be sent closer to the championship.

INTRODUCTION

Congratulations on being selected as a host for the 2019 National Collegiate Women's Gymnastics Championships. We appreciate your interest in women's gymnastics and are confident your institution will do an outstanding job of administering either regional or national competition.

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of everyone 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.

As you prepare for this competition, it is vital that you establish a close working relationship with the NCAA championships manager and chair of the NCAA Women's Gymnastics Committee. Please contact these individuals if you have any questions.

Thank you again for your efforts on behalf of the NCAA and women's gymnastics.

NCAA Women's Gymnastics Committee

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

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 games 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, communication, promotion and marketing of the event, and fiscal responsibility.

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-court 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.

Women's Gymnastics Committee.

The National Collegiate Women's Gymnastics Championships are under the control, direction and supervision of the NCAA Women's Gymnastics Committee, subject to such requirements, standards and conditions as may be prescribed by the Association's bylaws and Executive Committee.

COMMITTEE AND NCAA STAFF CONTACT INFORMATION

<p align="center"><u>Central Region</u></p> <p>Jeff Graba Head Women's Gymnastics Coach Auburn University P.O. Box 351 Auburn, Alabama 36831 Phone: 334-750-9475 Email: jjg0009@auburn.edu</p>	<p align="center"><u>Central Region</u></p> <p>Jacqueline Fain Head Women's Gymnastics Coach Centenary College (Louisiana) 2911 Centenary Blvd. Shreveport, Louisiana 71104 Phone: 940-231-1607 Email: jfain@centenary.edu</p>
<p align="center"><u>Northeast Region</u></p> <p>Jessica Chrabaszc, chair Associate Athletics Director Yale University 20 Tower Parkway New Haven, Connecticut 06511 Phone: 334-750-6727 Email: jessica.chrabaszcz@yale.edu</p>	<p align="center"><u>North Central Region</u></p> <p>Melissa Kutcher-Rinehart Head Women's Gymnastics Coach University of Denver 2201 E. Asbury Avenue Denver, Colorado 80208 Phone: 303-871-3395 Email: mkutcher@du.edu</p>
<p align="center"><u>Southeast Region</u></p> <p>Victoria May Head Women's Gymnastics Coach Towson University 8000 York Road Towson, Maryland 21252 Phone: 410-704-3895 Email: vmay@towson.edu</p>	<p align="center"><u>South Central Region</u></p> <p>Maria Woods Senior Associate Director of Athletics, SWA University of Illinois at Urbana-Champaign 1700 South Fourth Street Champaign, Illinois 61820 Phone: 217-300-0316 Email: mtwoods@illinois.edu</p>
<p align="center"><u>West Region</u></p> <p>Randy Solorio Head Women's Gymnastics Coach California State University, Sacramento 6000 J. Street Sacramento, California 95819 Phone: 916-747-2479 Email: rsolorio@skymail.csus.edu</p>	<p align="center"><u>NCAA Championships Administrator</u></p> <p>Molly Simons Assistant Director, Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6785 Cell: 317-292-1808 Email: msimons@ncaa.org</p>

<p style="text-align: center;"><u>NCAA Administrative Support</u></p> <p>John M. Kuzio Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6384 Cell: 317-440-1632 Email: jkuzio@ncaa.org</p>	<p style="text-align: center;"><u>NCAA Media Coordinator</u></p> <p>Phil Pierce Assistant Director, Media Coordination and Statistics NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6976 Cell: 317-263-4475 Email: ppierce@ncaa.org</p> <p>Cassie Langdon Assistant Director, Media Coordination and Statistics NCAA P.O. Box 6222 Indianapolis, IN 46206-6222 Phone: 317-917-6538 Cell: 317-410-6624 Email: clangdon@ncaa.org</p>
<p style="text-align: center;"><u>NCAA Marketing and Ticketing</u></p> <p>Daniel Zewde Coordinator, Marketing and Ticketing NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6413 Cell: 317-794-4412 Email: dzewde@ncaa.org</p>	<p style="text-align: center;"><u>Championships Presentation</u></p> <p>Durenka Robie (signage) Coordinator, Branding and Fan Experience NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6825 Cell: 317-966-6434 Email: drobie@ncaa.org</p> <p>Amanda Benzine (in-venue presentation) Coordinator, Branding and Fan Experience NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6694 Cell: 317-403-4879 Email: abenzine@ncaa.org</p>
<p style="text-align: center;"><u>NCAA Broadcast</u></p> <p>Natalie Steger Assistant Director, Marketing & Broadcast Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6690 Cell: 317-966-6450 Email: nsteger@ncaa.org</p>	

2019 Dates, Sites and Tournament Directors.

Nationals

Texas Woman's University/
Knight Eady, hosts.
April 19-20, 2019
Fort Worth Convention Center Arena

Michael McGreevey

Vice President of Event Operations
Knight Eady
1500 1st Avenue North, Unit 99
Birmingham, Alabama 35203
Phone: 205-960-5493
Email: mcgreevey@knighteady.com

Ann Arbor Regional

University of Michigan
April 4-6, 2019
Crisler Center

Brad Hayes

Event Manager
1520 South State Street
Ann Arbor, Michigan 48109
Phone: 734-764-0336
Email: bhayes@umich.edu

Athens Regional

University of Georgia
April 4-6, 2019
Stegeman Coliseum

Christie Purks

Assistant Athletic Director for Event Management
UGA Administration Building
1 Selig Circle
Athens, Georgia 30602
Phone: 706-542-7848
Email: cpurks@sports.uga.edu

Baton Rouge Regional

Louisiana State University
April 4-6, 2019
Pete Maravich Assembly Center

Richard Dempsey

Coordinator of Game and Event Management
LSU Athletics
North Stadium Drive
Baton Rouge, Louisiana 70803
Phone: 225-578-8424
Email: rdemps3@lsu.edu

Corvallis Regional

Oregon State University
April 4-6, 2019
Gill Coliseum

Ryan Bucher

Associate Athletic Director – Facilities and Operations
103 Gill Coliseum
Corvallis, Oregon 97331
Phone: 541-737-6077
Email: ryan.buchar@oregonstate.edu

Tournament Personnel.

The women's gymnastics committee requires that someone other than a member of the gymnastics coaching staff of the host institution be designated as the tournament director and that the tournament director is an employee of the institution. This is to ensure that, in the event the host institution's team is participating in the competition, there will be no conflict of interest should decisions pertaining to the conduct of the competition arise.

Tournament Director. The director of athletics shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of

the tournament director is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration, and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament director also will provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA media coordinator or championships administrator to ensure that the committee's policies regarding media are applied. Responsibilities shall include planning and supervision of media work areas, coordination of all press conferences, statistical services and communications.

Meet Committee.

A meet committee should be established at the site of regional and national competition to supervise the actual conduct of the events. It should include the director of athletics of the host institution, or a designated representative, the tournament director, the meet referee, the national committee member(s) or site representative staffing the competition (the site representative shall serve as chair of the meet committee at regionals), and any other person deemed necessary. At the site of the nationals, the women's gymnastics committee chair will serve as the chair of the meet committee.

These individuals are responsible for ensuring that the competition is conducted in accordance with NCAA policies and procedures and is administered efficiently.

Checklist for Tournament Directors.

Refer to the appropriate section of the National Collegiate Women's Gymnastics Host Operations Manual and the 2018-19 National Collegiate Women's Gymnastics Pre-Championships Manual for more detailed information on each item.

AWARDS

- ___ 1. When awards arrive (approximately one month prior to the national championships), check to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. Save the boxes the awards are shipped in. **(Nationals only)**
- ___ 2. Plan an NCAA awards ceremony in accordance with the instructions in the tournament manual. It is customary for the committee chair to present the awards. This also should be coordinated with the public-address announcer.
- ___ 3. Provide a detailed written plan outlining the awards ceremony to Molly Simons, NCAA championship administrator, no later than **February 8**. (Note: see Section 1 for the award ceremony process for regionals.)
- ___ 4. No awards, other than the NCAA awards, may be presented at the site of the championships. Please advise Molly Simons at the NCAA national office if any group wishing to do so in conjunction with the competition contacts you.
- ___ 5. At the conclusion of the event, the host institution may announce the names of the gymnasts, coaches and administrators selected for regional awards by the WCGA; however, a formal presentation may not be conducted, nor awards/certificates presented. **(Regionals only)**

COACHES PACKETS

- ___ 1. Lineup forms (two). **(Appendix)**
- ___ 2. Two sets of Lycra competitor numbers and an adequate supply of safety pins (provided by the NCAA). For each team, AA or IES, include a list of the student-athlete along with the assigned number. This is subject to change.
- ___ 3. Inquiry forms **(NCAA Women's Gymnastics Rules Modifications)**.
- ___ 4. Schedule of events.
- ___ 5. Meet schedule (warm-up, rotation and competition).
- ___ 6. March-in procedures.
 - a. Provide a written proposal for your planned march-in to Molly Simons, NCAA championship administrator, no later than **February 8**.
 - b. Meet personnel are requested to give a five-minute prompt to teams prior to reporting to the staging area.
- ___ 7. Credentials. (Provided by the NCAA)
- ___ 8. Arena diagram. Please include if the bars are on water weights or floor plates.
- ___ 9. Difficulty Evaluation Forms -- three per coach **(Appendix)**
- ___ 10. Directions and telephone number for the nearest hospital.
- ___ 11. Program - provide each member of an institution's travel party with one complimentary copy of the program.

DRUG-TESTING

- ___ 1. If the site is selected for drug-testing, be sure to follow all instructions sent from The National Center for Drug Free Sport, Inc.
- ___ 2. The drug-testing site coordinator manual is located on the NCAA website at www.ncaa.org/drugtesting under General Information/Site Coordinator Manual.

FACILITY/MEET MANAGEMENT

- ___ 1. Provide liability insurance per NCAA Bylaw 31.7.4.1. [Note: Host institutions do not have to list the NCAA as an additional insured; however, an institution must submit a certificate of insurance that indicates that the institution carries adequate liability insurance and lists the NCAA as the certificate holder. The host institution must cover the expense for the insurance.]
- ___ 2. Equipment setup. Provide volunteers to assist with setup **Tuesday, April 16. (Nationals only)**
- ___ 3. Secure gymnasts (non-participating student-athletes or local club gymnasts) to "break in" the uneven bars prior to Thursday morning. **(Nationals only)**
- ___ 4. Provide marked locker or dressing room areas in the facility for the participants and judges, one unmarked meeting room at the competition facility for the committee and one unmarked meeting room for the judges.

- ___ 5. Provide an adequate number of tables, chairs for judges, meet personnel and participants at each event. Space also is needed for four corrals.
- ___ 6. Obtain a enough runners (minimum of eight – two per event) to assist the judges and carefully instruct them in their responsibilities. **For nationals only, a headset communication system between the head judge and scoring table is required.**
- ___ 7. **At regionals**, provide mature and experienced individuals to work as score flashers (four per event at bars, beam, floor and vault). **Be sure the score flasher used to flash the average is labeled with the event and the competitor's name and number.** Provide start value flip charts (16 – four per event). Provide and post on back of vault group flasher the vault value chart. **(Appendix C)**

Note: High school prospects may not be used as score flashers or as gymnasts to break in the bars.

At nationals, if additional score flashers are needed, please contact the AAI representative for assistance (six per event at bars, beam, floor and vault) for each scoring table. **Be sure the score flasher used to flash the average is labeled with the event and the competitor's name and number.** Provide start value flip charts (24 – six per event). Provide and post on back of vault group flasher the vault value chart. **(Appendix C)**

- ___ 8. Arrange for a dedicated person to assist on bars for all teams during practice and competition. If teams decide to remove the high bar for open stretch, ensure a qualified member of the host staff is present to assist with taking the bar out and replacing it safely and correctly.
- ___ 9. Arrange for the playing or singing of the national anthem prior to the start of each session of competition.
- ___ 10. Make signs with the name of each competing team, all-around competitor and individual event specialist for the march-in ceremony.
- ___ 11. Arrange for an athletic trainer and plan access to a physician and medical facility at each practice and competition session.
- ___ 12. Setup of two separate athletic training rooms with all necessary modalities is required at nationals and preferred at regionals. A minimum of one area is required for regionals.
- ___ 13. Be sure the public address announcer is well versed in the correct pronunciation of participants' names and institutions, how to provide the appropriate scoring updates and how the awards ceremony will be conducted, if applicable.
- ___ 14. Obtain the current version of the ScoreKeeper program. Conduct several trial runs of the program and ensure the system is operating properly prior to the start of competition. Be sure to include team, all-around and individual event specialist scores, paying attention to vault nationals. **For regionals**, report any problems to the NCAA national office. A meeting of the head scorer, NCAA site representative and tournament director shall be held Friday before the start of regionals.
- ___ 15. Chosen individuals will be on site to provide technical support for the ScoreKeeper program. Travel, lodging and per diem shall be provided for these individuals. **(Nationals only)**
- ___ 16. Provide hand-held stopwatches and timers for each event during the competitive sessions: vault (one), bars (one), beam (two) and floor (one). Two different warning devices (whistles,

bells or voice) also must be available. These devices must be available during warm-ups. Note: please provide tablets with clocks for bars and beam so participants can see remaining time.

- ___ 17. A mechanism for an iPod to be used plus backup systems shall be available. Be sure they are synchronized with the sound system that will be used during competition. Provide a graphic equalizer. An individual knowledgeable about the sound equipment must be present for all practices, warm-up and competition sessions.
- ___ 18. Develop a security plan for controlled access to the area of competition.
- ___ 19. Develop a system for displaying team and individual scores throughout the competition.
- ___ 20. Provide a copy machine near the scoring table available for exclusive use by the scoring director.
- ___ 21. Provide two 2' x 4' x 1/2" plywood boards with non-skid surface on both sides for use under the springboard on bars and beam. No logos of any kind are permitted on the boards.
- ___ 22. For each practice, warm-up and competition session, prepare complete rotational schedules (provided by the NCAA national office), listing which teams/individuals are on each event for each rotation. Distribute a schedule to teams, individuals and meet personnel (including judges).

FINANCIAL ADMINISTRATION

- ___ 1. Review your approved budget to ensure that it has not been exceeded. If approved expenditures are exceeded without advance permission from the NCAA national office, the host institution accepts responsibility for the increased expense.
- ___ 2. The financial report of the competition must be submitted online to the NCAA within 60 days after the competition.
- ___ 3. File the drug-testing financial report, if applicable.
- ___ 4. Provide concessions (host institution retains revenues). Concession area should be well-stocked, kept neat and clean, and be located near the spectator area. It should be separate from the hospitality area.
- ___ 5. Sell programs and merchandise. (Event 1 and IMG College, Inc. will contact you to provide more information.) Revenue generated from program sales must be returned to IMG College; revenue generated from merchandise sales must be returned to Event 1. According to the agreement, settlement with IMG College must occur within three days after the event, while settlement with Event 1 must be made within 10 days after the conclusion of the event.

MEDIA/FILMING/STILL PHOTOGRAPHY

- ___ 1. Individuals requesting credentials must identify their specific role(s) as they relate to the event such as, media coverage, local television, photographer, videographer, etc. Set an area for

the working press and be sure individuals have the proper credentials for admittance to the area.

- _____ 2. Provide an area that will not interfere with the competition for teams wishing to videotape (provided they have received advance permission from the tournament director).

Photographers/videographers from a legitimate media outlet or participating institution will be handled through media relations and deleted from the team list. The photographer can cover the event from an area(s) designated by the host institution. For the videographer to film from the team corral, he or she will need to be included as part of the 24 permitted in the team corral. Photographs may not be taken from the team corrals.

- _____ 3. Provide a press kit containing pertinent information on each team.

JUDGES

- _____ 1. Send each judge assigned to the competition an email confirming the assignment, directions, hotel arrangements, pertinent telephone numbers, the time and site of the meeting prior to the competition, and a reminder regarding score-verification procedures. Copy Molly Simons, NCAA championships administrator, on this email. A copy of the 2018-19 NCAA Collegiate Rules Modifications should be sent to regional judges prior to regional competition.
- _____ 2. If necessary, follow up with a telephone call to each judge to ensure he or she has received all the information and will attend the meeting.
- _____ 3. Arrange for transportation for judges to/from the airport and hotel as well as to/from the hotel to the venue. If possible, provide courtesy cars or a van for judges. Transportation shall be coordinated to minimize the use of rental cars. **(Regionals only)** A hotel shuttle is an appropriate mode of transportation.

Coordinate the travel itineraries of the judges. It is the responsibility of the host institution to arrange transportation for judges from the airport to the hotel, from the hotel to the arena, etc. **(Nationals only)**

- _____ 4. Obtain six volunteer judges (Level 9 rating or above) to serve as timers (4) and line judges (2).

PARTICIPANT MANUAL

- _____ 1. All hosts will receive via email a template of the participant manual. Be sure the participant manual includes the information outlined in the appropriate section of the tournament manual. The participant manual should be sent to Molly Simons, NCAA championship administrator, for approval. **(For both regionals and nationals no later than February 8)**. Once approved, a copy of the manual will be placed on the NCAA website as well as the host institution's website.
- _____ 2. Provide an arena diagram in the participant manual displaying the floor layout and areas reserved for each team's fans.
- _____ 3. After teams are announced for both regionals and nationals, the host institution shall send each participating team a travel form. **(Appendix)**

RESULTS

- _____ 1. After **regional** competition, email the results and the regional results report form to Jessica Chrabaszcz, chair of the Women's Gymnastics Committee, and Molly Simons at the NCAA national office. **THE REGIONAL RESULTS REPORT FORM CAN BE PRINTED DIRECTLY FROM THE SCOREKEEPER PROGRAM AFTER ALL SCORES HAVE BEEN VERIFIED. (Appendix B)**

Forward a copy of the results of all championships competition to the attention of Cassie Langdon at the NCAA national office; include both first and last names of the participants.
- _____ 2. Provide each head coach two copies of the results before he or she leaves the competition venue. **(Regionals)**
- _____ 3. Disseminate daily results to coaches, news media, wire services and the NCAA website.

An area shall be designated for the distribution of results. Competition rotations, rotation results and final meet results, as well as important announcements, shall be posted in this area.
- _____ 4. **Regionals only.** Ensure any video review issues are handled before having coaches sign the scoresheet. Refer to the video review section in this manual for more details.

TICKET/CREDENTIALS

- _____ 1. Contact participating institutions' ticket managers regarding the number of tickets the institutions wish to purchase and remind them they are financially responsible for tickets not returned to the host institution by the deadline stated in the participant manual.
- _____ 2. The NCAA will create and send color-coded credentials to all regional and national hosts. They shall be distributed to various groups that will need access to the venue and/or competition floor. Wristbands shall be provided to all noncompetitors in an institutions corral (maximum of 24 per team).

The following credentials will be produced:

- a. All Access.
- b. Event Management.
- c. Participants.
- d. Temporary Floor.
- e. Medical.
- f. Media.
- g. Photo.

Regional hosts shall place their credential orders with Phil Pierce (ppierce@ncaa.org) at the NCAA national office by **January 11**.

For the nationals, the NCAA media coordinator will work with the host to determine specific credential needs.

- _____ 3. Two credentials for on-site American Athletic, Inc. (AAI) technicians providing equipment setup and support shall be provided. Up to four additional credentials with access determined by the NCAA may be provided. Additionally, four banquet tickets will be provided to be used at the company's discretion. **(Nationals)**

OTHER

- ___ 1. Designate an area off the competition floor (or under the podium) for storage of spring boards between sessions. **(Nationals)**
- ___ 2. An area for student-athlete hospitality should be in near proximity to the locker rooms, for regionals and nationals.
- ___ 3. Provide a participant packet for each committee member **(Nationals)** or the designee serving as the NCAA site representative. **(Regionals)**
- ___ 4. See scoring procedures supplies.

SECTION 1 – Awards and Mementos

Awards. (Nationals)

1. Official NCAA awards will be presented at the site of the national championships. The following number of awards will be given: team trophies for the top four teams; a maximum of 20 individual awards (the official squad list of up to 15, plus five coaches) for each of the four teams; championship watches to the winning team (the official squad list of up to 15; an additional five watches will be ordered by the NCAA after the event); and 15 “dummy” awards to the top eight place-finishers on each of the four individual events, plus all-around. Official awards for the individual event specialists and all-arounders will be shipped after competition.

These official NCAA awards are the only awards that may be presented at the site of the championships. Recognition or appreciation awards may be presented to individuals or organizations that have contributed to the development and/or management of the championships, but any such presentation must be made separate from and cannot occur in sequence with the presentation of the NCAA championship awards. Approval must be granted by NCAA staff.

2. MTM will send official NCAA awards to the tournament director approximately two weeks prior to the championships. When the awards arrive, the tournament director 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 re-taped and secured in a limited-access area.
3. Participation medallions are provided to all student-athletes competing or in uniform at the national championships regardless of whether they receive any other awards (i.e., mini trophies or watches). The participant medallions will be shipped to the tournament director.
4. Any plans for entertainment or exhibitions and any other procedures, presentations or announcements must be submitted to and approved by the Women's Gymnastics Committee prior to the start of the competition.
5. The host institution must provide a detailed written plan of its awards ceremony to the committee chair and the NCAA championship administrator no later than **February 8**. This plan should include march-in procedures, script, awards presenters, etc. **(Applies to both regional and final sites.)**

Awards Ceremony - Regionals.

1. A brief awards ceremony should be conducted following competition. All teams should proceed from their corrals to the floor. The PA announcer should then announce the top three individuals on each event (including ties) plus the top six all-arounders. Individuals should be presented with a flower. The PA announcer may then announce the teams and individuals advancing to nationals.

Awards Ceremony - Nationals.

