



**2024 WOMEN'S  
NATIONAL COLLEGIATE  
GYMNASTICS  
CHAMPIONSHIPS**

***HOST OPERATIONS  
2023-24 MANUAL***

# National Collegiate Women's Gymnastics

## Contents

<b>Section 1 • Alcoholic Beverages and Tobacco Products</b>	<b>11</b>
<b>Section 2 • Americans with Disabilities Act</b>	<b>13</b>
<b>Section 3 • Awards</b>	<b>14</b>
<b>Section 4 • Commercialism/Contributors</b>	<b>18</b>
<b>Section 5 • Competition Site Requirements/Diagrams</b>	<b>23</b>
<b>Section 6 • Credentials</b>	<b>26</b>
<b>Section 7 • Critical Incident Response/Emergency Plan</b>	<b>27</b>
<b>Section 8 • Drug Testing</b>	<b>29</b>
<b>Section 9 • Equipment</b>	<b>30</b>
<b>Section 10 • Financial Administration</b>	<b>32</b>
<b>Section 11 • Health &amp; Safety Considerations</b>	<b>34</b>
<b>Section 12 • Hydration Program</b>	<b>36</b>
<b>Section 13 • In-Venue and Branding</b>	<b>37</b>
<b>Section 14 • Insurance</b>	<b>38</b>
<b>Section 15 • Judges</b>	<b>39</b>
<b>Section 16 • Lodging</b>	<b>42</b>
<b>Section 17 • Marketing</b>	<b>44</b>
<b>Section 18 • Media Services</b>	<b>47</b>
<b>Section 19 • Meet Management</b>	<b>58</b>
<b>Section 20 • Meet Structure</b>	<b>62</b>
<b>Section 21 • Meetings</b>	<b>65</b>
<b>Section 22 • Merchandise/Licensing</b>	<b>67</b>
<b>Section 23 • Neutrality</b>	<b>69</b>
<b>Section 24 • Official Entry Form/Participants Information</b>	<b>70</b>
<b>Section 25 • Practices</b>	<b>71</b>
<b>Section 26 • Programs</b>	<b>74</b>
<b>Section 27 • Safety and Security</b>	<b>77</b>
<b>Section 28 • Scoring Procedures</b>	<b>78</b>
<b>Section 29 • Sustainability</b>	<b>79</b>
<b>Section 30 • Ticketing</b>	<b>80</b>
<b>Section 31 • Transportation</b>	<b>84</b>
<b>Section 32 • Volunteers</b>	<b>85</b>
<b>Appendix A • NCAA Women's Gymnastics Rules Modifications and Meet Procedures</b>	<b>87</b>
<b>Appendix B • Lineup Form</b>	<b>115</b>
<b>Appendix C • Equipment List</b>	<b>116</b>
<b>Appendix D • Volunteer Waiver Form</b>	<b>120</b>
<b>Appendix E • Marketing Plan Template</b>	<b>122</b>
<b>Appendix F • Microsite Guidelines</b>	<b>127</b>

## INTRODUCTION

Congratulations on being selected as a host for the 2024 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 each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and championship attendee.

## 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 local organizing committee.

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

## ROLE OF NCAA

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

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

## ROLE OF GOVERNING SPORT COMMITTEE

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

**2023-24 NCAA WOMEN'S GYMNASTICS COMMITTEE & NCAA STAFF**

<p><b>REGION 1 (CENTRAL)</b></p> <p><b>Shaun Richard</b> Executive Associate Athletics Director for Sport Administration The Ohio State University Phone: 315-941-3134 Email: <a href="mailto:richard.149@osu.edu">richard.149@osu.edu</a></p>	<p><b>REGION 2 (NORTH CENTRAL)</b></p> <p><b>Guard Young, chair</b> Head Women's Gymnastics Coach Brigham Young University Phone: 801-422-4769 Email: <a href="mailto:guard_young@byu.edu">guard_young@byu.edu</a></p>
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<p><b>REGION 6 (WEST)</b></p> <p><b>Jeff Konya</b> Director of Athletics San Jose State University Phone: 714-924-1596 Email: <a href="mailto:jeff.konya@sjsu.edu">jeff.konya@sjsu.edu</a></p>	<p><b>NCAA CHAMPIONSHIPS MANAGER</b></p> <p><b>Jennifer Mervar</b> Assistant Director, Championships and Alliances Phone: 317-917-62388 Email: <a href="mailto:ncouch@ncaa.org">ncouch@ncaa.org</a></p>
<p><b>NCAA ADMINISTRATIVE SUPPORT</b></p> <p><b>Linda Godby</b> Assistant Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6507 Email: <a href="mailto:lgodby@ncaa.org">lgodby@ncaa.org</a></p>	<p><b>NCAA MEDIA COORDINATOR</b></p> <p><b>Trae Straziscar</b> Media Coordination and Statistics NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6859 Email: <a href="mailto:tstraziscar@ncaa.org">tstraziscar@ncaa.org</a></p>

<p><b>NCAA MARKETING AND TICKETING</b></p> <p><b>Allie Silcox</b>  Coordinator, Marketing and Ticketing  NCAA  P.O. Box 6222  Indianapolis, Indiana 46206-6222  Phone: 317-917-6341  Email: <a href="mailto:asilcox@ncaa.org">asilcox@ncaa.org</a></p>	<p><b>CHAMPIONSHIPS PRESENTATION</