2. The awards ceremony will be conducted on the awards platform after the conclusion of competition and after the scores have been verified. Personnel must be in place and alert to setting up the tables for the ceremony without undue delay. Four six-foot tables should be used to hold the awards and should be appropriately draped.
3. Team awards will be presented immediately after the team competition Saturday evening. On Friday, awards will be presented to the top eight all-around award winners and individual event specialists in one ceremony at the conclusion of the second session of competition.
4. All ties at the national championships should and will remain the same. There will be no tiebreakers -- all ties will be honored. The awards will be ordered by and sent to the respective institution's athletics administrative office from MTM after the championships. The "dummy" awards should be either returned to the NCAA or plans should be made to store them for future use.

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. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to 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.

Elite 90 Award Presentation.

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 his or her sport, while also achieving the highest academic standard among his or her 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 and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all the 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 championship manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. 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 on the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff 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 amongst 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 which 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 his or her sport, while also achieving the highest academic standard among his or her 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 Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the student-athlete banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered together in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see Student-Athlete Banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meals.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner Sports & Entertainment may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

In-venue presentation

The NCAA and host 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 the majority of 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 which they are not participating in.
- 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. Van Wagner Sports & Entertainment will provide the following standard PA announcement sometimes accompanied by a video board slide. The Championships Operations point person (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide Van Wagner Sports & Entertainment 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 his or her 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: 2014 NCAA Division II Baseball Championship), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

Press release

On the day the winner of the Elite 90 award will be 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 administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations. 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/elite90.

Participation Awards.

Regionals. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA regional competition the same experience, **banquets and mementos will NOT be permitted at regional competition.**

Nationals. Participation awards are permissible (one per participant) if 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 championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

At a minimum, one item for each member of the official travel party will be provided: Teams – 15 student-athletes plus 5 non-athletes; Individuals – 1-2 individuals - each participant plus 2 non-athletes, 3 or more individuals - each participant plus 3 non-athletes.

SECTION 2 – Band/Spirit Squads and Mascots

Admission.

Band members, not to exceed 25, who are in uniform and performing at the regionals or championships will not be charged admission to the competition. The host institution must designate seating off the competitive floor. Bands should be seated in comparable areas of the arena. Place bands so as not to interfere with spectators, photographers or participants, subject to the approval of the Women's Gymnastics Committee or site representative. Bands and spirit squads will be provided seating when their team is not competing (for all sessions).

Spirit squads, not to exceed 12, plus the costumed mascot, shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institutions' directors of athletics. Spirit squads and mascots will not be allowed on the competition floor at any time during the competition and will be designated an area near respective spectator sections to lead cheers.

Designated Areas.

Participating institutions must notify the host institution whether they will bring a pep band, spirit squad and/or mascot to the competition no later than **March 27** for regionals and **April 10** for nationals.

Fight Songs/Music.

Bands, or any component thereof, may play only before the competition when the floor is cleared, the 4-minute 30-second touches, and 10 minutes after the awards ceremony.

In the event there is more than one band, the tournament director will divide the time after the floor is cleared and assign the 4-minute 30-second touches equally among the bands. The host will play last with all others performing in alphabetical order. The band MAY NOT interfere with the announcer.

FIGHT SONGS MAY NOT BE PLAYED DURING THE 4-MINUTE TOUCHES

National Anthem.

Secure singer(s) to perform the national anthem live or have it played by one of the participating institutions' bands, if applicable (to be determined by a coin flip if there is not mutual agreement) after the march-in ceremony. The anthem shall be played at each session.

Noisemakers/Non-permissible Items.

The tournament director and facility staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their vehicles.

Laser Pointers. Laser pointers are not permitted. Buttons or other spirit items with flashing lights also are not permissible.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. The facility staff is 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.

SECTION 3 – Banquet/Entertainment /Hospitality

Regionals. Host institutions shall plan appropriate hospitality and meals for media, volunteers and participants on practice and competition days. Average expenses for regionals are between \$3,000 and \$5,000 dollars. Expenses incurred beyond the approved amount are the responsibility of the host institution.

Nationals. The host institution shall plan appropriate hospitality and meals for media, volunteers and participants on practice and competition days as well as a banquet for approximately 300 attendees shall take place the evening of Wednesday, April 17, at a time to be determined. Average expenses for these activities range between \$18,000 and \$22,000 dollars. **Judges shall NOT to be included in any social event involving the participating coaches or student-athletes.**

Student-Athlete Hospitality. An area for student-athlete hospitality should be near the locker rooms and stocked with the following items:

Bagels with peanut butter and cream cheese, yogurt (frozen is a favorite), fresh fruit (bananas, oranges, grapes and apples), granola/power bars, finger sandwiches/wraps, fresh vegetables (celery/carrots), pretzels, animal crackers, almonds/walnuts, trail mix, as well as cheese and crackers.

SECTION 4 – Branding

Ancillary Events.

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor's bureau) elect to stage such activities, the following policies shall apply:

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

No entity may contact NCAA CC/Ps directly. All such contact shall be directed through the NCAA staff.

Student-Athlete Autograph Sessions.

At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief personal interaction, provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and a checklist of items needed for the autograph session.

Elements to consider.

- Number of fans – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes.
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship).
- Equitable participation – will all participating teams or individual student-athletes from various schools have equal opportunities to participate.
- Student-athlete experience – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated.
- Visibility and promotion – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it.

Guidelines.

- The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them.
- The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate.
- NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person.
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced.
- 30-60 minutes in length. May be split so each team or different groups of individuals sign at separate 30-60 minute periods. If many teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans.

- Student-athletes should wear game apparel or matching team issued warm-up gear.
- Student-athletes should have easy access to autograph tables or be escorted by staff, committee, volunteers or security to allow for ease of entry and exit.
- One item signed per person to keep lines moving (use your own discretion if crowds are sparse).
- Photos with student-athletes discouraged or limited to keep lines moving (use your own discretion if crowds are sparse).
- Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas.
- LOC staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary.
- Any autograph materials provided to fans must be produced by or approved by the NCAA point person.
- No local sponsorship of student-athlete autograph sessions will be permitted.
- A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line entertained with music (and/or video highlights).
- Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line.

Checklist.

- Autograph tables, including skirting (approximately 3 student-athletes per 8' table).
- Chairs.
- Autograph card or poster (provided or approved by the NCAA).
- Pens (Sharpie's recommended).
- NCAA provided branding items.
- Zip ties, tape and other necessary items for affixing banners and signage.
- Staff or volunteers (minimum of 2 per autograph area).
- Water or other refreshments for student-athletes (Dasani, BODYARMOR or other Coca-Cola product when possible, otherwise unmarked).
- Security (if appropriate).
- Pipe and drape backdrop behind autograph tables (if appropriate).
- Bike rack or Tensa barrier for lines (if appropriate).

- Easels or other free-standing directional or student-athlete/team identification signs (if appropriate).
- Individual name plate/table tent identifying each student-athlete (if possible and appropriate).
- Floor tape to create arrows or lines on the floor (if appropriate).
- Tents to shade student-athletes (if appropriate).
- Rubber bands for posters (if appropriate).
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate).

Logos.

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

Public Address and Text Board Scripts.

The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting.

Video Boards.

The NCAA will provide video board content to sites which have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if video board content will be provided directly or if downloading from the NCAA FTP site is necessary.

Questions related to video board content logistics should be directed to:

Fred Bowen
 Van Wagner Sports & Entertainment, Inc.
 Cell: 574-807-5287
 Email: bowen@vwbsn.com

Jeremy Havens
 Van Wagner Sports & Entertainment, Inc.
 Cell: 608-469-5837
 Email: jhavens@vanwagner.com

Electronic Messages. No host or venue specific messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

SECTION 5 – Broadcasting/Internet

Please log on to <http://www.ncaa.com/media> for information regarding broadcast/internet rights.

SECTION 6 – Commercialism/Contributors

Space Requirements.

Activation of Corporate Champion and Corporate Partner Program. The NCAA may request/require that certain areas of the competition site be made available for use by NCAA Corporate Champions or Corporate Partners (CC/Ps) for marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

Local Organizing Committee Hospitality. If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g. location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC's expense.

Other Functions. To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

Premium Guidelines.

Competition Venue shall provide to the NCAA a set of guidelines, like 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.

Commercial Identification, Signage and Official Marks.

1. No advertisements shall be displayed on the press tables or scoring table prior to or during the conduct of the championships.
2. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the arena proper shall be covered by the facility at its expense, as designated by the NCAA.
3. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena during any session of the championships, without the prior approval of the NCAA.
4. No advertisements shall be displayed on the floor level area walls prior to or during the conduct of the championships, without the prior approval of the NCAA.
5. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

NCAA Corporate Champion and Partner Program.

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 Contributor Program.

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, except for 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.

SECTION 7 – Critical Incident Response/Emergency Plan

Preparation.

The facility liaison and NCAA staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the competition. Facility management is reminded of its responsibility to provide enough security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to student-athletes and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
 - 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 championship administrator immediately. If possible, contact the championship administrator before changes are made to the meet schedule.

Interruption of Competition. If competition is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining competition schedule also shall be adjusted by the meet committee. The committee should review the following procedures for interruption of the competition:

Scoring Table. Ensure that the rotation, gymnast competing on each of the respective events and individual/event/overall scores are accurately recorded.

Judges. Ensure that the judges assigned to the respective events know the gymnasts left to compete when competition was halted.

Student-Athletes and Coaches. These individuals should proceed to the corral or, on instruction from the NCAA staff or committee members, retire to the locker rooms or to another locale 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 student-athletes, coaches, officials 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 scoring 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 staff and game-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at the scoring table to assess the situation.

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

Resumption of Competition. As soon as possible, competition shall be resumed from the point of suspension with adequate warm-up time allotted. If necessary, the meet 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 meet committee has the authority to reschedule the session in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the necessary NCAA specifications.

Spokesperson. The committee chair or his/her designee or NCAA championships administrator, 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.

Safety and Security Plan.

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

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

implementing a successful safety and security program.

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

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

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

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

SECTION 8 – Credentials

Credentials.

1. Working credentials may be provided to bona fide working personnel, including media representatives, judges and equipment company representatives who provide equipment for the competition. **For regionals and nationals**, credentials shall be provided by the NCAA. All regional hosts shall submit their credential orders to Phil Pierce (ppierce@ncaa.org) at the NCAA national office **by January 18**. The NCAA media coordinator will work with the host to determine specific credential needs.

2. General Policies: Credentials must be worn as specified below to gain entry to the arena and for access to designated areas (competition floor, press conferences, locker rooms, etc.).

The entry form shall serve as the official credential request form. An issued credential may not be given to another team member or individual. If a participant or staff member loses a credential, a fine will be imposed (the price of an all-session ticket to the event) to replace the credential. Wrist bands will be provided to the coaching staff and support personnel as identified on the official entry form; student-athletes will receive plastic “bag tags” to affix to their gym bags. These credentials will be provided in the Welcome Packet along with the competitor numbers. Different credentials will be provided for each session.

Teams: Teams shall receive a total of 24 individual credentials, with a maximum 15 for competing student-athletes. If a team does not have 15 student-athletes, the remaining credentials may be allocated to other necessary institutional staff members or non-competing student-athletes. For the videographer to film from the corral, see policy below. The athletic trainer shall be included as part of the 24. Teams not advancing to the final day of competition at the championship will receive a wristband to gain entry to the seating areas on day two.

All-Around and Individual Event Qualifiers: In addition to credentials issued to the individual qualifier(s), institutions will receive four (4) non-participant credentials for coaches, athletic trainers and other necessary institutional staff members.

Temporary Passes: A maximum of three (3) temporary credentials may be issued (not good for admittance) to each institution for use by its administrators for access to pre- and post-competition responsibilities, press conferences and awards ceremonies. The administrator(s) will be permitted on the competition floor up until the floor is cleared to prepare for march-in. These individuals shall be requested by the institution to the tournament director before the meet.

Team Physician: A medical credential may be issued to a team physician on request via the official entry/march-in form. Hosts shall seat team physicians in an area that is easily accessible to the competition floor in the event of an injury or in designated areas approved by the NCAA.

Sports Information Director: One (1) floor-access credential (non-transferable) for purposes of fulfilling media responsibilities and access to the competition floor and locker rooms as needed. This will be requested through and issued by the media coordinator.

Photographers/Videographers from Participating Institutions: Up to two (2) credentials for an institution's photographer and/or videographer may be requested via the media coordinator and removed from the team list. The photographer must cover the event from areas designated by the host institution. *For the videographer to film from the team corral, he or she must be included as part of the 24 permitted in the team corral and listed on the official entry/march-in form. Photographers are not permitted in the corrals and their credentials will be handled by the media coordinator.*

Drug-Testing Team. In the event of drug-testing, event management badges shall be issued. A minimum of five non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament director at each site by the national office staff.

Other Television. Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.

Gambling. 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.

SECTION 9 – 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, LLC. (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 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.

Facility Specifications.

Hosts must identify a room where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief 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 near 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. 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.

Drug-Testing Statement.

NCAA committee members, NCAA championship administrator or host institution will make **no official announcement** of drug-testing taking place at the administrative meeting. Instead, 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.

Participant Notification.

Announcing in advance whether drug-testing will be conducted at a championship is strictly prohibited. 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 selection for drug-testing.

Media Obligations.

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

Host Site Coordinator/Responsibilities.

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 drug-testing crew chief. The site coordinator's responsibilities are outlined completely in the site coordinator's manual.

- **Confidentiality.** Keep testing information confidential always.
- **Couriers.** The host will provide couriers to notify student-athletes of 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 drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Fluids.** Enough 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 drug-testing crew chief during testing as directed.
 - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
 - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Games Management" is preferred. Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.
 - **Crew Chief.** Contact the drug-testing crew chief the day before the scheduled testing date.
 - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day before the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging but may request the assistance of the site coordinator.

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 drug-testing crew chief will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. The testing room must have fully equipped restrooms adjacent to or near the testing room. Separate restroom facilities are required if the championship includes both genders. These restrooms must be secure and closed to the public.

SECTION 10 – Facility, Equipment & Space Requirements

Facility Use.

The competition venue must be exclusively available for setup, practice and competitive sessions throughout the competition (Regionals: April 4-6; Nationals: April 19-20). The placement of all auxiliary equipment (e.g., chairs, tables, corrals, etc.) shall be in place beginning Thursday for regionals and Wednesday for nationals (i.e., committee's walk-through) and remain in place throughout the competition.

Regionals. The facility shall be reserved for the exclusive use of the NCAA beginning at 10 a.m. two days before the competition through the conclusion of the final session (i.e., Tuesday through Saturday). All space shall be available and the facility set up no later than Wednesday, the day before competition.

Nationals. The facility shall be reserved for the exclusive use of the NCAA beginning at 10 a.m. three days before the competition through the conclusion of the final session (i.e., Tuesday through Saturday). All space shall be available and the facility set up no later than Wednesday prior to practice day.

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 student-athletes on host institutional signage should not be used to create a "home" atmosphere. Traditional march-in ceremonies are not permissible.

Alcoholic Beverages and Tobacco Products.

In order to be eligible to engage in the sale of alcohol during a NCAA division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:

- Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletic events of the same sport and be properly licensed by the local and state authorities to carry on such operations; or
- If applicable, any event venue that is not owned or controlled by the host institution ("non-host venue"), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
 - Prevention of alcohol sales to visibly intoxicated patrons
 - Prevention of alcohol sales to minors
 - Serving sizes and quantities
 - Alcohol sales cut-off time
 - Outside beverages
 - Security and disturbances
 - Alcohol management training requirements for employees
- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g. hawking) is prohibited within the spectator seating.

- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire's, host's, and/or venue's certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

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.

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.

Decorating and Advertising.

Banners Inside Facility. Any banners other than the approved NCAA and television banners may not be posted within the competition arena without the women's gymnastics committee or site representative's permission. Banners may not be placed adjacent to the competition floor. Hand-held team banners are permissible if they do not interfere with the competition or spectators' views and they do not contain any commercial logos or identification.

The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing court or seats), including the scoreboard, during the championship session or practices, other than NCAA, ESPN and radio banners, as specified by the NCAA. No local /school radio/television banners are allowed.

Institutional Signage. Institutional signage does not need to be covered.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media.

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise/programs and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. (**Regionals and Nationals**)

Table Banner (site specific for all rounds). The NCAA will provide one banner for the scoring table for regionals and one banner at the site of the nationals. The NCAA staff will consult with the tournament director to determine the dimensions for the banners. No other ornamentation or signage is allowed on the scoring table. Cover the scoring table with drape or other appropriate material if the banner does not cover the entire table.

Equipment.

Equipment List. The tournament director at each host institution must verify by **January 1, 2019**, that the required equipment has been secured for the competition. The purchase of equipment may not be included

as an item of expenses in the host institution's budget.

The Women's Gymnastics Committee requires that host institutions provide all AAI equipment. Specific pieces of apparatus are required on the competitive floor (**Appendix**). AAI will provide all equipment for nationals, and on request will work with regional hosts to acquire equipment. Please note that some items may be added or deleted due to future changes to equipment specifications. A one-year waiting period has been implemented for any equipment or matting changes made by the International Gymnastics Federation (FIG) or USA Gymnastics (USAG). This will allow institutions to plan and budget for these items. The WCGA president will share any proposed equipment changes with national office staff and the committee will review/approve/follow up with AAI to ensure compliance at the championships.

Equipment Policies.

1. The purchase of equipment may not be included as an item of expense in the host institution's budget when serving as host for either regional competition or national championships. For the national championships, equipment companies will supply the equipment to avoid a mixture of manufacturers' equipment on the floor. The equipment that will be used in the championships will be provided by AAI. All equipment must meet the specifications as outlined in the 2018-19 USA Gymnastics Women's Rules and Policies Operating Code (Junior Olympic level) and any NCAA collegiate modifications. Copies can be obtained through USA Gymnastics, 132 East Washington Street, Suite 700, Indianapolis, Indiana 46204 (317-237-5050), or on its website. If a regional site needs to secure additional equipment from AAI, they must contact the NCAA by Feb. 1 and AAI will provide a shipping cost. AAI does not charge a rental fee for regionals, but hosts will be responsible for shipping costs.
2. Boards and matting provided by host institutions at regionals, and by the equipment company at nationals, must remain at each assigned event.
3. Beam and floor routines must be timed. Falls from the beam and bars also must be timed. The warning device used to time beam and floor routines may be a bell or whistle, and they must be distinguishable from each other. The gymnasts and coaches should be made aware of the device before the start of the event.
4. Representatives of the equipment company supplying the apparatus for the national championships must be available at all practice and competitive sessions. The representative also shall provide tools necessary to measure and adjust the apparatus, as needed.
5. A representative of the NCAA Women's Gymnastics Committee and the representative of the equipment company will be responsible for inspecting the equipment and ensuring that adequate mats and mount and dismount areas are provided. The meet referee is responsible for measuring the equipment and ensuring that all equipment meets specifications.
6. Representatives of the equipment company that is supplying the apparatus for the meet are entitled to three (3) passes for official company personnel and two to three (2-3) parking passes, as needed.
7. Equipment used in the regional and national championships must be available for purchase by member institutions September 1 before the championships. In addition, equipment used in the championships must be approved by the NCAA Women's Gymnastics Committee.
8. Foreign substances may NOT be placed on the hands and/or feet of the gymnasts or any piece of equipment (e.g., honey and sugar, tuff skin, etc.).

Miscellaneous Equipment.

1. The institution needs to provide the score flashers (16 - 4 per event, 5 at vault) for each scoring table. **(Regionals only)**
2. Chalk holders and chalk.
3. Spray water bottles and brushes.
4. Tac-10 pads and cleaner.
5. Metal tape measure for vault.
6. Spare parts - turnbuckles, load binders, vaulting springs, etc.
7. Equipment company personnel to staff the competition venue.

Handheld Radios.

1. Regionals. The tournament director should provide the NCAA site representative with a handheld radio to use throughout the competition for communication with the tournament director, if requested.
2. Nationals. The tournament director should provide the NCAA staff with 10 handheld radios to use throughout the competition. Earpieces are preferred to headset, if requested.

Leaderboard. Develop a system for displaying team and individual scores throughout the competition. **(Required for Nationals; Preferred at Regionals)**

Sound System. Provide a mechanism for an iPod to be used plus backup systems and be sure they are synchronized with the sound system that will be used during competition. Provide a graphic equalizer. An individual knowledgeable about the sound equipment must be present for all practices, warm-up and competition sessions. **It is recommended that the sound system be near the floor exercise area and not at the scoring table.** Competition music must adhere to all JO rules (level 10) as well as any NCAA rules modifications. Volume levels of floor exercise music should be consistent for all participating teams.

The host institution will be responsible for providing generic background music containing only non-offensive lyrics during march-in, warm-up periods and rotations. The host institution is subject to a financial fine if this policy is not followed.

Telephones. Telephone communication must be available for radio and television (if applicable). ESPN will provide telephone communication between the scoring table and its truck for the committee liaisons. **(Required for Nationals; as needed at Regional sites)**

Video Screens. If electronic video replay screens are available, they may be used at the facility's expense. Replays of any routine are not permissible. Video screens may not display advertising.

Dasani/BODYARMOR Equipment

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

Cups, Coolers and Water Bottles. Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches (if applicable) 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. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Reoccurring institutions/conferences are strongly encouraged to utilize same equipment

the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

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.

Sideline Equipment Hydration Program. Depending on the championship site, the NCAA and Coca-Cola – a Corporate Champion supporting all NCAA championships – will provide BODYARMOR-branded drinking cups, water coolers, ice chests and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship. The purpose of the program, the product and equipment provided, is to hydrate student-athletes for competition. Please note that towels are not part of the equipment provided; any towels used on the sidelines must not contain any corporate logos/marks. Please review the information below as it pertains to the different scenarios that may exist.

Championship Final Sites and Selected Preliminary Round Sites:

All final and selected preliminary round sites will receive BODYARMOR-branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA for the purpose of hydrating student-athletes for/during competition.

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

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

The purpose of the program, the product and equipment provided, is to hydrate student-athletes for competition. The BODYARMOR-branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas as the purpose for this program, then as applicable in locker rooms, student-athlete hospitality areas and media areas (when applicable). BODYARMOR and water (approved Coca-Cola products) products received must be made available in any/all areas as referenced above.

On the sidelines and within the competition area, all product should be consumed from the NCAA-provided BODYARMOR-branded water cups or water (squeeze) bottles only.

The host institution/conference may retain the coolers, ice chests and any remaining product after the competition. Reoccurring institutions/conferences are strongly encouraged to utilize same equipment the following year unless otherwise notified by the NCAA.

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

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

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

only Coca-Cola products (e.g., Dasani, BODYARMOR, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than BODYARMOR, as referenced above, must be absent of any commercial marks.

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

NCAA Space Requirements.

Venue Specifications. **For nationals**, it is required that the size of the venue be a minimum of 17,325 square feet (165' L x 105' W) and competition be held on the podium. The facility shall have at least 8,000 permanent and/or temporary seats.

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.

Athletic Training Room. Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the competition and all practice sessions. Two separate athletic training rooms with all necessary modalities will be required at nationals and are preferred at regionals. A minimum of one area is required at regionals.

Backdrop (**Nationals only**). The NCAA will provide a backdrop with the NCAA logos to be hung behind the media dais.

ESPN Interview Room/Area (**Nationals only**). Two areas, one adjacent to the competition floor for ESPN interviews and headshots; and a second area located in a remote area on the competition floor for ESPN interviews.

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

Interview Room. The interview room should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and camera operators at the back of the room; and (e) providing a sound system.

Judges. An area large enough to accommodate 26 judges must be reserved. This area will be used as meeting space/meal functions for the judges. A sign reading, "NCAA Use Only" shall be posted on the room.

Locker Rooms/Supplies. Four equitable locker rooms with shower facilities must be provided for each team. The host team will be permitted to use its original locker room. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice during all competition. The committee or site representative will inspect the locker rooms prior to the first use. Separate locker rooms shall be available for male and female coaching staff members.

Media Areas. The areas used for the media workroom and for press conferences should be near one another and to the locker rooms to facilitate the media's work and access for coaches and student-athletes. It is preferred that hospitality is in a separate area near the media workroom. Only NCAA, DASANI, BODYARMOR and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

NCAA Committee/Meet Committee Meeting Room. The committee meeting room should be large enough to accommodate 10 individuals comfortably. This area needs to be close to the competition floor and not visible to the public.

Player-Guest Entrance. A gate must be identified to admit patrons holding player-guest tickets.

Signage. Signs should be posted to identify the teams' locker rooms. Directional signage as needed also shall be displayed.

Team Personnel Entrance. An entrance, near the locker rooms, must be identified for all student-athletes and coaches. This entrance will be used to distribute wrist bands to those coaches and administrative personnel listed on the official entry form. Competing student-athletes will receive credentials to affix to their gym bags.

Workroom. The media workroom should be equipped with an adequate number of telephones, Internet/wireless access, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

Official Scoring Table.

Provide seating at the head scoring table for the following:

1. Regionals. The head scorer, four assistant scorers, meet referee, alternate judge, tournament director, the NCAA committee/site representative, staff in charge of the scoring system, music technician and announcer.
2. Nationals. The NCAA scoring director and assistant, head scorer, four assistant handscorers, meet referee, alternate judge, NCAA Women's Gymnastics Committee (3), tournament director, NCAA championship administrator and staff (5), music technician and the announcer; as well as four spots reserved for ESPN talent and staff.
3. Media representatives shall not be seated next to the meet personnel.

The walkway behind the scoring table should be roped off to preclude spectators, coaches and participants from accessing the area.

Videotaping.

Each participating team is permitted to tape competition at the site where it is participating with a single camera and one person (videotape or film).

1. Institutions are permitted to videotape championships 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. Each institution is permitted to use **one** camera and may videotape only that portion of the competition in which it participates from either the designated area provided by the host institution or from its respective corral during regional and national competition. Institutions may videotape from inside their corrals provided the camera is hand-held or on a stationary tripod and does not obstruct fan viewing. For the videographer to film from the team corral, he or she will need to be included as part of the 24 permitted in the team corral.
2. In most cases, photographers will be restricted to the seating area and will not be allowed on the competitive floor. Exceptions may be made for facilities in which there is enough space for photographers' boxes at each event and where the presence of photographers would not in any way interfere with a competitor's performance.

3. Flashes or strobes are not permitted because of the proximity of the photographers to the competitors. Establish rules that are workable in the facility that will allow photographers to take good shots without interference of any kind. The host institution's sports information director is responsible for this area. In addition, photographers should be notified in advance of the ground rules.

SECTION 11 – Financial Administration

Audit.

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the submission of financial reports but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

Approval of the Budget.

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

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

Lodging Expenses.

Judges. Room and tax shall be direct-billed to the host institution and be reimbursed on the final financial report. Judges will be responsible for their own incidentals. Estimated lodging costs for the judges shall be included as a line item on the initial proposed budget.

NCAA Representative/Women's Gymnastics Committee. Room and tax shall be direct-billed to the host institution and be reimbursed on the final financial report. Committee members/NCAA representative will be responsible for their own incidentals. Estimated lodging costs for site representatives/women's gymnastics committee members shall be included as a line item on the initial proposed budget.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

Financial Report and Penalty.

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.

Drug-Testing Expenses.

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

Insurance.

If event is held on-campus:

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

If event is held off-campus:

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

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

illness. NCAA must be named as an additional insured.

Notes:

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

Participating Institutions Expense Forms - Nationals.

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](#) 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.

Site Representatives.

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

Transportation.

Transportation. The NCAA shall pay for the rental of cars for the meet referee and the NCAA committee representative(s). The championships staff will make all arrangements directly through Short's Travel and communicate arrangements to the individuals who have been approved to rent cars.

Local Transportation for Teams. The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team buses in advance or provide names and telephone numbers of companies that could be contacted).

SECTION 12 – Judges

Confidentiality.

Participating teams will be advised of the judges assigned to their competitions at the administrative meeting. The committee representative will meet with the judges (separately from the administrative meeting) to review their responsibilities and distribute the NCAA patches.

Communication.

Immediately upon receipt of the list of judges assigned to the competition, hosts shall send an email to each official with the following information (and copy the NCAA championship administrator):

1. Confirmation of travel expense, fee and per diem policy. (Note that these reimbursements will be handled directly by the NCAA.)
2. Name, telephone number and directions to hotel and institution.
3. Time and site of judges meeting prior to the competition.
4. Time and date(s) of competition.

5. Information on whether the host will provide local transportation.
6. Attendance at the judges meeting is mandatory.
8. Telephone numbers for key meet personnel. (Suggest cell phone number be provided for travel delays.)

[NOTE: Aside from communicating with each judge regarding the above information, the tournament director is responsible for maintaining the confidentiality of the list of judges. The committee or site representative will release the list of judges during the administrative meeting.]

Equipment Check.

Regionals. The meet referee must be present to check equipment on Thursday not later than 8 a.m. and on Friday not later than 10 a.m. and must attend the administrative meetings to review judging issues.

Nationals. The meet referee must be present to check equipment Wednesday not later than 1 p.m. and must attend practice sessions and the administrative meeting to review judging issues. Coaches may inspect equipment on Wednesday between 4:30-5 p.m.

Fees.

The NCAA will pay for judge's fees directly. The host should not list those expenses in the host financial report.

Judges per Event - Regionals.

Four judges will judge each event during the competition.

One alternate judge with a minimum Level 10 rating will be selected and assigned by the Women's Gymnastics Committee for each regional.

Judges per Event - Nationals.

Six judges will judge each event. The high and low score will be dropped and the four scores in the middle will be averaged.

One alternate judge with a minimum Level 10 rating will be selected and assigned by the Women's Gymnastics Committee for the nationals.

Line Judges.

Provide two line judges for the floor exercise competition. Each line judge needs a yellow flag and line judges slip (**Appendix**).

Timers.

It is preferred that local volunteer judges are secured to serve as timers for each practice session – beam (2), bars (1) and floor (1). Timers also must be available to ensure appropriate warm-up time on bars and beam on the day of competition for the all-around and event specialist competitors.

At the national championships, a committee representative will time the warm-ups for uneven bars and

balance beam.

Dedicated Individual for Bars.

The Women's Gymnastics Committee requests that all hosts provide a dedicated individual to assist on bars for all teams during practice and competition. This individual will assist with moving mats and bar settings. If a team decides to remove the high bar during open stretch, this individual must ensure the bar is safely and correctly replaced. AAI personnel will perform this function at nationals.

Meetings – Regionals.

The tournament director shall schedule a judges meeting on the day of the competition at least two hours before the published start time. Be prepared to address any questions regarding per diem, fee and travel expense policies. The hotel expenses (excluding incidentals) for judges required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA. Judges will receive a \$45 per diem allowance for meals and incidentals for each day of the championships, beginning with the day of arrival and ending with the day of departure. Judges not required to remain overnight at the site also shall receive a \$45 a day per diem.

Meetings – Nationals.

The meet referee must be advised that his or her attendance is mandatory to measure equipment on Wednesday not later than 1 p.m. and at Thursday's practice sessions and administrative meeting.

Schedule a judges meeting at the venue or headquarter hotel at least two hours prior to the start of the competition. Be prepared to clear up any questions regarding the per diem, fee and travel expense policy. The hotel expenses (excluding incidentals) for judges required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA. Judges will receive a \$45 per diem allowance for meals and incidentals for each day of the championships, beginning with the day of arrival and ending with the day of departure. Judges not required to remain overnight at the site also shall receive a \$45 a day per diem.

Patches.

NCAA patches will be sent to the host institution by the NCAA national office for judges to affix to their uniforms.

Selection – Nationals.

The NCAA Women's Gymnastics Committee will select all judges (26 judges, a meet referee and an alternate). The NCAA national office will provide the list of judges assigned to the championships. In the event a judge already contracted must withdraw, please notify the NCAA national office immediately; a replacement will be obtained.

If possible, obtain the volunteer services of six local judges (Level 9 rating or above preferred) to serve as timers and line judges.

Transportation.

Judges who must fly to the site must make their travel arrangements through the NCAA travel service, Short's Travel Management. The NCAA will not be responsible for payment of airline tickets purchased through other sources. Judges who use ground transportation will be reimbursed by the NCAA at the NCAA's prescribed rate per mile round trip from their home to the site (but not including local mileage while

at the site).

Judges who travel by air to the regional site must arrive at the locale the night before the day of competition.

Several weeks prior to the competition, you may wish to provide a form for the judges to return to you, indicating their method of travel, time of arrival/departure, etc., for your information.

Regionals: The host institution will arrange transportation for judges from the airport to the hotel, from the hotel to the institution, etc. The meet referee and NCAA representative may each rent a car.

Nationals Only: The host institution in conjunction with the NCAA will coordinate the travel itineraries of the judges and shall arrange for transportation to and from the airport but is not required to make transportation arrangements to and from the site of competition. However, the four chief judges and meet referee may rent cars (arrangements must be made through Short's with coordination from the NCAA national office) to assist in transporting judges.

Lodging.

Reference Section 13 below.

SECTION 13 – Lodging

Regionals only: The host institution is responsible for reserving hotel accommodations for (a) the participating teams and individual participants; (b) judges; and (c) NCAA committee/site representative, media and the drug-testing crew (the headquarters hotel). The tournament director conducts a survey of the recommended properties and executes contracts with those selected.

Minimum Number of Rooms.

Reserve a minimum of 20 non-smoking hotel rooms (12 double-doubles) per team at the headquarters hotel, a minimum of four rooms for two individuals from the same team and six rooms for three or more individuals from the same team.

For regionals, also reserve rooms for the judges (17) and NCAA site representatives (1), but in a separate hotel from the participants.

For nationals, the NCAA and its partner, Anthony Travel, will secure rooms for participants, committee, judges, media and other affiliated individuals. The breakdown of rooms is as follows: in addition to the rooms secured for the teams and individual participants, rooms for NCAA staff and committee (15), judges (26) and media (20). The hotel recommended for ESPN must have an on-site 24-hour full service restaurant. Note: ESPN will secure its own reservations.

Judges/NCAA Representatives Hotel.

Make arrangements for the room and tax charges for the NCAA site representative (women's gymnastics committee) and the judges to be billed directly to your institution. Initially, your institution will be responsible for the hotel bill(s). However, the expenses should be reported on the financial report that is submitted after the championships and the NCAA will provide reimbursement. Hosts must include estimated lodging expenses for judges in their proposed budgets. Hotel bills do not need to be submitted with the financial report; however, it is strongly advised that they be kept on file by the host institution. The NCAA site

representative (women's gymnastics committee) and the judges are responsible for their incidentals. NCAA staff members are responsible for their own expenses.

Merchandising.

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

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

Teams, All-Arounders and Event Specialists.

For all NCAA final-site competition, Anthony Travel shall make reservations for the participating institutions and advise them of the arrangements. The selected hotel properties shall be within 15-20 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which is generally not approved by the NCAA, to a different hotel the following must occur: The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, that the institution is responsible for the first night's room charges even if it fails to use those rooms.

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or specified date. The NCAA shall provide final approval.

In the event an institution obtains a release from the team hotel as prescribed above, it must notify the tournament director of the property at which it is staying, in case it is necessary to reach the institution during the competition.

Anthony Travel shall secure a hotel and the corresponding number of rooms to accommodate both teams and individual competitors, preferably at the same property. Ideally, head coaches shall be provided with a suite and/or team meeting room.

In the event more than one hotel must be used, teams and individual competitors shall be assigned to the hotels by the NCAA national office. Each hotel shall provide comparable amenities. Every effort shall be made to split both teams and individuals equally between the hotels.

Meet Structure and Ties.

1. **Regionals.** The top 36 teams based on national qualifying score (NQS) will be selected for regional competition. The committee will identify the top 16 teams and seed them in the bracket. Standard bracketing procedures will be followed with teams seeded 1, 4, 5, 8, 9, 12, 13 and 16 placed on the left side of the bracket and teams seeded 2, 3, 6, 7, 10, 11, 14 and 15 placed on the right side of the bracket. Seeding determined at the time of regional selections will be maintained throughout the championships. Teams 19-36 will be placed geographically at one of the four regional sites. All host teams stay home to compete, whether they are a top-16 seed or not. The top 12 all-around competitors and top 16 event specialists will be selected based on national qualifying scores and will be placed geographically, keeping individuals from the same team together.

Regional sites will host first round, second round and regional final competition over a three-day period. The first round will consist of two teams, second round will consist of eight teams and the regional final will consist of four teams. Regional competition consisting of nine teams, three all-around competitors and four individual specialists per event (all of whom are not on a qualifying team) will be conducted in each of four regions to determine the participants in the national championships.

Note: The number of all-arounders and event specialists assigned to each region may vary depending on the number of individuals qualifying from a given school. Overall, 12 all-arounders and 16 event specialists for each event will be selected nationwide.

Refer to the Pre-championships manual for additional championship format information.

2. **Nationals.** The National Collegiate Women's Gymnastics Championships will consist of eight teams and four all-around competitors and 16 event specialists. The top two teams and the top all-around competitor (who is not on an advancing team) from each regional will receive an automatic berth to the national championships. In addition, the top event specialist in each event (not on an advancing team or an all-arounder) advances to the national championship (in that event only).

Semifinals, all-around and individual event specialist competition will be conducted in two sessions Friday, April 19. The top two teams from each semifinal will advance to finals competition Saturday, April 20. The individual event and all-around champions will be determined on Friday during semifinal competition.

The team championship will be awarded to the team with the highest cumulative team score, with five scores counting per event. The all-around and individual event champions will be awarded to the individuals with the highest cumulative score during semifinal competition.

Refer to the Pre-championships manual for additional championship format information.

Competitor Numbers. (Subject to change.)

Competitor numbers (two sets) for regionals and nationals will be forwarded from the national office several weeks before the championships. Be sure to compile a master list of the assignment of numbers to each competitor and plan to include the numbers in the coach's packets issued on their arrival. The assigned numbers must be worn always on the back of the gymnast's leotard, ***unless she is performing a back spin on beam or floor, in which case the coach must show the number to the judges.***

The NCAA will provide a supply of safety pins along with the competitor numbers. Hosts are asked to have on hand an adequate supply of safety pins as backup. Each gymnast will need a minimum of eight safety pins.

For both regionals and nationals, the numbers are to be assigned alphabetically (by institution among the

teams, then alphabetically by last name within each team). Each team will be assigned a grouping of numbers. The all-arounders and event specialists should be treated as a separate group. The numbers should be assigned alphabetically according to the individual's institution and alphabetically by last name within the institution (if more than one individual qualifies from the same institution). (Example: University of Alabama, list under "A" not "U"). If a team decides to change an individual originally declared in their 15 student-athletes and competitor numbers have already been assigned, then hosts may swap out the numbers for the new individual instead of renumbering the entire team.

Sequences 101-115 through 901-915 are intended for the nine participating teams, while sequence 951-971 is reserved for the all-arounders and individual event specialists. For each team, AA or IES, include a list of the student-athlete(s) along with the assigned number(s).

Alternates.

Regional. No alternates will be named for regionals for individual qualifiers. For regionals, if a team declines, then the team with the next highest NQS meeting the selection criteria will be selected.

National Championships. No alternates will be named for the national championships.

Competitive Rotations.

Refer to the Pre-championships manual for competitive rotation information.

Draw Procedures for Semifinals and National Championship.

Refer to the Pre-championships manual for information on the draw procedures for the national championship.

Lineup Changes and Substitutions.

Before the start of an event, changes in the lineup may be made by notifying the NCAA scoring coordinator, who will notify the scoring table personnel, meet referee and chief judge at the event (via the chief judge's headset person).

After the event starts, the head coach must notify the chief judge on the event. The chief judge's headset person will notify the scoring table.

Once a team begins an event (chief judge raises the flag for the first student-athlete), a substitute may replace a gymnast in that same position in the lineup; the order of competition may not be changed. A gymnast who is removed from one event lineup may compete in other events.

March-in Ceremony.

1. Regionals and Day One of Nationals. Teams will be introduced in competitive order (vault, bars, beam and floor exercise) rather than alphabetically by team. The names of the gymnasts (by team) will be announced shortest to tallest, followed by any all-around competitors, then any event specialists assigned to rotate with the team. During the march-in the name of the institution, as well as each student-athlete's name and the head coach's name, shall be announced expeditiously. The host institution should prepare signs with each competing team's or individual's name, to be used to lead competitors in. Be sure to include the individual competitors' (those who are not part of a team) institution name(s) when they are introduced.

Once the competitors have entered the arena and have been introduced, the national anthem shall be played.

The states which the judges represent, rather than each judge's name and state of residence, shall be announced as the student-athletes are being led to the corral for their first event. By including this announcement, spectators and fans will be aware that judges represent the entire country and not simply the state of the championships site. No further announcement should delay the start of the competition.

2. **Final Team Competition (*Nationals only*)**. The four teams competing in the final team competition shall be introduced in competitive order (vault, bars, beam and floor exercise). Signs with each competing team's name again will be used to lead in the competitors. Gymnasts will be introduced and march in shortest to tallest.

Once the competitors have entered the arena and have been introduced, the national anthem shall be played.

The states which the judges represent, rather than each judge's name and state of residence, shall be announced as the student-athletes are being led to the corral for their first event. By including this announcement, spectators and fans will be aware that judges represent the entire country and not simply the state of the championships site. No further announcement should delay the start of the competition.

Corrals.

Arrange for corrals to be large enough (approximately 8' x 20') to accommodate 30 individuals and provide four to six chairs since participants mostly stand. The front and two sides of the corral shall be constructed of a secure material with the back open and used for entrance/exit. Coaches or other representatives are not allowed to photograph student-athletes from the floor or corral during competition.

Teams and individual competitors shall be instructed that they are required to take their personal belongings with them as they move from corral to corral on both practice and competition days.

Designated Viewing Areas.

Designated viewing areas shall be placed on the competition floor for regionals and nationals to allow coaches to watch their student-athletes compete from designated viewing areas outside the team corrals. Only one coach per team shall be permitted in the viewing areas. The designated viewing areas will be placed throughout the competition floor to not impede meet operations and/or the work of the television crew.

Athletic Trainers/Access Outside of Corrals.

One athletic trainer per competing institution will be permitted in a designated area near the vault landing area in instances where the vault corral is located at the beginning of the vault runway. The athletic trainer is there to observe and must refrain from engaging in any communication and/or cheering with the student-athlete, coach or other team personnel while in the vault landing area.

SECTION 15 – Meetings

The purpose of the meetings listed below is to review playing rules and any other administrative matters pertaining to the event and to acquaint the head coaches with the provisions of Bylaw 31.02.4, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the competition for reasons of misconduct. Those not meeting the requirements above or not in attendance shall be subject to the assessment of a financial penalty.

Administrative Meetings – Regionals.

The host institution is responsible for making arrangements for and scheduling the meetings outlined below, and for notifying the participants in the participant manual. All meetings should include the NCAA site representative to the regional site, the tournament director and the director of athletics of the host institution or designee. The NCAA site representative, assisted by the tournament director, should chair the meetings.

1. Participants' Teleconference (Tuesday, March 26). Each regional tournament director shall conduct a teleconference with the participating head coaches and administrators (teams, AA and IES), site representative and meet referee.
2. Championship Organizational Meeting. A morning meeting the day prior to competition, to include the tournament director, NCAA site representative, meet referee, sports information director (SID), promotions manager, facility manager and other host personnel should take place to review meet procedures.
3. Administrative Meeting. A meeting of the coaches of the participating teams, all-around competitors and event specialists will be held to review the format, opening ceremonies, meet procedures and any other pertinent information. Coaches must be notified that their attendance is mandatory, subject to a financial penalty.
 - a. The administrative meeting for teams in the first round will be conducted at **11 a.m., Thursday, April 4. The administrative meeting for teams, individuals and all-arounders competing in the second round will be conducted on Thursday, April 4 at 7:30 p.m.**
 - b. It is recommended that the administrative meeting be held at the competition site.
 - c. All head coaches (assigned to the respective practice/competition session) shall plan to be available for a brief on-site meeting conducted 30 minutes before each session on practice/competition days to address any issues, if needed. These meetings will not replace the administrative meeting referenced above. The site representative will conduct these meetings.
4. Coaches' Sounding Board. A general discussion/sounding board may be scheduled for all coaches in attendance at the regional competition to provide them an opportunity to discuss concerns and make recommendations regarding future competition. The regional representative from the Women's Collegiate Gymnastics Association (WCGA) may contact you for assistance with setting up this meeting. The host is only responsible for securing a meeting space. The WCGA is responsible for the agenda and any hospitality provided.
5. Judges. A meeting with the judges should be scheduled for at least two hours prior to the start of competition to review meet procedures, scoring system, handling of score inquiries, etc. The judges meeting should not be conducted the day prior to the competition, inasmuch as judges would be required to remain overnight an additional night. The meet referee will conduct this meeting; however, the tournament director and NCAA site representative should attend the beginning of the judges meeting to answer any question.
6. Meet Personnel. At least two hours prior to competition, the tournament director and scoring coordinator will conduct a meeting with the scorers, flashers, announcers, etc.

Administrative Meetings – Nationals.

The host institution is responsible for making arrangements for and scheduling the following meetings and for notifying the participants in the participant manual:

1. Participants' Teleconference (Noon Eastern time, April 9). The tournament director shall conduct

a teleconference with the participating head coaches and administrators (teams, AA and IES), NCAA committee chair, meet referee and NCAA championship administrator.

2. Administrative Meeting. A mandatory meeting of the head coaches and institutional administrators of the competing teams, all head coaches of individual competitors, the tournament director, NCAA women's gymnastics committee and meet referee will be held at **9 a.m., April 18**. Teams competing at the national championships are required to be represented at the administrative meetings, all practices, warm-ups and throughout the competition by an athletics director, senior woman administrator or other designated administrator other than the head coach or assistant coach. Institutions that have only all-around or individual-event qualifiers competing at the championships are not required to have an administrator present.
3. Judges Meeting. A judges meeting will be held the morning of **Friday, April 19**, to review meet procedures, scoring system and other applicable matters.

NCAA Representative(s).

The women's gymnastics committee/site representative(s) at each site will meet the day before competition begins with the tournament director, meet referee, media coordinator and facility manager. If requested by the women's gymnastics representative, additional personnel may participate.

SECTION 16 – Practices

The committee believes it is important to adhere to the following practice and warm-up schedules and procedures to establish consistency for coaches and gymnasts. The practice and warm-up schedules and procedures should be provided in advance to the competing teams and individuals (i.e., included in the participant manual).

If deviating from the schedule, you must receive approval from the Women's Gymnastics Committee chair and the NCAA championship administrator at least two months prior to the championships.

Establish a security plan for controlled access to and from the competitive areas.

Dedicated Individual for Bars. Arrange for a dedicated person to assist on bars for all teams during practice.

Timer. The designated announcer shall be present on practice day to direct the change of events and begin new warm-up sessions. It is preferred that local volunteer judges are secured to serve as timers for each practice session – beam (2), bars (1) and floor (1). Timers also must be available to ensure appropriate warm-up time on bars and beam on the day of competition for the all-around and event specialist competitors.

At the national championships, a committee representative will time the warm-ups for uneven bars and balance beam.

The rotation of teams and all-around competitors during warm-up sessions must follow a team-individual-team-individual pattern, and the all-around competitor must be guaranteed an allocated time. If an event specialist is rotating with the group, additional time, comparable to the all-around competitor, will be allocated (i.e., an additional two minutes will be added to the total time; 2:10 for beam).

Timing at beam and bars will begin once the first student-athlete touches the apparatus. Any team not using its allotted time segment (3:15 on bars; 6:25 on beam) may carry over a maximum of 15 seconds (calculated in five-second increments) to the next warm-up time segment (maximum four segments for bars and two for beam). Likewise, any overtime will be deducted from the next warm-up segment in five-second increments. This procedure will be followed on the official practice day, as well as practice on the day of

competition. If a team(s) has completed its warm-up(s) before the 3:15 segment on bars or the 6:25 segment on beam expires, then the AA or IES may begin her allotted warm-up time. Any remaining time shall be shared between the team, AA or the IES.

Championship Practices. Per NCAA Bylaw 17.1.6.6.2.1 (Exception). At any conference or NCAA championship, student-athletes from the team representing the host institution shall be permitted to miss class time to attend practice activities conducted the day before the competition.

Look through. (Regionals only.)

All regional participants will have a designated time for a look through at the arena. Gymnasts may not touch or mount equipment during the look through. There is not a practice day at regionals.

Open Practice. (Nationals only.)

Practices held the day before the competition shall be open to the public. Teams are required to practice at the competition site the day of open practice. All media and tournament personnel will be required to wear the appropriate credential to access the competition floor; accordingly, enough security should be on hand to check credentials. Judges assigned to the competition may not attend any of the open practice sessions.

General/Open Stretch.

Practice Day (nationals). Teams will use the matting surrounding their first event for competition for open stretch. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. On bars, the low bar may be raised or removed only when proper facility staff are present to ensure the bar is replaced safely and correctly; the high bar may not be used. Group dances are not allowed. There are no restrictions on flight or inverted skills for the duration of the open stretch.

Competition Day. Teams will use the matting surrounding their first event for open stretch. The floor exercise mat will be used by the team that begins on the floor. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. On bars, the low bar may be raised or removed only when proper facility staff are present to ensure the bar is replaced safely and correctly; the high bar may not be used. Group dances are not allowed. There are no restrictions on flight or inverted skills for the duration of the open stretch.

Hosts should provide panel mats for stretching near each apparatus and teams must use the mats provided. If there is not adequate space for panel mats on the floor, teams can use the equipment.

Warm-Up Schedule - Regionals.

DAY PRIOR TO COMPETITION

1. The competition venue should be set up for the participants to have a look through the day prior to competition.

DAY OF COMPETITION

1. One warm-up session will be conducted and will be 15 minutes per event preceded by a 20-minute stretching period. Each team will begin the warm-up session on the same event on which it will begin

the competitive rotation and will follow Olympic order. The warm-up for bars and beam will be hand-timed at the event.

Bars

Team = 3:15
 All-around = :30
 Specialist = :30
 Team = 3:15
 All-around = :30
 Specialist = :30
 Team = 3:15
 All-around = :30
 Specialist = :30
 Team = 3:15
 All-around = :30
 Specialist = :30

Beam

Team = 6:25
 All-around = 1:05
 Specialist = 1:05
 Team = 6:25
 All-around = 1:05
 Specialist = 1:05

During NCAA postseason competition, as competitors arrive at each event for competition there will be a 4:00 touch warm-up on each event. At the NCAA regionals and national championships, 0:30 will be added for each all-around and individual competitor. All participants on each event may use the entire touch warm-up time and all warm-ups will begin at the same time, regardless of duration. At the NCAA regionals and national championships, the two-minute transition between events will begin at the conclusion of the march in ceremony, when all teams reach their respective corrals. After each rotation and the initial score is flashed, the PA announcer will announce the beginning of the two-minute transition period. This protocol is also recommended for regular-season. For the NCAA regionals and national championships, the 2:00 transition will be announced, and adjustments may be made to extend the time, as necessary, for an orderly processional between events. [Note: During the competition, all participants and coaches must remain in uniform and on the competition floor (or in team seating) until the completion of the awards ceremony.]

If an injury or equipment failure during the four-minute touch warm-up prohibits gymnasts from warming up, those who have not had the opportunity to warm up will be given 30 seconds (per gymnast), with a minimum of two vaults.

If an injury or equipment failure during the 15-minute warm-up prohibits a team from completing its warm-up, the team will be given the time that is "owed" (e.g., if an injury occurs five minutes into the warm-up, the team will be given the remaining 10 minutes) at the end of the warm-up period.

If an injury or equipment failure occurs and competition is halted for 20 minutes or more, a 30-second touch warm-up per student-athlete will be allowed, with a minimum of two vaults.

[Note: The time required to set the bars between the team and individual competitor as well as the time required to prepare the balance beam area is NOT included in the timed warm-up.]

2. The regional schedule is as follows:

Thursday

8 a.m.	Equipment check with meet referee, tournament director and site rep
11 a.m.	Administrative meeting for teams participating in first round
11 a.m.	Lookthrough for teams participating in first round
Noon	Training room opens
1 – 1:20 p.m.	Open stretch
1:20 – 1:22 p.m.	Transition
1:22 – 1:37 p.m.	Warmup Rotation 1
1:37 – 1:39 p.m.	Transition

1:39 – 1:54 p.m.	Warmup Rotation 2
1:54 – 1:56 p.m.	Transition
1:56 – 2:11 p.m.	Warmup Rotation 3
2:11 – 2:13 p.m.	Transition
2:13 – 2:28 p.m.	Warmup Rotation 4
2:48 p.m.	March Ins/National Anthem
2:54 p.m.	March to first event
2:56 p.m.	Touch warmup start
3 p.m.	Competition starts
7:30 p.m.	Administrative meeting for teams/individuals participating in the second round
7:30 p.m.	Lookthrough for teams/individuals participating in the second round

Friday

10 a.m.	Equipment check with meet referee, tournament director and site representative
11 a.m.	Training room opens
Noon – 12:20 p.m.	Open stretch for Session 1
12:20 – 12:22 p.m.	Transition
12:22 – 12:37 p.m.	Warmup Rotation 1*
12:37 – 12:39 p.m.	Transition
12:39 – 12:54 p.m.	Warmup Rotation 2
12:54 – 12:56 p.m.	Transition
12:56 – 1:11 p.m.	Warmup Rotation 3
1:11 – 1:13 p.m.	Transition
1:13 – 1:28 p.m.	Warmup Rotation 4
1:48 p.m.	March Ins/National Anthem
1:54 p.m.	March to first event
1:56 p.m.	Touch warmup start
2 p.m.	Competition start for Session 1
5 – 5:20 p.m.	Open stretch for Session 2
5:20 – 5:22 p.m.	Transition
5:22 – 5:37 p.m.	Warmup Rotation 1*
5:37 – 5:39 p.m.	Transition
5:39 – 5:54 p.m.	Warmup Rotation 2
5:54 – 5:56 p.m.	Transition
5:56 – 6:11 p.m.	Warmup Rotation 3
6:11 – 6:13 p.m.	Transition
6:13 – 6:28 p.m.	Warmup Rotation 4
6:48 p.m.	March Ins/National Anthem
6:54 p.m.	March to first event
6:56 p.m.	Touch warmup start
7 p.m.	Competition start for Session 2
Post competition	Award ceremony for AA/IES

Saturday

3 p.m.	Equipment check with meet referee, tournament director and site representative
4 p.m.	Training room opens
5 – 5:20p.m.	Open stretch for Regional Final
5:20 – 5:22 p.m.	Transition
5:22 – 5:37 p.m.	Warmup Rotation 1*
5:37 – 5:39 p.m.	Transition
5:39 – 5:54 p.m.	Warmup Rotation 2

5:54 – 5:56 p.m.	Transition
5:56 – 6:11 p.m.	Warmup Rotation 3
6:11 – 6:13 p.m.	Transition
6:13 – 6:28 p.m.	Warmup Rotation 4
6:48 p.m.	March Ins/National Anthem
6:54 p.m.	March to first event
6:56 p.m.	Touch warmup start
7 p.m.	Competition starts for Regional Final

**Time on clock may not reflect actual time on each warmup rotation due to individuals competing with teams.*

Practice and Warm-up - Nationals.

The host institution is responsible for providing generic background music during all warm-up periods. Competitors' music will be permitted only during their rotation for floor exercise.

WEDNESDAY, APRIL 17

The competitive facility (including judges and team seating areas) must be set up by 1 p.m. At this time the committee will do a walk-through and the meet referee will measure the equipment.

THURSDAY, APRIL 18

Two practice sessions will be conducted jointly for the teams, all-arounders and individual event specialists (11 a.m. and 1:30 p.m.). All practices will be one hour and 48 minutes — one 20-minute stretching period and four 20-minute rotations. A two-minute transition period will be allotted after open stretch and between events. Bars and beam will be timed in the same format as the competitive warmup with any remaining time shared between the team and the individual. Since a team's/all-arounder's semifinal placement and starting event is determined by random draw, a team's/all-arounder's practice session will be based on its semifinal placement and starting event, as follows:

Competition Draw (Session & starting position)	Practice Session	Practice Starting Event
Semifinal I Vault	Session 1	Vault
Semifinal I Bars	Session 1	Bars
Semifinal I Beam	Session 1	Beam
Semifinal I Floor	Session 1	Floor
Semifinal II Vault	Session 3	Vault
Semifinal II Bars	Session 3	Bars
Semifinal II Beam	Session 3	Beam
Semifinal II Floor	Session 3	Floor

Rotation shall be by Olympic order and will follow the same schedule as for the actual competition.

Warm-Up Procedure for Competition.

1. Each warm-up rotation will be 15 minutes. Each team (plus all-around competitor and event specialist) will begin the warm-up session on the same event on which it begins the competitive rotation and will follow Olympic order. If an event specialist is rotating with a team, an additional two minutes will be added to the 15-minute warm-ups (total 17 minutes). If team(s) have completed their warm-up(s) before the 3:15 segment expires, then the AA or IES may begin her allotted warm-up time.

The 15-minute warm-up for bars and beam will be split to guarantee warm-up time for the all-around

competitor. If an event specialist is rotating with the group, she will follow the all-around competitor.

The rotation of teams, all-around competitors and specialists (if applicable) during warm-up sessions must be as follows:

<u>Bars</u>	<u>Beam</u>
Team = 3:15	Team = 6:25
All-around = :30	All-around = 1:05
Specialist = :30	Specialist = 1:05
Team = 3:15	Team = 6:25
All-around = :30	All-around = 1:05
Specialist = :30	Specialist = 1:05
Team = 3:15	
All-around = :30	
Specialist = :30	
Team = 3:15	
All-around = :30	
Specialist = :30	

Required time to adjust the bars between team and individual event specialist/all-around competitor, as well as the time required to prepare the balance beam area, is not included in the timed warm-up.

The 15-minute warm-up for floor and vault will not be split to accommodate the all-around competitor/event specialist.

2. During NCAA postseason competition, as competitors arrive at each event for competition there will be a 4:00 touch warm-up on each event. At the NCAA regionals and national championships, 0:30 will be added for each all-around and individual competitor. All participants on each event may use the entire touch warm-up time and all warm-ups will begin at the same time, regardless of duration. At the NCAA regionals and national championships, the two-minute transition between events will begin at the conclusion of the march in ceremony, when all teams reach their respective corrals. After each rotation and the initial score is flashed, the PA announcer will announce the beginning of the two-minute transition period. This protocol is also recommended for regular-season. For the NCAA regionals and national championships, the 2:00 transition will be announced, and adjustments may be made to extend the time, as necessary, for an orderly processional between events. [Note: During the competition, all participants and coaches must remain in uniform and on the competition floor (or in team seating) until the completion of the awards ceremony.]

FRIDAY, APRIL 19

Team Semifinal and IES/AA Finals I:

10-10:20 a.m.	Stretching
10:20-10:22 a.m.	Transition
10:22-10:37 a.m.	Warm-up Rotation I
10:37-10:39 a.m.	Transition
10:39-10:54 a.m.	Warm-up Rotation II
10:54-10:56 a.m.	Transition
10:56-11:11 a.m.	Warm-up Rotation III
11:11-11:13 a.m.	Transition
11:13-11:28 a.m.	Warm-up Rotation IV
11:40 a.m.	Begin Lining up
11:50 p.m.	March-in and National Anthem
11:57 p.m.	March to first event
12:01:30 p.m.	Touch warmup start

Team Semifinal and
IES/AA Finals II:

12:06 p.m.	Competition begins
4-4:20 p.m.	Stretching
4:20-4:22 p.m.	Transition
4:22-4:37 p.m.	Warm-up Rotation I
4:37-4:39 p.m.	Transition
4:39-4:54 p.m.	Warm-up Rotation II
4:54-4:56 p.m.	Transition
4:56-5:11 p.m.	Warm-up Rotation III
5:11-5:13 p.m.	Transition
5:13-5:28 p.m.	Warm-up Rotation IV
5:40 p.m.	Begin Lining up
5:50 p.m.	March-in and National Anthem
5:56 p.m.	March to first event
6:01:30 p.m.	Touch warmup start
6:06 p.m.	Competition begins
Post Competition	Award Ceremony

SATURDAY, APRIL 20 (National Championship Finals)

4-4:20 p.m.	Stretching
4:20-4:22 p.m.	Transition
4:22-4:37 p.m.	Warm-up Rotation I
4:37-4:39 p.m.	Transition
4:39-4:54 p.m.	Warm-up Rotation II
4:54-4:56 p.m.	Transition
4:56-5:11 p.m.	Warm-up Rotation III
5:11-5:13 p.m.	Transition
5:13-5:28 p.m.	Warm-up Rotation IV
5:42 p.m.	Begin Lining up
5:52 p.m.	March-in and National Anthem
5:58 p.m.	March to first event
6:02 p.m.	Touch warmup start
6:06 p.m.	Competition begins
Post Competition	Award Ceremony

*All times listed are local.

SCHEDULE OF EVENTS – NATIONALS

***All times local (Central).**

Sunday, April 14

TBD

Musco lighting install

FWCC

Monday, April 15

TBD	Musco lighting install	FWCC
<u>Tuesday, April 16</u>		
All day	AAI equipment and podium setup	FWCC
All day	Signage install	FWCC
<u>Wednesday, April 17</u>		
1 p.m.	Equipment Check w/ Meet Referee	FWCC
Noon – 4 p.m.	Packet pickup	Team hotels
2 p.m.	Committee walk through – First 10 minutes with ESPN to review camera placement	FWCC
4:30 - 5 p.m.	Coaches equipment walk through	FWCC
3:30 p.m.	Breaking in of Uneven Bars	FWCC
6 p.m.	Championship Banquet	TBD
<u>Thursday, April 18</u>		
9 a.m.	Administrative Meeting	FWCC, Room 108
9:30 a.m. – 4:30 p.m.	Athletic Training Room Open	FWCC
9:30 a.m. – 2:45 p.m.	ESPN Interviews – Teams requested for tease shoot and/or sit-down interviews. Provide timing during administrative meeting.	TBD
11 a.m. – 4:30 p.m.	Participant Hospitality	FWCC
11 a.m. – 4:30 p.m.	Media Workroom/Hospitality	FWCC
11 a.m. – 12:48 p.m.	Practice Session I	FWCC
1 p.m.	Photographer meeting	FWCC
1:30 – 3:18 p.m.	Practice Session II	FWCC
3:30 p.m.	SID meeting	FWCC
3:30 p.m.	ESPN walkthrough with committee chair, Molly and Natalie	FWCC
4 p.m.	Lighting rehearsal and line-leader/march-in walk thru	FWCC
After rehearsal	Daily security briefing and operations recap	FWCC
<u>Friday, April 19</u>		
8 a.m. – 11 p.m.	Athletic Training Rooms Open	FWCC
8 a.m.	Judges Meeting – First 15 minutes with ESPN spotters, producer and CP.	Hotel Aloft
8:30 a.m. – 10 p.m.	Participant Hospitality	FWCC
9 a.m.	Final walk thru ESPN	FWCC
10 – 11:28 a.m.	Warm-ups – Semifinal 1	FWCC
10:15 a.m. – 7 p.m.	Media Hospitality	FWCC
10:30 a.m.	Doors Open to Public	FWCC
Noon	Team Semifinal and IES/AA Final 1	FWCC
Following competition	Press Conferences	FWCC
4 – 5:28 p.m.	Warm-ups – Semifinal 2	FWCC
4:30 p.m.	Doors open to Public	FWCC
6 p.m.	Team Semifinal and IES/AA Final 2	FWCC

Following competition	All-around and Individual Event Awards Ceremony	FWCC
Following competition	Press conferences	FWCC
After press conferences	Confirm advancing teams	FWCC
After awards ceremonies	Daily security briefing and operations recap	FWCC

Saturday, April 20

2 p.m. – 11 p.m.	Athletic Training Rooms Open	FWCC
2 – 10 p.m.	Participant Hospitality	FWCC
2 p.m.	Walk-through with AAI	FWCC
3:30 – 5:25 p.m.	Warm-up – Team Finals	FWCC
4 – 7:30 p.m.	Media Hospitality	FWCC
4:30 p.m.	Team Final – Doors Open	FWCC
4:30 – 5:30 p.m.	Autograph Session	FWCC
6 p.m.	Team Final Begins	FWCC
Following competition	Team Awards Ceremony	FWCC
Following awards	Press Conferences	FWCC

***Times subject to change.**

SECTION 17 – Scoring Procedures

Score Verification Procedures – Regionals.

See the [2019 Regional Scoring Manual](#) on NCAA.org.

Score Verification Procedures – Nationals.

See the [2019 National Scoring Manual](#) on NCAA.org.

Runners, Score Flashers, etc.

Age Restrictions. College-age or older is preferred for score flashers and wipers for matting surrounding beam and bars. Seventh or eighth grade is the next choice, but NOT grades 9-12 to avoid potential problems with them as prospective student-athletes.

Qualifications. The tournament director should emphasize to the crew the importance of the event and review their duties and responsibilities. Runners and score flashers must refrain from cheering for any team or participant. They are considered "neutral" and must behave in such a manner.

Uniforms. Championship T-shirts should be provided for the individuals serving in these positions. This can be included as an expense on the financial report. They will be asked to provide their own pants/skirts; however, they should be dressed in the same color. All apparel shall be neutral (non-host) attire.

Video Review – Regionals Only.

For regionals, the video review process will mimic the review process used in the regular season. Please refer to Section 7 of the 2018 & 2019 NCAA Women’s Gymnastics Rules Modifications and Meet Procedures for more details. If a regional is being webstreamed or televised, you must communicate how that footage can be used for video review. If that footage is not available, coaches must rely on footage

they have captured.

SECTION 18 – Media

Live Scoring/Webcasting.

The NCAA encourages all hosting institutions to provide live statistics/webcasting capabilities through NCAA.com. The host sports information director will be contacted by NCAA.com personnel to verify connections and feeds prior to each round to be hosted. A host planning to do either live stats or webcasting must show all rotations, not just those involving the host team.

Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast regionals hosted at the site.

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

For additional broadcasting and media information visit: <http://www.ncaa.com/media>.

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

Internet Live Statistics

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

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

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

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

Championship Website Guidelines

NCAA Championships hosts/LOC's can build their own championship micro-site to house information about local events, restaurants, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through NCAA.com. For complete guidelines, please visit NCAA.com/media and click on

“Championship Host Website Guidelines.”

Radio/Internet Audio Coverage.

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

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

Seat Assignments.

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

Social Media Guidelines.

The official NCAA social media pages and official hashtags can be found here: <http://www.ncaa.org/socialmedia>.

Host Promotion of Championships

Many hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship using 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/accounts. 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/accounts, as necessary. Collaboration is encouraged by 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 Assistant Director of Social Media, cdion@ncaa.org.

A host should not create a social media account or page (Facebook page, Twitter feed, Instagram, Snapchat, 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 account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. 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.
3. Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.

5. Be concise. This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.

6. 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.

7. 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.

8. 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.

9. 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.

Television.

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison or NCAA media coordinator. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at www.ncaa.com/media.

News Conferences - Nationals.

1. The host institution is responsible for setting up in the arena an area for the working press. Be prepared to accommodate approximately 100 media representatives. Provide for strict policing of the area to ensure that only representatives of the media with credentials are allowed in the area.
 - a. Pre-Championships Media Information. Each head coach of a team or individual advancing to the national championship is asked to provide a written quote, not to exceed one paragraph, to NCAA Media Coordinator Cassie Langdon (clangdon@ncaa.org) no later than **5 p.m. on Tuesday, April 9**. Head coaches for the 8 advancing teams are also asked to provide a link to a short video where they talk about their team advancing to the national championship. Video links are also due no later than **5 p.m. on Tuesday, April 9**.
 - b. Post-championship Press Conference.
 - (1) There will be a press conference after each session of competition during the championships.
 - (2) Each coach whose team/individual has competed in the session is required (if requested by the media) to attend the press conference to be held 10 minutes after the conclusion of the competition or the presentation of awards. The coach will be escorted to the pressroom by an athletics administrator from his or her institution.
 - (3) Student-athletes who are requested by the media will be expected to attend. The sports information director from the host institution will be responsible for escorting the student-athletes to the pressroom.
 - (4) Each head coach shall make an opening statement. Media then will be directed to ask

their questions of the student-athletes first. The student-athletes then will be released, and the press conference continued with the head coach only.

2. Arrange for a press hospitality room or area for personnel with the appropriate credentials.
3. All coaches and student-athletes must be made available for post-competition interviews after the "cooling-off" period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the women's gymnastics committee.
4. Moderator. The media coordinator shall identify a moderator for each news conference who shall keep the conference moving on schedule.
5. Obligation of Coach. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. 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 grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the championships, the coach and student-athletes may participate in a special interview.
6. Student-Athletes and Coach. The sports information director representing each participant shall escort the coach and student-athletes to the interview area.
7. Quotes. Typed quotes shall be distributed to the media immediately after each news conference. It is recommended that one person be assigned to each team so that news conferences are covered in their entirety.
8. "Selected Media" Policy. Should a coach permit any single media agency to enter the locker room before the cooling-off period has expired, the locker room shall be opened to all other media representatives desiring access to the area.

Photographers/Videographer.

1. Photo marshals shall be present to help manage/restrict photographers from accessing areas that are off limits. Be sure that photographers' boxes are marked on the competition floor.
2. 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.
3. Photography Area Policies. The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.
4. Before competition begins, be sure to have fans conduct a flash test.
5. During television taping, cameras must remain in the designated media areas. Other in-house video also may be used with prior approval of the NCAA championship administrator. **(Nationals Only)**
6. On approval from the NCAA media coordinator, institutional media representatives (sports information director or assistant sports information director) may videotape portions of their

competition/warm-ups/award ceremonies from designated areas. Those serving in dual roles will be issued a media credential and photographer armband.

(FINALS ONLY) NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace (www.NCAA.com/PhotoStore). Photo sells on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special NCAA-subsidized rate of \$15 per image and are bound by the following rights:

"For official NCAA member institution athletic department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing."

Please email Clarkson-Creative at info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos.

Anyone, with the exception of the NCAA membership, seeking a championship event photo must license it through Wazee Digital. To license an NCAA championship event photo, please visit www.NCAA.com/PhotoStore.

For additional questions regarding championship photography, please contact Levida Maxwell by email (lmaxwell@ncaa.org) or phone 317-917-6356.

Working Press Room.

The media coordinator is responsible for the working press room at the arena.

1. Ethernet. At each site, there should be a minimum of two Ethernet connections or wireless (preferred) access.

Wireless internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional "hookup fee" to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

2. Sports Information Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team's arrival.
3. Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the competition. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. Equipment operators and technicians also shall be provided and available for all days of competition as scheduled by the NCAA.
4. Transmitting Copy. Media may inquire about the availability of communications at each facility for transmitting copy. Inquiries should be directed to the NCAA media coordinator.

5. Printers. At least one high-speed printer shall be available in the media area.

Security.

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

1. Security personnel (police, ushers or other attendants) should be stationed at the entrances onto the floor during both practice and competition sessions. Credentials must be checked. Security also shall be stationed to assist the Women's Gymnastics Committee with the distribution of wrist bands/Bag Tags each day of competition.

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

- a. Meet referee and judges.
 - b. Timers, line judges, event scorers, flashers, runners and the official scorer/staff.
 - c. Student-athletes.
 - d. Coaches.
 - e. NCAA gymnastics committee or site representative.
 - f. Tournament director/event management staff/host personnel.
 - g. Athletic trainers/team physicians.
2. To ensure the safety of and best competitive atmosphere for the competitors, floor credentials should be provided to only participants, judges and other authorized personnel. No one should be allowed to enter the floor without a credential (Refer to CREDENTIALS).
 3. Security should be prepared to keep media representatives in the area(s) reserved for them and out of the stands.
 4. If a participant or staff member loses a credential, a fine will be imposed (the price of an all-session ticket to the event) to replace the credential.

SECTION 19 – 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 of regional and national competition of the national collegiate women's gymnastics championships should include the following:

1. The on-site presence of a person qualified and delegated to render emergency care to a stricken participant or spectator.
2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.
3. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

4. 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. Additionally, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel.
5. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.
6. Fully equipped athletic training rooms supported by certified athletic trainers.
7. Ambulance on site for all practices and competition sessions.

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).

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. For nationals, EMS should be on-site for all practices, warm-up and competition.

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 sessions at the facility. The training room must open a minimum of two hours before all practices and sessions and remain open one hour after the conclusion of all practices and games. 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 games.

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 tourniquet and large sterile dressings
- Ice
- Blood-borne pathogen kit
- Moist 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.

Locker Rooms. The team locker rooms shall be equipped with hot hydroculators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment (if applicable).

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

Teams' Physicians. Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, 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.

Portable baths. Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

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 Staffing.

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 though institutional funds. Competition site access can be secured by acquiring session tickets though purchase or an institutional pass list.

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.

SECTION 20 – Championship Merchandise/Licensing

Administration.

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

Availability.

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

General Policies.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate 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 8AM 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. After 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 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 always made available for sale during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded always.
 - 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 always.
 - 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 phone line 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 7 days of the conclusion of the event.

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

Institutional Merchandise. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent 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 institution/conference 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.

Entry and March-in Form – Appendix A.

March 27 (noon): Deadline—regional entry form and march-in form to respective tournament director and Molly Simons. Deadline for qualifying institutions to decline invitation in writing to NCAA national office (msimons@ncaa.org).

April 10 (noon): Deadline—national entry form and march-in form to Molly Simons. Deadline for qualifying institutions to decline invitation in writing to NCAA national office (msimons@ncaa.org).

Participant Manual.

The host institution is responsible for the creation of a participant manual for all institutions selected to the championships. A template for the manual will be sent via email to each host. The participant manual must be placed on the host institution's website in addition to it being available at www.ncaa.org.

IMPORTANT: A copy of the participant manual must be sent via email to Molly Simons, NCAA championship administrator, for approval by **February 8**.

The manual should include a reminder of the items with which each institution must comply to qualify (refer to pre-championships manual). The manual should only include information pertaining to the championships. Information regarding events to be conducted in conjunction with the championships should not be included.

The participating institutions are responsible for their own meal arrangements and expenses. However, it would be helpful to include a list of restaurants or on-campus eating facilities in the participant manual. In the event there is not an adequate number of restaurants in the area where the teams are staying, consideration should be given to special arrangements through the campus cafeteria and/or hotel or motel restaurants.

SECTION 22 – Championships Marketing

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 Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- 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.
- 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. All marketing plans, marketing budgets and collateral must be approved by the Championships Marketing contact prior to implementation. A marketing plan template may be found in the appendices.

Marketing Collateral.

NCAA Online Marketing Website. The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. 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 make every effort to use the artwork provided, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

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

Customizable artwork templates available on the marketing website include:

Print

- Poster
- Flyer
- Print Ad
- Table Tent

Digital

- Email blast
- Banner
- Social Media Graphics

Outdoor

- Billboard
- Banner

Resources

- Marketing Best Practices
- Social Media Guidelines

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

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

Collateral should not be created outside of the NCAA online marketing website. The website ensures proper usage of NCAA logos, trademarks, and ensures consistent branding across all 90 NCAA Championships.

*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Online Marketing Website.

Television/Video and Radio Ticket Spots. 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, TV commercials, video boards, 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 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 23 – Programs

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

Content/Editorial.

IMG College will be responsible for all program production, including editorial content, layout and design, advertising and printing.

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

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

Supplemental Handouts.

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

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

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

Program Vending and Complimentary Programs.

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

IMG College Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by IMG College.
- Within one-week post-championship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

Host Responsibilities

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College.
- The host venue will provide all vendors unless otherwise prearranged with IMG College.
- Return a signed vending agreement to IMG before the event.
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing IMG College. All program vendors shall receive standard facility credentials.
- Distribute the allotted number of complimentary programs as specified below:

Championship Breakdown	Sites Per Round	Team Sports		Ind. Sports	Media/Other Comps Per Site	Total Comps Per Site
		Travel Party Size	Teams per Site	Participants Per Site		
NC Women's Gymnastics Regionals	4	20	9	27	20	167
Women's Gymnastics Championship	1	20	8	30	60	330

- Meet the "Program Vending Standards (listed below) to receive 20 percent commission of the gross program sales.
- After meeting the "Program Vending Standards," IMG College will pay the vendor 20 percent commission of net sales. The vendor is to keep the commissions earned and cut a check to IMG College for the amount due listed on the IMG College settlement sheet within two weeks of the event.
- Email and mail the completed settlement sheet provided by IMG College, after the event within the time frame specific to the vending agreement.

Program Vending Standards

- Receive and take inventory of the programs upon arrival. Notify IMG College of any discrepancies in the quantity received or damages to the programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.

- Provide an appropriate number of sellers throughout the facility to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed always. If using tables, please make best effort to make table presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat always.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with IMG College.
- Display signage in a professional manner, if provided by IMG College.
- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.

Below are a few best practices for vending programs:

- Designate individuals to sell programs and pay them a commission for each program they sell, or
- Recruit volunteers to sell programs as a fundraiser for their nonprofit organization and pay them commission for each program they sell.
- Encourage vendors to walk through the stands to sell programs during the event.

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

SECTION 24 – Security

Crowd Control.

The tournament director must review crowd control policies with the championship administrator, women's gymnastics committee and/or NCAA site representative and is responsible for strict enforcement of these policies.

Fan Seating. Fans should not switch their seat locations during competition to follow a team during rotations.

Personnel

Adequate uniformed security (not necessarily uniformed police) must be provided around the competition floor, teams' and judges' locker rooms, press conferences and working press areas, post-competition interview room, hospitality areas, and any other area for which a credential is required or where crowd control is necessary. The tournament director is responsible for reviewing all credentials with security personnel.

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.

SECTION 25 – Tickets/Seating

Ticket Design/Printing.

The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue 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 NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

Ticket Backs.

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

1. Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.
2. 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).
3. Ticket Back Disclaimer Language. See **Appendix** for language that must be on the ticket back or be posted at the ticket box.

Ticket Prices/Policies.

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 LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

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.

1. Minimum ticket prices shall be \$5 for reserved seating at **regional** competition. A minimum of \$3 general admission ticket for grade school, high school and college students is recommended. Children two years of age and younger may be admitted free of charge (if facility policy allows) if accompanied by a ticketed adult.
2. Ticket prices for the **national championships** are as follows:

All-Session Reserved (100 level)	\$71
All-Session Reserved (203-205, 213-215)	\$63
All-Session Reserved Group (203-205, 213-215)	\$58
All-Session Reserved (201-202, 206-212, 216-217)	\$54
All-Session Reserved Group (201-202, 206-212, 216-217)	\$45
Session 1 Reserved (100 level)	\$30
Session 1 Reserved (203-205, 213-215)	\$26
Session 1 Reserved (201, 207-211, 217)	\$23
Session 1 Reserved Group (201-202, 206-212, 216-217)	\$17
Session 2 Reserved (100 level)	\$30
Session 2 Reserved (203-205, 213-215)	\$26
Session 2 Reserved (201-202, 206-212, 216-217)	\$23
Session 2 Reserved Group (201-202, 206-212, 216-217)	\$17
Session 3 Reserved (100 level)	\$33
Session 3 Reserved (203-205, 213-215)	\$29
Session 3 Reserved (201-202, 206-212, 216-217)	\$25

**Applicable taxes and fees may be assessed in addition to ticket prices.*

3. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.
4. The NCAA does not generally 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.

Team Allocations.

Regionals and Nationals:

1. The location of all team allocations must be approved by the NCAA national office prior to tickets going on sale.
2. Each participating institution is guaranteed a minimum of 120 tickets. A minimum of 50 premium seats and an additional 70 *reserved* seats elsewhere in the facility (location subject to approval by NCAA). Individual participants shall be guaranteed a minimum of 8 tickets.

3. The host institution is responsible for contacting each participating institution's ticket manager by telephone to determine how many tickets the institution wishes to purchase; those tickets should then be held at the will-call window to be picked up by the visiting institutions on their arrival. The visiting institutions must notify the host no later than noon the day prior to the competition as to whether all the tickets held at will call will be used or whether additional tickets are requested. If the host institution is not notified, the visiting institution must purchase those tickets.
4. All participating teams' unsold tickets will be pooled for equal distribution among the institutions that wish to purchase additional tickets.
5. Medical personnel not included in a team's official party should be permitted to purchase a ticket that provides seating near the competition floor or easy access from the seat to the competition floor.
6. The host institution is responsible for the administration of the competitors' pass gate.

Player-Guest Tickets. Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the arena to administer the student-athletes' tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the tournament director (or his or her designee). Individuals using those tickets will proceed through the pass, where they will be identified by the appropriate institution's designee and given a ticket to their seats.

Nationals Only:

- The host shall determine seats or a viewing location for non-competing teams (20 per team) and 20 total for AA/IES. The location of seats to be approved by NCAA staff.

Ticket Blocks.

2019 National Collegiate Women's Gymnastics Championships	
2,070 SEATS/TICKET ALLOCATION BREAKDOWN	
GROUP	TICKETS
NCAA	80 tickets
Hosts	120 tickets
Teams	1,640 (120 per team; 200 for AA/IES – 8 per individual)
Medical/Drug-testing	10 tickets
Bands	50 tickets (25 each for 2 teams)
Non-participating team seating	140 (20 each for 4 teams; 20 for AA/IES)

NCAA: The host shall set aside 80 premium seats to be used at the discretion of the NCAA. The location for a minimum of 20 of those tickets should be in the first or second rows directly behind the head table. The remaining tickets should be placed in other lower level locations in two to four different blocks.

Teams: The host shall reserve 120 tickets per team (960 total) and 160 for AA/IES competitors. Team blocks should be assigned based on seed order and to create balance between the teams in each session. The highest seed (#1) should receive the most premium seat locations. Locations should then move down seed order and should alternate sides so that not all teams from the same session are on the same side.

Goal and Recruitment.

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

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

On receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC's list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.

Waivers.

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

Apparel. (Nationals only)

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2018-19 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 event management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

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

Participating Institutions. (Nationals)

The NCAA has contracted with GO GROUND to provide ground transportation management for all NCAA team championships. (Team sports are football, soccer, field hockey, volleyball etc. Individual sports, such as track, cross country, golf, tennis, etc. do not have to use GO GROUND). GO GROUND will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO GROUND at 866-386-4951 to make arrangements for ground transportation needs. GO GROUND will be responsible for communicating the arrangements to each participating institution. All NCAA Championship travel information can be found at <http://www.ncaa.org/championships/travel/championships-travel-information>.

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.



NCAA WOMEN'S GYMNASTICS CHAMPIONSHIPS 2019 Official Entry Form

1. Regionals _____

2. Nationals _____

Institution: _____

Please read this form and complete in its entirety. Meet administration will use this form to allocate credentials/wristbands and tickets as necessary.

- Please list every individual name and then use the dropdown menu to indicate his or her role as a competitor, non-competing athlete, coach, athletic trainer, administrator, videographer, etc. on the lines below. If a team does not have 15 student-athletes, the remaining credentials may be allocated to other necessary institutional staff members or non-competing student-athletes. Only 24 individuals per team are permitted in the corral. **Note: Please start the list with names of competing student-athletes and then use any remaining lines for non-competing student-athletes or institutional personnel. Additionally if you designate a videographer or SID in the 24 in the corral, they must also seek media credential access through ncaa.com/media.**

Names of individuals in the corral:

Role:

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____

- If not listed as part of the corral, please list the name of your on-site administrator and team physician in the two lines below. These individuals will be provided a credential and assigned a seating area. A ticket must be purchased to sit outside of the designated seating area.

Team administrator: _____

Team physician: _____



- Temporary floor passes may be requested for additional institutional personnel for pre- and post-meet access to the competition floor. Tickets must be purchased for entry into the venue for these individuals. Please contact your tournament director for regionals and Molly Simons (msimons@ncaa.org) for nationals to request temporary floor passes prior to arriving on-site.

This form must be returned to Molly Simons (msimons@ncaa.org) at the NCAA national office by noon Eastern, March 27 for regionals and April 10 for nationals. Changes to the 15 student-athletes designated on the entry form must be made in writing to the respective tournament director and Molly Simons no later than 10 p.m. Eastern time, the day prior to competition.

Nationals only: The NCAA reimburses travel for 20 individuals. Additional individuals traveling with the team are the financial responsibility of the institution.



NCAA WOMEN'S GYMNASTICS CHAMPIONSHIPS 2019 Official March-in Form

1. Regionals _____

2. Nationals _____

Institution: _____

Please list each competitor from your institution who will participate in the march-in. **Student-athletes should be listed in height order, shortest to tallest.**

MARCH-IN PARTICIPANTS

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

This form must be returned to Molly Simons (msimons@ncaa.org) at the NCAA national office by noon Eastern, March 27 for regionals and April 10 for nationals. Changes to the 15 student-athletes designated on the march-in form must be made in writing to the respective tournament director and Molly Simons not later than 10 p.m. Eastern time, the day prior to competition.

**2019 NCAA WOMEN'S GYMNASTICS
REGIONAL RESULTS REPORT FORM**

APPENDIX B

The regional tournament director, NCAA site representative to the regional competition and the head scorer must complete this form or **print it directly from the ScoreKeeper program following the regional final competition.**

1. The teams and all-around competitors should be listed in order of finish. The top two teams and the top all-around finisher who are not on an advancing team (i.e., not on one of the top two teams) will qualify to the national championships.
2. In addition, each event top finisher will advance to the national championships (in that event only) who is not already part of an advancing team or an all-around qualifier.
3. Immediately after the competition, regional meet directors must email the regional results form to Jessica Chrabaszcz, the chair of the NCAA Women's Gymnastics Committee; and Molly Simons, the NCAA championship administrator. Email addresses are listed below.
4. In addition, the regional tournament director must forward, via email, a complete set of all regional meet results to Jessica Chrabaszcz, chair of the Women's Gymnastics Committee and Molly Simons, NCAA championship administrator, after regional competition.
5. Scores **must** be carried out to **four** decimal points.
6. A copy of this form must be provided to each participating coach immediately after the meet.
7. Notification to all national qualifiers will be made via an email to the director of athletics and head women's gymnastics coach no later than April 7. A press release will also be posted on www.ncaa.com.

EMAIL ADDRESSES:

NCAA Championships Administrator

Email

Molly Simons

msimons@ncaa.org

NCAA Women's Gymnastics Committee Chair

Jessica Chrabaszcz, Yale University

jessica.chrabaszcz@yale.edu

NCAA WOMEN'S GYMNASTICS
REGIONAL RESULTS REPORT FORM

APPENDIX B

	REGIONAL FINAL TEAM SCORE	INSTITUTION	NATIONAL QUALIFYING SCORE (NQS)	
*1.				
*2.				
3.				
4.				
	SECOND ROUND ALL-AROUND SCORES	GYMNAST'S NAME	INDIVIDUAL EVENT SCORES	
Note: For all AA finishers NOT on an advancing team, you must record each event score. AA/IES qualifiers are determined by scores from the second round, once teams qualifying to nationals are determined in the regional final. Please see pre-championships manual for tiebreaker information.				
1.			Vlt:	Bm:
			Brs:	Fx:
2.			Vlt:	Bm:
			Brs:	Fx:
3.			Vlt:	Bm:
			Brs:	Fx:
4.			Vlt:	Bm:
			Brs:	Fx:
5.			Vlt:	Bm:
			Brs:	Fx:
6.			Vlt:	Bm:
			Brs:	Fx:
7.			Vlt:	Bm:
			Brs:	Fx:
8.			Vlt:	Bm:
			Brs:	Fx:
9.			Vlt:	Bm:
			Brs:	Fx:
10.			Vlt:	Bm:
			Brs:	Fx:
11.			Vlt:	Bm:
			Brs:	Fx:
12.			Vlt:	Bm:
			Brs:	Fx:
13.			Vlt:	Bm:
			Brs:	Fx:
14.			Vlt:	Bm:
			Brs:	Fx:
15.			Vlt:	Bm:
			Brs:	Fx:
16.			Vlt:	Bm:
			Brs:	Fx:

EVENT WINNERS:

Vault:	Name _____	Team _____	Second Round Score _____
Bars:	Name _____	Team _____	Second Round Score _____
Beam:	Name _____	Team _____	Second Round Score _____
Floor:	Name _____	Team _____	Second Round Score _____

NCAA Site Representative Signature _____

Tournament Director Signature _____

**2018 & 2019
NCAA WOMEN'S GYMNASTICS
RULES MODIFICATIONS
AND MEET PROCEDURES**

UPDATES IN BOLD - (EDITED 8/13/2018)



GYMNASTICS

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Questions regarding interpretations of **NCAA Rules Modifications** shall be submitted in writing to:

NCAA Women's Gymnastics, Rules Interpreter

Chrystal Chollet-Norton

Phone: 908-500-4215

Email: rulesncaagym@embarqmail.com

* Reminder: Be sure to purchase a **Junior Olympic Code of Points** at www.usa-gymnastics.org.

NCAA Women's Gymnastics Committee, chair

Jessica Chrabaszcz

Associate Athletic Director

Yale University

Phone: 334-750-6727

Email: Jessica.chrabaszcz@yale.edu

NCAA Championships Administrator

Molly P. Simons

Work Phone: 317-917-6785

Cell: 317-292-1808

Email: msimons@naaa.org

2018 and 2019 NCAA RULES MODIFICATIONS

** CHANGES/CLARIFICATIONS IN BOLD **

*** REMINDERS UNDERLINES ***

GENERAL INFORMATION**1. RULES OVERVIEW.**

- 1.1 *This document lists the NCAA Special Requirements and Compositional Deductions in total. No other Special Requirements or Compositional Deductions are applicable to collegiate competition unless listed in this document. Please note that the NCAA rules modifications are in effect for both regular and post season competition unless otherwise noted.*
- 1.2 **The National Collegiate Women’s Gymnastics Championships and all competition used to qualify for the championships will be conducted according to JO level 10 rules as of 11/1/18. [Note: If the value of a JO skill on events other than vaulting is raised after 11/1/18, the value will be effective immediately. If an element value is lowered after 11/1/18 then it will remain at the higher value for collegiate competition until the change is reviewed by the NCAA women’s gymnastics committee.]**
- 1.3 All rules and guidelines for execution deductions as applied to the JO level 10 rules will be used with the following collegiate modifications:
- .10 deduction for competing out of order (taken from team score).
 - Choice of elements “up to the competitive level” will now be defined by basic requirements for each event.
 - The “up to the competitive level” deduction will be standardized at a flat .10.
- 1.4 Technical Verbal cues by coach to own gymnast (Applied after one warning is given) will incur a -.2 deduction.
- 1.5 Landing deductions are taken for lack of control and/or movement occurring prior to presenting to the judges (i.e., celebrating on the mat presenting to the judges or failing to show controlled landing prior to turning to Present to the judges will result in a deduction).
- 1.6 For all NCAA competitions, the JO Bonus Rule WILL NOT BE IN EFFECT for Uneven Bars, Balance Beam and Floor.

EVENT SPECIFIC MODIFICATIONS**2. VAULT.**

- 2.1 For all NCAA competition, the JO Bonus Rule WILL NOT BE IN EFFECT for select 10.0 Start Value vaults.
- 2.2 **Vault numbers will be flashed. (See Appendix I, Vault Value Chart)**
- 2.3 The gymnast will perform one vault, the score of which will count. A gymnast is allowed three attempts to complete one vault.

- If a gymnast touches the board and/or vault apparatus or inverts on the approach or vault table without going over the vault apparatus, then this counts as one of her three attempts. It is not considered a vault.
- If a gymnast inverts on the approach and/or the table and goes over the vault apparatus, then this would be considered an executed vault and must be scored.

2.4 1.00 deduction for touching the vault table with only one or with no hands taken by each judge.

2.5 1.00 deduction for failure to land on the soles of feet first (includes fall) taken by each judge.

2.6 1.00 deduction for spotting assistance during the vault taken by each judge.

2.7 If a gymnast vaults prior to the judge’s hand or flag signal, the gymnast must repeat the vault for score and would receive a .50 deduction.

Note: For items 2.4, 2.5 and 2.6, the 1.00 deduction is taken by each judge. If not in range, then a conference is called.

3. UNEVEN BARS.

3.1 UNEVEN BAR SPECIAL REQUIREMENTS (.20 each taken off Start Value).

One element may fulfill more than one Special Requirement, unless specified

- a. Minimum of two (2) bar changes.
- b. Two (2) flight elements, minimum of two (2) different C’s OR a D and B (not to include dismount).
- c. One element with longitudinal axis (LA) turn, minimum of “C” (not to include mount & dismount).
Note: The JO Compositional deduction of “Insufficient Change of Direction: DOES NOT APPLY to NCAA
- d. “C” dismount. If the following modification occurs: “C” dismount immediately preceded by same two A or B elements = .10 deduction (not .20).

3.2 UNEVEN BAR SPECIFIC COMPOSITIONAL DEDUCTIONS.

- a. Lack of variety in choice of elements and/or connections..... flat .05
Consider:
 1. Overuse of one group of elements.
 2. Overuse of specific element or variation of that element.
 3. Overuse of same element for connections.
 4. Elements of highest value connected primarily to elements of lowest value.
- b. Insufficient distribution of the elements flat .05
Consider:
 1. Level of difficulty not maintained throughout the exercise.
 2. Most difficult elements placed in the same section of the exercise.
- c. More than one squat/stoop on LB with/without sole circle to grasp high bar each .10
Reminder: After a fall, judging resumes once the gymnast performs an element; therefore, if she resumes with a glide kip, squat on, and has already performed a squat/stoop on, the deduction will be applied.
- d. Uncharacteristic elements.....each .10
Examples:
 1. Squat on LB bar and ½ turn on feet to grasp high bar.

2. Swing forward on HB, place feet on LB to stand with or without ½ turn unless followed by a circling move.
- e. ¾ giant circle forward with or without grip change each flat .10
This is not considered an element and will break a connection.
- f. Choice of elements not up to the competitive level..... flat .10
 1. Choice of elements “up to the competitive level” will now be defined by the following basic standards:
 - A single bar release with a minimum of “D” value
 - OR a release move valued as an “E”
 - OR minimum of two “D” releases
 - OR minimum two “E” level skills
 2. Exercise must have minimum of a “D” dismount or “C” dismount in bonus combination.

3.3 ELEMENT VALUES DIFFERENT FROM LEVEL 10.

Number	Technique Clarification	Value
2.303	Uprise backward to handstand on HB with ½ turn	D
	1 ½ pirouette (turn is in handstand, not a Healy)	E
<i>All elements that include a 1/1 (360 degree) turn completed on one arm after handstand phase in the descent phase (Healy technique)</i>		
2.301	Cast Healy	D
2.303	Uprise Healy	D
3.305	Clear Hip Healy	D
4.303	Back Giant Healy	D
5.302	Front Giant Healy	D
7.308	Front Sole Circle Healy	D
7.309	Back Sole Circle Healy	D
<i>Value of the Stalder</i>		
	- Stalder (forward or backward), straddled, to handstand with or without a ½ turn	D
	- Stalder (forward or backward), straddled, to handstand with a 1/1 turn	E

4. BALANCE BEAM.

4.1 BEAM SPECIAL REQUIREMENTS (.20 each taken off the Start Value).

- a. Acro series:
 - Minimum of two (2) flight elements, one element must be a minimum of C with or without hand support (this may include the mount)
 - OR an “A” non-flight element from group 7 walkovers and cartwheels connected to an E acro skill (example: backwalkover+back tucked full twisting salto).
 - The acro series requirement may not be connected to the dismount and must stop on the beam. (third bullet was their suggestion)
- b. Dance series with a minimum of two (2) elements, one element C or higher.
- c. A leap or jump requiring 180° split. (This may be part of the dance series.)
- d. Minimum of 360° turn from Group 3. No hand support permitted.
- e. Minimum of C dismount, or B dismount preceded by and directly connected to any D acro element.

4.2 **BEAM SPECIFIC COMPOSITIONAL DEDUCTIONS.**

- a. Lack of variety in choice of Acro elements
1. Missing a backward Acro element with a minimum of A value..... flat .10
 Missing a forward/sideward Acro element with a minimum of A value..... flat .10

The following five notes apply to both backward and forward/sideward Acro requirements:

- Must be from Groups 1-Mounts, 6-Rolls, 7-Walkovers/Cartwheels or 8- Saltos.
- Round-off is considered a sideward element.
- BHS ¼ or ¾ to handstand is considered a backward element.
- A jump backward (BHS) with ½ twist to walkover forward (Arabian walkover or salto) is considered a forward element.
- A tic-toc can be considered either a forward or backward element (to the advantage of the gymnast).

2. Dance to prone
 - More than one leap/jump/hop element to prone..... each .10

- b. Insufficient distribution of the elements..... flat .05
Consider:

- Level of difficulty not maintained throughout the exercise.
- Most difficult elements placed in the same section of the exercise.

- c. Insufficient use of entire beam apparatus

1. Insufficient level changes throughout the exercise flat .05
Consider:

- Level changes by the performance of elements and/or connections [look for movements that are high off the beam, standing, semi-low, and low (kneel, squat, sit, lying)].
- No longer required to touch the beam with a part of the torso and/or head.

2. Spatially (use the entire length of the beam)..... flat .05

3. Failure to show movement/choreography in different directions (fwd/bwd/swd)..... flat .05

- d. Choice of Elements not up to the competitive level flat .10
 Choice of Elements “up to the competitive level” will now be defined by the following basic standards:

- If a flight series is performed on the beam WITHOUT Connection Value (consider only those skills performed and stopped on the beam), then an additional D Acro element OR E dance element, including mounts and dismounts, is required.

4.3 **ELEMENT VALUES DIFFERENT FROM LEVEL 10.**

Number	Group	Technique Clarification	Value
2.202	2	Straddle pike or straddle split jump performed with a ¼ turn	C
2.307	2	Ring or Stag-ring leap or jump (rear leg at head height)	D
7.412	7	Full twisting BHS swingdown	E
8.301	8	Salto forward take off from one or two legs to a sit	D
8.304	8	Salto backward stretched with step-out	D
8.304	8	Salto backward stretched through vertical and then pike down, with legs together	D
9.202	9	From a stand on one leg -- swing free leg backward to front salto <u>STRETCHED</u> with 1/1 twist off side or end of beam	C B (tucked)
9.304	9	Salto forward tucked or stretched with a 1 ½ twist (off two feet)	D

9.308	9	Gainer salto stretched with 1 ½ twist to side of beam	D
9.309	9	Gainer salto tucked with 1/1 twist off end of beam	D
9.404	9	Salto forward stretched with 2/1 twist (off two feet)	E
9.406	9	Salto backward stretched with 2 ½ twist	E
9.408	9	Gainer salto backward stretched with 2/1 or 2 ½ twist to side of beam	E

4.4 CONNECTION VALUE EXCEPTIONS.

- a. Principles for awarding Connection Value bonus on beam:
 Bonus principles will not apply in the case of a B dismount. (In order for a dismount to add Connection Value to an acro series, the dismount must be a C value).
- b. NO BONUS: 2 Acro Flight Element connection B+C Salto WILL NOT receive Connection bonus.
- c. B+D Acro Flight, BHS + Layout, stretched then pike down with feet together = +0.1 CV (not +0.2 CV)
- d. Back Salto Stretched with Step-out AND Aerial Walkover will receive “D” bonus but will be considered as “C” value for purposes of awarding Connection Value in Back Handspring Series only (Step-out BHS, BHS to 2 Feet, Gainer BHS or BHS Swing down to cross straddle sit; in any order).

Examples:

- (1) BHS + Layout Step-out, B+D, receives +0.1 D & NO CV (B+C)
- (2) Split Jump + Layout Step-out, B+D, receives +0.1 D & +0.2 CV (B+D, not a BHS Series)
- (3) Round-off + Layout Step-out, B+D, receives +0.1 D & +0.2 CV (B+D, not a BHS Series)
- (4) Aerial Walkover + BHS, D+B, receives +0.1 D & NO CV (B+C)
- (5) Aerial Walkover + Back Tuck, D+C, receives +0.1 D, + 0.2 CV

- e. Connection of at least 3 acro flight elements (excluding dismount connections) that includes a minimum of one C element will receive an additional +.1 bonus.

Examples:

- (1) BHS + BHS + Layout-Step-out, B+B+D receives +0.1 D, +0.1 CV, & +0.1 additional
- (2) RO BHS Mount + BHS + Layout-Step-out, C+B+D, +0.1 D, +0.2 CV & +1 additional
- (3) BHS + Layout Step-out + Layout Step-out, B+D+D, +0.1 D, +0.2 CV & +0.1 additional
- (4) Aerial Walkover + BHS + BHS, D+B+B, +0.1 D, +0.1 CV, & +0.1 additional
- (5) Aerial Walkover+ BHS + Layout Step-out, D+B+D, +0.2 D, +0.2 CV & +0.1 additional

5. FLOOR EXERCISE.

5.1 FLOOR EXERCISE SPECIAL REQUIREMENTS (.20 each taken off Start Value).

- a. One acrobatic series with two (2) saltos (same or different), OR two (2) directly connected saltos. (If the two (2) saltos are not directly connected, they must be included in an acrobatic series, which is defined as a minimum of three acrobatic flight elements, with or without hand support. Aerials are NOT considered saltos).
- b. Three (3) different saltos within the exercise.
- c. The salto performed as the last isolated salto or within the last salto connection must be minimum “C”.
- d. Dance passage with a minimum of two (2) different Group 1 elements, directly or indirectly connected, one of which is a leap (one-foot take-off) requiring a 180° cross or side split position. An indirect connection would allow for running steps, small leaps, hops, chassés, assemblés, *or any kind of turn on 1 or 2 feet* between the two dance Value Part elements.

5.2 FLOOR SPECIFIC COMPOSITIONAL DEDUCTIONS.

- a. Lack of variety in choice of elements:
1. Lack of variety in dance elements:
 - Lack of Dance Bonus from Groups 1 or 2 (minimum of +0.1 Connection Value OR +0.1 D/E Bonus is required) flat .10
 2. Lack of variety in choice of Acro elements
 - Missing a backward salto with a minimum of A value flat .10
 - Missing a forward/sideward salto with a minimum of A value flat .10
- b. Insufficient distribution of the elements flat .05
Consider:
1. Level of difficulty not maintained throughout the exercise.
 2. Most difficult elements placed in the same section of the exercise.
- c. Insufficient use of the floor area: Spatially (floor pattern).....flat .05
- d. Choice of elements not up to the competitive level.....flat .10
- One E valued element (acro or dance)
 - OR Two different D elements (one of which must be an acro element)
 - One Acro SERIES with a C salto or better
 - An Acro dismount with a C (minimum) salto in bonus combination OR a D (minimum) salto

Clarification: Acro dismount is defined as an Acro skill or an Acro combination.

1. A floor routine with only 2 tumbling passes must include a minimum of a D element in one of the passes, and a minimum of a D or .2 CV in the other pass (may be in any order)..... flat .10

5.3 ELEMENT VALUES DIFFERENT FROM LEVEL 10.

#6.201 Front salto piked = A

#1.310 Ring jump or stag-ring jump with 1/1 turn (360) = D

5.4 CONNECTION BONUS.

- a. Turn + Jump:
- a turn on one foot followed by a jump with a two-foot take-off WILL be eligible for CV Bonus (if directly connected with no stop, extra steps, hop or repositioning of the foot).
 Example: 2/1 turn + Popa, C + C = +0.1 CV.
- b. + 0.1 Connection Value Bonus will be awarded to a MIXED SERIES including an ACRO/ DANCE ACRO direct connection on floor that meets the following criteria:
- Series must include at least 2 Acro elements and one must be of a C value part.
 - The dance element must be of at least an A value and must be followed by a “salto” element of at least an A.
 - The dance element breaks the series for all other purposes.
- c. Bonus combination B+B must be 2 different skills to receive +.1
 Example: Front layout+front layout receives no connection bonus
 Example: Front layout+front layout ½ receives +.1 connection bonus.
- d. +0.2 Connection Bonus for C + C indirectly connected tumbling pass.
 -Example: RO+FF+Salto Backward with 1 ½ twist + RO+FF+Salto Bwd with 2/1 twist, C+C, +0.2 CV

6. EQUIPMENT and PROCEDURES.

All equipment must be used as intended by the manufacturer. An institution that does not adhere to the policies and procedures during NCAA championships competition may be subject to further disciplinary action and/or a financial penalty up to a maximum of \$600 per offense by the women's gymnastics committee. Note: A .30 deduction may be incurred for improper use of equipment.

6.1 EQUIPMENT.

- a. The only allowable entry pads are the TAC-10 RO pads.
- b. The RO pad may be used only for RO Vaults or Front handspring onto the board entry vaults. [*Same as JO; included as a reminder due to recent change*]
- c. No chalk marks are permitted on the vault runway; the tape measure is to be used to determine where to begin the approach for vault; chalk only may be used on the student-athlete as needed (e.g., hands, feet, legs). If a mark is necessary, only removable tape or Velcro may be used.
- d. 1 $\frac{3}{8}$ " padded vault runway is required for all competitions and must extend a minimum of 82 feet from the base of the apparatus. The gymnast may use the entire length of a manufactured runway (beyond 82 feet if available). Exceptions to the minimum requirement will be made in cases where a host institution cannot provide 82 feet of runway due to venue limitations. In such cases, the host institution must notify visiting team(s) in writing, of the distance that will be provided, before meet contracts are signed. No deduction will be taken, if a gymnast's starts off the runway to begin her approach.
- e. Low bar must be adjustable to 165 centimeters (**AAI 155cm-185cm from floor to top of rail +/- 1cm**) and the high bar adjustable to 245 centimeters (**AAI 235-265cm from floor to top of the rail +/-1cm** without the bar height adapters.
- f. The uneven bars should be set so that the low bar and the high bar lean at the same angle when the bars are set at the maximum width according to **AAI specifications (192 cm +/- 1cm)**
- g. If a gymnast has a broken/torn grip, she may repeat her routine as the last team competitor or after the all-around competitor (specialist). If this does not allow for a sufficient amount of time to change grips or enough time to prepare, the gymnast will repeat the routine as soon as it is safe to do so. However, the time should not exceed five minutes. [Note: Common sense and safety must always prevail.]
- h. Foreign Substance. Foreign substances may NOT be placed on the hands and/or feet of the gymnasts or any piece of equipment (e.g.: honey and sugar, tuff skin, etc.) Water, Chalk, AAI solutions and AAI hand **Tac/10** towels are the only acceptable substances.
- i. The minimum run distance that must be provided for mounts on uneven bars and balance beam during competition is 27 $\frac{1}{2}$ ' from the base or leg of the respective apparatus. If more than 27 $\frac{1}{2}$ ' of matting exists, the maximum run distance may be used. [Note: the host institution need not provide more than the minimum which will be provided at NCAA regional and national competition]. Exceeding the length of the provided manufactured matting will result in .10 deduction from the gymnast's score.
- j. If a plywood board is used under the springboard for mounting bars and beam, then it must be a $\frac{1}{2}$ " plywood board with a non-skid surface on both sides.
- k. It is allowable to mount off a "4" mat on top of a sting on Uneven Bars and Balance Beam.

APPENDIX C

- l. Except for a small mark on the top surface of the beam, chalk may not be applied directly to the beam. A small amount of chalk may be applied to the gymnast's hands and feet as needed for safety.
- m. A minimum of 15 ½' matting must be available on the dismount end of the beam.
- n. A chalk arc line may be placed on the corners of the floor exercise mat.
- o. If a mat used on floor exercise exceeds the boundary lines, the mat must be clearly marked with tape (not chalk) to indicate the actual boundary lines. Failure to mark the mat will result in a .10 deduction taken off the average. Tape may not be placed in the center of the floor exercise mat.
- p. **Only one of the following mats: Stingmat, 4" Throw mat, 8" Skill cushion may be used per tumbling pass/leap combination (i.e., a gymnast may not punch off one mat and land on another). EXCEPTION: Sting mat on floor are allowed, but they count as two mats if stacked. There shall be no more than two mats on the floor.**
- Improper use of matting shall incur a .3 deduction for improper use of equipment.
- q. **Floor Exercise Field of Play: 12m x12m. +/-3cm. If tape line outside of line; (39.4 ½" x 39. 4½ +/- ').**
- r. **Beam and Vault Table measures from top of the beam and vault to floor. (125cm +/-1/14").**

6.2 UNIFORMS.

- a. An institution's official uniform and all other items of apparel (i.e., tights, t-shirts, warm-ups, tennis shoes) must be identical if worn on either practice or competition day. During the March in and awards ceremony, team members must be in identical warmup apparel. In addition, for NCAA competition, a gymnast will be considered "in uniform" if she has a name and/or number on her warm-up apparel and leotard as long as all team members use a similar font type and color. Names will include only the first initial of the first name and the full last name. Nicknames are not permitted. If two or more gymnasts have the same first initials and last names, the first name may be spelled out.
 1. Gymnasts must wear one-piece leotards that can include briefs that are the same color of the leotard or are skin-tone in color. There is no deduction for an exposed sports bra that contrasts with or matches the color of the leotard as long as it is identical in color for all team members.
 2. Leotard straps must be a minimum of 2 cm (7/8") in width.
 3. The meet referee will instruct a gymnast who does not meet the uniform policies that she is "out of uniform." The gymnast must comply with the uniform rules or a .30 team deduction will be taken during team competition or a .30 deduction off the individual's score during individual competition.

6.3 JEWELRY.

Gymnasts are only permitted to wear one stud per ear. No other jewelry is permitted. After a warning, a .20 deduction will be taken from the gymnast's score for each occurrence.

6.4 UNSPORTSMANLIKE CONDUCT.

The following procedures may be executed by any panel judge, chief judge or the meet referee (MR) and will appear as a neutral deduction on the score sheet.

- a. Gymnast’s unsportsmanlike conduct:
 - 1. First-time will be a warning (MR is notified).
 - 2. Second-time the MR is notified and there will be a .10 deduction taken from the gymnast’s score for that event by the MR or chief judge.

- b. Coach’s unsportsmanlike conduct:
 - 1. First-time will be a warning -- yellow card (MR is notified).
 - 2. Second-time MR is notified there will be a .10 deduction taken from the team score by the MR.
 - 3. A.10 deduction will be taken from the team score by the MR for each additional violation.
 - 4. The coach in violation may remain on the competition floor for safety purposes only (i.e. spotting, equipment adjusting).

6.5 OPEN SCORING, START VALUE, SCORING RANGE and INQUIRIES.

- a. Open scoring will be used during the regular season, regional competition and the national championship.
- b. Judges are to sit apart.
- c. All scores will be flashed and rotated, but only the average score will be raised and rotated.
- d. Both the Start Value and the score will be flashed simultaneously.

First, judge shall give final score to flasher. Judges shall then simultaneously flash his/her Start Value while final scores and average score are being displayed.

- e. Score verification procedures will be in place at regionals and for each session at nationals.
- f. The range of scores is determined by the two or four counting scores. If the average score is between those listed below, then the two or four counting scores must be within the range of:

9.5 – 10.0	.20
9.0 – 9.475	.30
8.0 – 8.975	.50
Below 8.0	1.0

Conferences should only occur when the counting scores are out of range, if there is an impossible Start Value or **an UTL** that can have an impact on the average score, OR if there is an inquiry submitted.

Example: Judge 1 score is 9.5 and Judge 2 score is 9.8, the average is 9.65. Since the average (9.65) falls in the top range, the two scores must be no more than .20 apart. Since they are .30 apart a conference between the judges is warranted.

- g. Once a student-athlete signals the Head Judge to begin her routine on any event, she MAY NOT be substituted with another student-athlete regardless of what occurs following the signal.
- h. **Routine inquires will be allowed throughout the regular and post season competitions.**
 - Start Value
 - UTL
 - Specific (flat) Compositional Deductions
 - Neutral Deductions or Unusual Performance Occurrences/Fall

7. VIDEO REVIEW PROCESS.

7.1. The following video review process will be used for the regular season, conference championships, and NCAA regional competition.

In the event that an inquiry response is unsatisfactory to the coach, a video may be used for review under the following conditions:

- a. Each team is allowed one review per meet.
- b. An institutional team video or television production footage must be used for the review. The video may be taken from any vantage point.
- c. A review that fails results in a .10 deduction from the TEAM score.
- d. All reviews must be specific to the performance or nonperformance of a particular VALUE PART, combination of skills or neutral deductions (i.e., out of bounds).
- e. Reviews may not be used to evaluate a question of execution, composition or up to the level deductions. These requests will result in a .10 deduction.
- f. Reviews may be viewed in slow motion.
- g. The review must be submitted to the meet director or host institution designee within five (5) minutes following the conclusion of the meet (as determined by the final score posted OR the return of the final inquiry, whichever is later). During this time, the scores are being verified by the judging panel and the head scorer's table.
- h. The coach requesting the review must provide a signed Video Review Form (VRF) (Appendix II), cued video and team camera to the meet director (or host institution designee). The meet director (or host institution designee) will be responsible for delivering this information to the meet referee and event panel (the judges who judged the particular event) for their review on the competition floor following the conclusion of the meet. The coaches may not be present during the review.
- i. Reviews must be conducted in the presence of the meet referee and the event panel ONLY. If the meet referee is on the panel, the next highest rated official must participate. A simple majority of the review panel will determine success or failure of the review. If the review fails, judges may not change their scores, the .10 will be deducted from the TEAM score. If the review is successful, the INDIVIDUALS score will be adjusted accordingly and TEAM score if it is a counting score.
- j. The results of the review will be noted on the VRF by the meet referee and returned to the meet director (or host institution designee) who will take the VRF to the score table. The official score will be adjusted (up or down). Then the judges will sign the official score sheet and the meet director will deliver the VRF to the coach.
- k. Decisions rendered by the judges' review panel are final and cannot be overturned.

Recommend that this process be provided on the back side of the NCAA Video Review Form

APPENDIX I – NCAA VAULT VALUE CHART

APPENDIX C

Group 1 – Handsprings				Group 2 - Tsukaharas (1/4 to 1/2 on) - continued			
1.1	Handspring		8.8	2.31	FHS (Onto Board) Tsukahara	Repulsion off	8.9
1.2	Yamashita		8.8	2.32	FHS (Onto Board) Tsukahara	Back Tuck	9.6
1.3	Handspring	½	8.8	2.33	FHS (Onto Board) Tsukahara	Back Tuck 1/2	9.9
1.4	Yamashita	½	9.0	2.34	FHS (Onto Board) Tsukahara	1/4 to 3/4 Front Tuck	9.9
1.5	Handspring	1/1	9.2	2.35	FHS (Onto Board) Tsukahara	Back Tuck 1/1	10.0
1.6	Yamashita	1/1	9.3	2.36	FHS (Onto Board) Tsukahara	1/4 to 3/4 Front Tuck 1/2	10.0
1.7	Handspring	1 ½	9.5	2.37	FHS (Onto Board) Tsukahara	Back tuck 1 1/2	10.0
1.8	Yamashita	1 ½	9.6	2.38	FHS (Onto Board) Tsukahara	Back Pike	9.7
1.9	Handspring	2/1	10.0	2.39	FHS (Onto Board) Tsukahara	Back Pike 1/2	10.0
1.10	Handspring	2 ½	10.0	2.310	FHS (Onto Board) Tsukahara	1/4 to 3/4 Front Pike	10.0
1.11	Handspring	3/1	10.0	2.311	FHS (Onto Board) Tsukahara	Back Pike 1/1	10.0
1.12	Handspring	Front Tuck	9.8	2.312	FHS (Onto Board) Tsukahara	1/4 to 3/4 Front Pike 1/1	10.0
1.13	Handspring	Front Tuck ½	9.9	2.313	FHS (Onto Board) Tsukahara	Layout	9.9
1.14	Handspring	1/2 Back Tuck	9.9	2.314	FHS (Onto Board) Tsukahara	Back Layout 1/2	10.0
1.15	Handspring	Front Tuck 1/1	10.0	2.315	FHS (Onto Board) Tsukahara	1/4 to 3/4 Front Layout	10.0
1.16	Handspring	1/2 Back Tuck ½	10.0	2.316	FHS (Onto Board) Tsukahara	Back Layout 1/1	10.0
1.17	Handspring	Front Tuck 1 ½	10.0	2.317	FHS (Onto Board) Tsukahara	1/4 to 3/4 Front Layout 1/2	10.0
1.18	Handspring	Front Pike	9.9	2.318	FHS (Onto Board) Tsukahara	Back Layout 1 1/2	10.0
1.19	Handspring	Front Pike ½	10.0	2.319	FHS (Onto Board) Tsukahara	Back Layout 2/1	10.0
1.20	Handspring	1/2 Back Pike	10.0	2.320	FHS (Onto Board) Tsukahara	Back Layout 2 1/2	10.0
1.21	Handspring	Front Layout	10.0	2.321	FHS (Onto Board) Tsukahara	Double Back Tuck	10.0
1.22	Handspring	Front Layout ½	10.0				
1.23	Handspring	1/2 Back Layout	10.0				
Group 3 - Round-Off Entry							
1.24	Handspring	Front Layout 1/1	10.0	3.1	RO, FF	Repulsion off	8.8
1.25	Handspring	Front Layout 1 ½	10.0	3.2	RO, FF	1/1 Twist Off	9.2
1.26	Handspring	Front Layout 2/1	10.0	3.3	RO, FF	1 1/2 Twist Off	9.5
1.27	Handspring	Double Front Tuck	10.0	3.4	RO, FF	2/1 Twist Off	9.9
1.28	1/2 on	½	8.9	3.5	RO, FF	Back Tuck	9.5
1.29	1/2 on	1/1	9.1	3.6	RO, FF	Back Tuck 1/2	9.8
1.30	1/2 on	1 1/2	9.5	3.7	RO, FF	1/2 Front Tuck	9.8
1.31	1/2 on	2/1	9.9	3.8	RO, FF	Back Tuck 1/1	9.9
1.32	1/2 on	2 ½	10.0	3.9	RO, FF	1/2 Front Tuck 1/2	9.9
1.33	1/1 on	Handspring	9.6	3.10	RO, FF	Back Tuck 1 1/2	10.0
1.34	1/1 on	Yamashita	9.6	3.11	RO, FF	Back Tuck 2/1	10.0
1.35	1/1 on	½	9.6	3.12	RO, FF	Back Pike	9.6
1.36	1/1 on	1/1	9.8	3.13	RO, FF	Back Pike 1/2	9.9
1.37	1/1 on	1 ½	10.0	3.14	RO, FF	1/2 Front Pike	9.9
1.38	1/1 on	2/1	10.0	3.15	RO, FF	Back Pike 1/1	10.0
1.39	1/1 on	Front Tuck	10.0	3.16	RO, FF	1/2 Front Pike 1/2	10.0
1.40	1/1 on	Front Pike	10.0	3.17	RO, FF	Back Layout	9.75
1.41	1/1 on	Front Layout	10.0	3.18	RO, FF	Back Layout 1/2	9.95
1.42	FHS (onto board) Handspring	Front Tuck	9.9	3.19	RO, FF	1/2 Front Layout	9.95
1.43	FHS (onto board) Handspring	Front Tuck 1/2	10.0	3.20	RO, FF	Back Layout 1/1	9.95
1.44	FHS (onto board) Handspring	Front Pike	10.0	3.21	RO, FF	1/2 Front Layout 1/2	9.95
1.45	FHS (onto board) Handspring	1/1 Twist off	9.3	3.22	RO, FF	Back Layout 1 1/2	10.0
1.46	FHS (onto board) Handspring	1 1/2 Twist off	9.6	3.23	RO, FF	Back Layout 2/1	10.0
1.47	FHS (onto board) Handspring	2/1 Twist off	10.0	3.24	RO, FF	Back Layout 2 1/2	10.0
Group 2 - Tsukaharas (1/4 to 1/2 on)				3.25	RO, FF	Double Back	10.0
2.1	Tsukahara	Repulsion off	8.8	3.26	RO, FF 1/2	1/1	9.3
2.2	Tsukahara	Back Tuck	9.5	3.27	RO, FF 1/2	1 1/2	9.5
2.3	Tsukahara	Back Tuck 1/2	9.8	3.28	RO, FF 1/2	2/1	10.0
2.4	Tsukahara	1/4 to 3/4 Front Tuck	9.8	3.29	RO, FF 1/2	Front Tuck	9.9
2.5	Tsukahara	Back Tuck 1/1	9.9	3.30	RO, FF 1/2	Front Tuck 1/2	10.0
2.6	Tsukahara	1/4 to 3/4 Front Tuck 1/2	9.9	3.31	RO, FF 1/2	1/2 Back Tuck	10.0
2.7	Tsukahara	Back Tuck 1 1/2	10.0	3.32	RO, FF 1/2	Front Tuck 1 1/2	10.0
2.8	Tsukahara	Back Pike	9.6	3.33	RO, FF 1/2	Front Pike	10.0
2.9	Tsukahara	Back Pike 1/2	9.9	3.34	RO, FF 1/2	Front Pike 1/2	10.0
2.10	Tsukahara	1/4 to 3/4 Front Pike	9.9	3.35	RO, FF 1/2	1/2 Back Pike	10.0
2.11	Tsukahara	Back Pike 1/1	10.0	3.36	RO, FF 1/2	Front Layout	10.0
2.12	Tsukahara	1/4 to 3/4 Front Pike ½ turn	10.0	3.37	RO, FF 1/2	Front Layout 1/2	10.0
2.13	Tsukahara	Back Layout	9.8	3.38	RO, FF 1/2	½ Back Layout	10.0
2.14	Tsukahara	Back Layout 1/2	10.0	3.39	RO, FF 1/1	1/1	9.7
2.15	Tsukahara	1/4 to 3/4 Front Layout	10.0	3.40	RO, FF 1/1	1 1/2	9.9
2.16	Tsukahara	Back Layout 1/1	10.0	3.41	RO, FF 1/1	2/1	10.0
2.17	Tsukahara	1/4 to 3/4 Front Layout 1/2	10.0	3.42	RO, FF 1/1	Back Tuck	10.0
2.18	Tsukahara	Back Layout 1 1/2	10.0	3.43	RO, FF 1/1	1/2, Front Tuck	10.0
2.19	Tsukahara	Back Layout 2/1	10.0	3.44	RO, FF 1/1	Back Pike	10.0
2.20	Tsukahara	Back Layout 2 1/2	10.0	3.45	RO, FF 1/1	Back Layout	10.0
2.21	Tsukahara	Double Back Tuck	10.0	3.46	RO, FF 1 1/2	1/1	10.0

APPENDIX II – NCAA VIDEO REVIEW FORM
 (Will be used for regular season, conference championships and NCAA regional competition)

Name of Institution: _____

Event: _____ Competitor's # _____

Signature of Head Coach: _____

- Special Requirement:** Describe the special requirement in question:

- Neutral Deduction** (Out of bounds, Over/Under Time on BB and FX): Describe the neutral deduction in question:

- Individual Skill:** Describe the individual skill in question:

- Connection or Combination:** Describe the connection or combination in question:

Additional Comments: _____

Judges Response:

Head Judge		Signature	
	Please print		
2nd Judge		Signature	
	Please print		
Meet Referee		Signature	
	Please print		

Score Adjusted to: _____

Decision not changed = .10 deduction off of overall team score _____

Additional comments: _____

APPENDIX IV – NCAA WOMEN’S GYMNASTICS INQUIRY FORM

Check one: Vault _____ Bars _____ Beam _____ Floor _____

Gymnast’s Number: _____ Gymnast’s Name: _____ Score: _____

Coach’s Signature: _____ Team: _____

Inquiries must be made in writing before the beginning of the next event and must pertain strictly to (a) Start Value (difficulty, special requirements and bonus values); (b) Compositional Requirements; and (c) Clarification of Neutral Deductions or Unusual Performance Occurrences/Falls. *When all Start Values are 10.0, only inquiries about items b. and c. are permissible* (circle the appropriate item below).

- a. Start Value: _____
- b. **Specific (flat) Compositional Requirements & UTL:** _____
- c. Neutral Deductions or Unusual Performance Occurrences/Falls: _____

Judges’ Use Only

Value/Bonus	No. in USAG Code of Points and/or Description of Element(s)	Y	N

Judges’ Deductions:

- a. Start Value: _____
- b. Compositional Deductions: _____
- c. Neutral Deductions/Unusual Occurrences/Falls: _____
- d. Comments: _____

	Judge #1	Judge #2	Judge #3	Judge #4	Average
Start Value					
Score					
Adjusted					
	Score Not Adjusted: _____				
Signature of chief judge/meet referee: _____					

APPENDIX V – CODE OF ETHICS FOR COACHES

1. It is the responsibility of each coach to ensure that all competition is conducted according to USA Gymnastics Junior Olympic Women's Code of Points (Level 10 Rules) as of November 1, and NCAA women's gymnastics collegiate rules modifications. Coaches are required to act in a sportsmanlike, positive, polite, respectful and disciplined manner, with complete integrity. It is their responsibility to see that their teams handle themselves in a sportsmanlike manner.
2. Judges may be greeted by a representative of the host institution before the start of competition. In addition, coaches are permitted to formally acknowledge and greet judges in a cordial manner prior to the start of the competition.
3. Conversations with a chief judge or meet referee for purposes of discussing an inquiry after it has been filed and decision rendered remain permissible.
4. Conversations with a chief judge or meet referee for purposes of checking and changing a lineup remain permissible.
5. Coaches shall avoid even the appearance of soliciting partisanship from the judges. Discussions (other than those involving meet administration) with judges should include the opposing coach (es).
6. It is the responsibility of each coach to see that every meet is conducted with full regard for the safety of and most fair competition for all gymnasts.
7. Areas should be designated for the teams and coaches separate from the spectators. Coaches and gymnasts shall remain within their designated areas, except when adjusting equipment or spotting. The competition floor shall be clear of all extraneous personnel.
8. No coach or competitor shall participate in a judges' conference or be within hearing distance of such conferences.
9. Each coach should assist actively in promoting positive relations among all participants, who are striving to achieve athletics excellence.
10. Coaches shall ensure that competitors exhibit dignity in manner and dress when representing their institution.
11. All NCAA policies regarding sporting conduct shall be enforced. In addition to attending all required media news conferences and interviews, all coaches are expected to cooperate with all reasonable media requests in the best interest of the sport.

APPENDIX VI – STANDARDS/DUTIES OF JUDGES

It is imperative to the dignity and growth of women's gymnastics that judges be well educated in the details of gymnastics and the current rules, thoroughly prepared for each assignment and able to cover all possible circumstances. Toward that end, the NCAA Women's Gymnastics Committee has adopted the following code of ethics for judges: All meets should be regarded as part of the national qualifying system for teams and individual competitors. Judges should strive for consistency in scoring at all collegiate meets, regardless of division, location or type of meet (i.e., dual, triangular or quadrangular). USA Gymnastics Junior Olympic Women's Code of Points (Level 10 Rules) as of November 1 each year, and NCAA collegiate modifications shall be followed to the letter for all collegiate competition.

1. **Qualifications.** It is the duty of all judges to prepare themselves thoroughly and constantly update their preparation by being appropriately recertified. They should not accept any collegiate assignment for which they are not well qualified. NCAA regional and national championships require a Level 10 or higher rating. In addition, judges assigned to the regional and national championships competitions should not accept such assignment unless they have judged a minimum of four regular-season collegiate meets during that year.
2. **Affiliation.** No judge with an affiliation with an NCAA institution that sponsors women's gymnastics will be assigned to the national championships; however, a judge may be assigned to a regional competition where he or she is not affiliated. Examples of affiliation would be, but are not limited to, coaching-staff member, works for spouse or relative of a coach, former team member, relative of a gymnast or parent of a team member, an athletics-related booster club member, gymnastics alumni and/or coach that has been away from the program for less than five years. Any individual with a current financial interest in a coach or team is not eligible to serve as a judge.
3. **Appearance.** Each judge should enter the competition site in uniform at least 30 minutes before the start of the competition.
4. **Duties and responsibilities.** Judges shall be greeted by a representative of the host institution before the start of competition. In addition, coaches are permitted to formally acknowledge and greet judges in a cordial manner before the start of the competition. Conversations with a chief judge or meet referee for purposes of changing a lineup or discussing an inquiry after initiated by the judge remain permissible.
 - Discussions with student-athletes, parents, alumni and/or recruits, should not occur at the competition site.
 - Judges should avoid any appearance of particular friendship or fraternization with any coaches or competitors.
 - At regular, conference championships and post season competitions judges are prohibited from entering the competition floor until the floor is cleared after warm ups.
 - Event standards should be strictly enforced in all meets (e.g., timing of falls and routines, boundary deductions) and be noted on the official score sheet.
 - Judges must be seated separately on the competition floor.
 - Individual judges' scores and start value must be flashed. Reminder: NCAA allowable range of scores is to be followed for collegiate meets.
 - Judges will be responsible to indicate when they take an "up to the level" deductions on bars, beam, and floor. An ORANGE card; 4" by 6" with "UTL" in large letters, will be displayed only after (but as soon as) the start value and score are flashed. The home team is responsible for providing this card and holder.
 - Inquiries should be handled by the meet referee/chief judge. In the event that an inquiry response is unsatisfactory to the coach, a videotape may be used for the purpose of review following the conclusion of the meet (see NCAA rules modifications for video review process).
 - Judges must process all inquiries before the start of the next event.
 - Only a spotter(s) or persons moving boards or mats should be within the judges' area during the competition.
 - All judges must check the score sheet at the end of the competition and verify by signatures the accuracy of the scores. Judges are encouraged to report any infractions to the respective regional assignor and NCAA Women's Gymnastics Committee chair.

APPENDIX VII – MEET REFEREE CHECKLIST
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Many institutions hire meet referees for regular season competition for the purpose of addressing procedural issues, scoring concerns and questions of judgment. Since this is a compensated position identical to payment received by each judge assigned to the competition, the duties of the meet referee shall be outlined. The administrative duties of the competition shall be under the direction of the meet director. Duties of the meet director also shall be outlined. Some institutions may choose to have a meet referee assigned as an extra non-officiating judge, while others may opt to have one of the event judges designated as the meet referee. The responsibilities of the meet referee are as follows:

- Conduct the judges meeting 30 minutes before competition and review the following procedures, even if it is assumed all judges are experienced.
 - Logistics of the meet — to include, but not limited to, scoring system, seating of judges, warm-up viewing area and guidelines, which auxiliary judges are present, and site for signing score sheets at the end of the meet.
 - Collegiate rules modifications.
 - Equipment issues.
 - Information from the meet director.
 - Professional protocol reminders.
 - Review of open scoring procedures.
 - Review when conferences may occur.
 - Review the inquiry (know why you took the deductions you did), routine summary (both judges must contribute; this is not just a chief judge duty) and video review processes.
 - Review duties with auxiliary judges.
 - Distribute team lineups and score sheets to judges.
- Act as the final authority in all technical matters.
- Be available for counsel on request of the head judge.
- Note any warning given by the chief judges concerning incorrect attire or signaling. He or she will then notify the chief judges on the other events that a warning has been given so that the appropriate deductions may be applied.
- Counsel chief judge when, in his or her opinion, the average score and/or the chief judge's score appear out of range with the scoring in the overall competition.
- Review routine summary forms and ensure they are written in longhand and include the appropriate deductions.
- Be available for five minutes after the signing of the official score sheet to address questions or concerns regarding technical decisions.
- Record all yellow card instances on the official score sheet. Send a detailed report of the yellow card/team deduction incident to the regional and national assignor. If serving as a non-officiating meet referee:
 - Judge a majority of routines during the competition.
 - May observe and/or give opinion during judging conferences.
 - Review and deliver all inquiries during the competition.
 - Work with the scorer's table on score changes resulting from inquiries, including the delivery of the inquiry back to the head coach.
 - Handle all team-neutral deductions with the scorer's table.
 - Step in as an acting judge in an emergency or in the case that a judge does not report for duty.

APPENDIX VIII – REGULAR SEASON MEET PROCEDURES

The NCAA Women's Gymnastics Committee has accepted the following procedures for regular-season competition: (Note: Coaches may agree, in writing, to alter the warm-up and competition format. If coaches do not agree, then the established format outlined below will be followed.)

1. **Judging.** A minimum of two judges per event must be used, and all must have a minimum Level 10 rating. No present coaching staff member or parent of a gymnast may judge a meet involving the institution with which he or she has such an affiliation.
 - Judges may be on the competition floor preparing for the meet during team introductions and four-minute touch.
 - Coaches shall be permitted to formally acknowledge and greet judges in a cordial manner prior to the start of the competition. Conversations with a chief judge or meet referee for purposes of changing a lineup or discussing an inquiry after initiated by the judge remain permissible.
 - Judges must be seated separately on the competition floor.
 - A copy of the NCAA Women's Gymnastics Rules Modifications shall be made available to all judges of regular-season meets.
 - One judge on each event must be designated as the chief judge.
 - One judge must be designated as the meet referee to respond to inquiries during the meet.
 - Open scoring must be used. All scores and start values will be flashed simultaneously and rotated, but only the average score will be raised and rotated. First, the judge will give his or her final score to the flasher. When all scores are posted to their respective score flash unit, judges will simultaneously display their start values and scores. The runner will pick up all judges' score slips and present them to the head judge only AFTER the scores have been displayed. The head judge will tally the average score and it will be raised and rotated.
 - Judges are required to leave the floor immediately after the processing of inquiries on the final event and sign score sheets off the competition floor in a neutral area.

2. **Meet Procedures.** The following procedures apply to all meets, regardless of the number of participating teams:
 - The host team must let the visiting team know what boards are available and the length of the vault runway. There should be a sufficient number of landing mats and boards for warm-ups and competition, according to the number of teams and events occurring simultaneously (regular season).
 - Institutions shall require a system (not necessarily a scoreboard) to post each team's running score updated after each routine during every competition.
 - Lineups must be handed in to the scorer's table at least 1½ hours before the start of the competition. Changes may be made before the start of the event by notifying the scorer's table and chief judge.
 - Squad size is limited to a maximum of six gymnasts per event per team.
 - Substitution(s) may be made after an event begins (i.e., flag raised for team's first competitor on that event) by notifying the chief judge at that event. The substitute must replace the teammate in the same lineup position.
 - As competitors arrive at each event for competition there will be a 4:00 minute touch warm up on each event. All participants on each event may use the entire touch warm up time and all warm ups will begin at the same time, regardless of duration. Additionally, there will be a 2:00 minute transition between each event beginning at the conclusion of the march in ceremony when all teams reach their respective corrals, and after each rotation when the final competitor's initial score is flashed. The PA announcer will announce the beginning of the two-minute transition period.
 - Timing requirements:
 - Beam routines and falls on beam and bars must be timed. There will be a 30-second fall time for beam and a 45-second fall time for bars.
 - Floor routines must be timed.
 - Sounding devices may be voice, bell or whistle.
 - Open scoring is required. (See Bullet 7 in the Judging section above.)
 - Computing scores:

- Two judges — by averaging the two scores.
 - Four judges — by dropping the highest and lowest scores and averaging the other two judges’ scores.
 - Six judges — by dropping the highest and lowest scores and averaging the other four judges’ scores.
 - Event scores are computed by totaling the five highest individual scores for each team.
 - All-around scores are computed by totaling an individual competitor’s score from all four events.
 - Team scores are computed by totaling all four event scores.
- Inquiries must be made in writing before the beginning of the next event and may pertain only to the value of the difficulty, special requirements, bonus values and clarification of neutral deductions or unusual falls.
 - When all Start Values are 10.0, only inquiries about UTL, compositional requirements and clarification of neutral deductions or unusual performance occurrences/falls are permissible.
 - Judges must process all inquiries prior to the start of the next event.
 - The group number for vault must be flashed during regular-season meets.
 - A maximum of six routine summary forms may be requested per competition.
 - A maximum of two exhibitions per event will be permitted after the official lineup has completed competition on that event. It shall be the responsibility of the host institution to inform visiting team(s) not later than one week before competition whether or not exhibitions will be permitted and, if so, how many.
 - An iPod must be available.
 - One athletic trainer per competing institution will be permitted in a designated area in close proximity to the vault landing area in instances where the vault corral is located at the beginning of the vault runway. The athletic trainer is there to observe and must refrain from engaging in any communication and/or cheering with the student-athlete, coach or other team personnel while in the vault landing area.

3. Dual-Meet Format.

- Either one or two events should be conducted at a time, at the host institution’s preference.
 - If one event is conducted at a time, Olympic order must be followed (vault, bars, beam, and floor). Gymnasts from opposing teams should alternate on each event. The home team should begin vault and beam, and finish with bars and floor. The visiting team should begin bars and floor, and finish with vault and beam. If an institution is competing with fewer than six gymnasts in each event, competitors should alternate from the end of the lineup toward the beginning, interrupting the alternating order near the beginning of the event only to allow the proper team to begin the event.
 - If two events are conducted simultaneously, the home team should begin vault and the visiting team should begin bars, in the first half of the competition. The home team should begin beam and the visiting team should begin floor, in the second half of the competition.
- Warm-ups before the competition should be as follows:
 - 30-minute open stretch and warm-up. Gymnasts may stretch and use equipment as desired.
 - 15-minute warm-up on each event in competition order.
 - Any event not used by an institution during the 15-minute/event warm-up period may be used by any gymnast.

4. Triangular-Meet Format.

- Two events should be run simultaneously in the following order:

Vault	Bars	Bye	Beam	Floor	Bye
Home team	Visitor 1	Visitor 2	Home team	Visitor 2	Visitor 1
Visitor 2	Home team	Visitor 1	Visitor 2	Visitor 1	Home team
Visitor 1	Visitor 2	Home team	Visitor 1	Home team	Visitor 2

5

Bars and vault competition should be conducted in the first half of competition; beam and floor in the second half.

- Warm-ups should be as follows:
 - 30-minute open stretch and warm-up. Gymnast may stretch and use equipment as desired.
 - 15-minute timed warm-up on each event rotating in Olympic order.
 - The event not used by an institution during this 15-minute/event warm-up period may be used by any gymnast.

5. Quadrangular-Meet Structure.

- Four events should be run simultaneously, with each team beginning and anchoring one event in the following order:

Vault	Bars	Beam	Floor
Home team	Visitor 3	Visitor 2	Visitor 1
Visitor 1	Home team	Visitor 3	Visitor 2
Visitor 2	Visitor 1	Home team	Visitor 3
Visitor 3	Visitor 2	Visitor 1	Home team

- Warm-ups should be as follows:
 - 30-minute open stretch and warm-up. Gymnast may stretch and use equipment as desired.
 - 15-minute timed warm-up on each event rotating in Olympic order.

Note: For further meet procedures; please refer to the current JO rules and policies

Judge's Slip Sample

Meet	<input type="text"/>	Order:
Team	<input type="text"/>	Rotation:
Gymnast	<input type="text"/>	
Event	<input type="text"/>	
		Score
Start	<input type="text"/>	<input type="text"/>
Bonus	<input type="text"/>	Neutral Deduction <input type="text"/>
		Team ND <input type="text"/>
Final Average Score	<input type="text"/>	Judge: <input type="text"/>

Line Judge's Slip Sample

	<input type="text"/>
No.	<input type="text"/>
Signature	<input type="text"/>

NOTE: THIS IS A SAMPLE. TEAMS WILL RECEIVE A PDF FORM IN SELECTION MATERIALS.



Congratulations on your advancement to the 2019 National Collegiate Women's Gymnastics Championships! Please complete the information below and return to your respective tournament director and John Kuzio (jkuzio@ncaa.org) by March 27 for regionals and April 10 for nationals.

Name of Institution: _____

ARRIVAL TRANSPORTATION

Arrival Date: _____ Arrival Time: _____
 Airline Carrier/Flight #: _____

LOCAL GROUND TRANSPORTATION

Bus Carrier: _____ # Team Buses: _____ # Team/AA/IES Cars/Vans: _____

LODGING

Hotel: _____ Hotel Phone Number: _____

DEPARTURE TRANSPORTATION

Departure Date: _____ Departure Time: _____
 Airline Carrier/Flight #: _____ Airport/Charter Ground Handler: _____
 Travel Restrictions/Drop Dead Time (if needed): _____

INSTITUTIONAL PERSONNEL CONTACT INFORMATION

	Name	Cell	Email	On-Site? Yes/No
Head Coach				
Athletic Trainer				
Operations				
SID				
Administrator				
Manager				
Ticket Manager				
Doctor				
Photo				
Other				

MAIN CONTACT INFORMATION

Main Contact Name: _____ Main Contact Title: _____
 Cell: _____ Email: _____

NATIONAL COLLEGIATE WOMEN'S GYMNASTICS CHAMPIONSHIPS

LINEUP FORM

Institution _____

Coach _____

VAULT 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BARS 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

BEAM 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

FLOOR 1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

National Collegiate Women's Gymnastics Championships Equipment List (regionals & nationals)

We verify that this is the equipment that will be used at NCAA Women's Gymnastics Championships.

Host Institution _____

Signature Meet Director _____

Signature Athletics Director _____

Year(s) _____

**** circle specific equipment when given more than one option ****

				Regionals		Nationals			
800 ELITE SERIES				CATALOG		CHECK	WILL	AAI	If something is different please note
VAULT	ITEM DESCRIPTION			NO.	QTY.	IF HAVE	GET	PROVIDES	
	TAC/10 Vault Table			407-557	1			x	
	Padded Vaulting Runway (1 3/8" x 3' x 84')			416-785	1			x	
	TAC/10 Board			407-233	2			x	
	Contoured Vault Safety Zone			407-238	1			x	
	##Monopod Anchor Mat 20 cm or			416-549	1			x	
	##Vaulting Anchor Mat			416-125	1			x	
	FIG 8' x 15.5' x 20 cm V2 - Firm			416-558	1			x	
	FIG 4' x 8' x 20 cm V2 - Slab			416-553	1			x	
	Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam)			416-258	1			x	
	Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)			416-319	1			x	
	Throw Mat 8' x 15' x 4" folding			416-020	1			x	
	8" Skill Cushion 5' x 10'			416-159	1			x	
	8" Skill Cushion 5' x 10' "Softy"			416-006	1			x	
	Sting Mat 6'.6" x 8" x 2"			416-584	2			x	
	TAC/10 Round off Pad - 36" x 54" x 1 3/8" (no personal pads)			416-098	1			x	
	Mini TAC/10 Round off Pad - 36" x 36" x 1 3/8" (no personal pads)			416-099	1			x	
	Low Spotting Block 2' x 1' x 4'			416-042	1			x	
	TAC 10/Towel (one box)			407-571	1			x	
	TAC 10/Surface Cleaner			407-567	1			x	
	Step-in Chalk Holder w/ chalk			407-007	1			x	
	Score Flasher - 3 digit (panel judges and 1 needed for vault group) handheld			418-002	6^				
	Score Flasher - 5 digit (chief judge) (4 digit for regionals)			418-003	1			x	
MISC									
	Collegiate Vault Value Chart				1				
	100 ft. US Metal Tape Measure				1			x	
	Start Value Flip Charts				6^				
	Green Start Flag				1				
						Regionals		Nationals	
BARS	Floor Plates or Free standing					CHECK	WILL	AAI	If something is different please note
						IF HAVE	GET	PROVIDES	
	UTB 844 Elite Uneven			407-080	1			x	
	Extra Graphite X Bar			407-152	2			x	
	Elite Uneven Bars Adapters - if floor plates are not available			407-361/349	1			x	
	FIG 8' X 15.5' x 20 cm V2 - Firm			416-558	2			x	
	FIG 8' x 12' x 20 cm V2 - Firm			416-557	2			x	
	FIG 5' x 7.5' x 20 cm V2 - Slab			416-554	1			x	
	Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam)			416-258	1			x	
	Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)			416-319	1			x	
	Sting Mat 6'.6" x 8" x 2"			416-584	1			x	
	8" Skill Cushion 5' x 10' "Softy"			416-006	1			x	
	8" Skill Cushion 5' x 10' Anti Skid <i>(optional at regionals;required at nationals)</i>			416-257	1			x	
	Throw Mat 8' x 15' x 4" folding			416-020	1			x	
	TAC/10 Board			407-233	1			x	
	Low Spotting Block 2' x 1' x 4'			416-042	1			x	
	High Chalk Holder			407-008	3			x	
	Block Chalk			407-585	Case			x	
	Score Flasher - 3 digit (panel judges) handheld			418-002	6^				
	Score Flasher - 5 digit (chief judge) (4 digit for regionals)			418-003	1			x	
MISC									
	Tablet (iPad or similar) to display timing countdown				2				
	Stop Watches (only as backups to tablets)				2				
	Scotch bright pad for scraping bars				1				
	Start Value Flip Charts				6^				
	2' x 4'x .5" plywood mounting boards w/ non-skid surface both sides no logos (w/ rope for handles)				1				
	Green Start Flag				1				
	Wire Brush				2				
	Spray Water Bottles for Bars				3				

Throw mats denoted with these symbols are an either/or option at regionals. For regionals and nationals, both types of mats still are required.

^Only 4 handheld flashers/start value flip charts needed at regionals.

**Please note that some items may be added or deleted due to future changes to equipment specifications. Also, some catalog numbers may change.

National Collegiate Women's Gymnastics Championships Equipment List (regionals & nationals)

We verify that this is the equipment that will be used at NCAA Women's Gymnastics Championships.

Host Institution _____
 Signature Meet Director _____
 Signature Athletics Director _____
 Year(s) _____

**** circle specific equipment when given more than one option ****

				Regionals		Nationals			
800 ELITE SERIES				CATALOG		CHECK	WILL	AAI	If something is different please note
BEAM	ITEM DESCRIPTION	NO.	QTY.	IF HAVE	GET	PROVIDES			
	Elite Reflex Nonadj Beam	407-430	1			x			
	Elite Beam Leg Pads	416-325	1 set			x			
	Elite Beam Leg Filler Mat System	416-560	1 set			x			
	FIG 8' x 15.5' x 20 cm V2 - Firm	416-558	2			x			
	FIG 8' x 15.5' x 20 cm V4 - Firm	530-854	2			x			
	FIG 8' x 12' x 20 cm V2 - Firm	416-557	1			x			
	FIG 4' X 8' x 20 cm V2 - Firm Slab	416-553	1			x			
	##Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam) or	416-258	1			x			
	##Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)	416-319	1			x			
	8" Skill Cushion 5' x 10' nonslip (<i>nonslip backing optional at regionals only</i>)	416-159	1			x			
	Sting Mat 6'.6" x 8" x 2"	416-584	1			x			
	Throw Mat 8' x 15' x 4" folding	416-020	1			x			
	TAC/10 Board	407-233	1			x			
	Suede Beam Pad	416-051	1			x			
	Step-in Chalk Holder w/ chalk	407-007	2			x			
	Score Flasher - 3 digit (panel judges) handheld	418-002	6^						
	Score Flasher - 5 digit (chief judge) (4 digit at regionals)	418-003	1			x			
MISC	Tablet (iPad or similar) to display timing countdown		2						
	Stop Watches		2						
	Start Value Flip Charts		6^						
	2' x 4'x .5"plywood mounting boards w/ non-skid surface both sides no logos (w/ rope for handles)		1						
	Green Start Flag		1						
	12' panel mat for stretching/warm-up (1 mat at regionals/2 at nationals)		1 / 2			x			
	Bell (beam warning); loud enough to be heard over crowd		1						
				Regionals		Nationals			
FLOOR				CHECK	WILL	AAI	If something is different please note		
				IF HAVE	GET	PROVIDES			
	Elite Floor Exercise System - 40' x 40'	432-340	1			x			
	Extra Floor Panel	534-128	2			x			
	All-American Elite Carpet - 45' x 45' (note color in blank column)	432-510	1			x			
	Foam Border	432-891	1			x			
	2" QuadLam Foam 6' x 42'	416-773	7 rolls			x			
	8" Skill Cushion 5' x 10'	416-663	1			x			
	Sting Mat 6'.6" x 8" x 2"	416-584	1			x			
	##Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam) or	416-258	1			x			
	##Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)	416-319	1			x			
	Step-in Chalk Holder w/ chalk	417-007	2			x			
	Score Flasher - 3 digit (panel judges) handheld	418-002	6^						
	Score Flasher - 5 digit (chief judge) (4 digit at regionals)	418-003	1			x			
	EZ Roll Corner Mats - set of 4 each	416736	1			x			
	Block Chalk	407-585	Case			x			
MISC	Start Value Flip Charts		6^						
	Sound system including Ipod adapter		1						
	White gaffers or duct tape for corners (used in practice and competition)		10 rolls						
	Green Start Flags		1						
	Yellow Flags		2						
	Stop Watches		1						
	60" x 60" Vinyl Floor Sheets (for gymnasts to apply chalk to their feet - versus crushing chalk on competitive mats) or carpet squares for chalk trays		4			x			
	Score Flasher - 5 digit (for finals) Extra Flasher Inserts		2			x			
	Additional Panel Mats - for stretching areas (4 areas)		8			x			
Meet Referee	<i>Host to provide</i>								
	100 ft. US Metal Tape Measure		1						
	20 meter Tape Measure		1						
	Stop Watches (3 backups) 7 total		3						
	3-4 digit handheld flashers (nationals only)		24						

Throw mats denoted with these symbols are an either/or option at regionals. For nationals, both types of mats still are required.

^Only 4 handheld flashers/start value flip charts needed at regionals.

**Please note that some items may be added or deleted due to future changes to equipment specifications. Also, some catalog numbers may change.

2018-19 STANDARD TICKET BACK DISCLAIMER LANGUAGE
Updated 07/02/2018

The ticket back language should be placed on the back of the ticket stub, 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.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Curtis Franks (cfranks@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.

NOTE: Handgun policy - text applies only to events hosted in the state of Texas. Remove text if it does not apply.

**THIS TICKET IS A REVOCABLE LICENSE
 USER ACCEPTS RISK OF INJURY**

The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility.** Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.** No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. **Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a respon licensed under Subchaper H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun that is carried openly.** Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

DATES AND TIMES ARE SUBJECT TO CHANGE

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



CHAMPIONSHIPS

NCAA® CHAMPIONSHIPS
HOST MARKETING PLAN

Host Information.

Date: _____

Name: _____ Title: _____

Host Institution/Entity: _____

E-mail: _____ Phone: _____

Host Marketing Team.

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

Name	Title	Role	Contact Information

Championship Information.

Division: I _____ II _____ III _____ National Collegiate _____

Gender: Men’s _____ Women’s _____ Mixed _____ Sport _____

Championship Date(s): _____

Venue Name: _____ Event Capacity: _____

Ticket Sales Information.

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

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

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

Target Markets. Define your target market based on the dates and times of the championship games you are hosting. Your target market should be specific to your site and identified demographic target. Additionally, you should identify other target markets. Please list in priority order.

General demographics of your target market:

- 1.
- 2.

Specific target markets:

- 1.
- 2.

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

Host/LOC Resources:

<u>Resources:</u>	<u>Host</u>	<u>LOC</u>	<u>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</u>	<u>Venue</u>	<u>Other</u>
Database Name & Size:					
Website Address:					
Video/LED Board:					

Print Publications:					
Facebook Fans:					
Twitter Followers:					
Local Event Calendar Listings:					
Other:					

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

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

Marketing Budget.

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

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

Host Marketing Budget from Bid Specs Allocation:	Budgeted	Actual Cost

APPENDIX K

Online Marketing Website Budget:	Budgeted	Actual Cost
Trade (List all trade and value below):		
TOTALS	\$	\$

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

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

	2. 3. 4. 5.		
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Thank You!



NCAA Championships 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: <http://www.ncaa.com/newsletter-signup/sports>

Logo Usage

For championship logos, please submit a request to access the NCAA Digital Library at <https://sportgraphics.widencollective.com/t5/login>.

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 micro-site.
- 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 micro-site 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: <http://commerce.wazeedigital.com/license/home/ncaa.do>
- The micro-site 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 by [clicking 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) and Anne Clendenin (aclendenin@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/>
- San Antonio Final Four Microsite: <http://finalfoursanantonio.com/>
- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

Should you have any questions, please contact:

Anne Clendenin

Assistant Director, Championships & Alliances

317-917-6643

aclendenin@ncaa.org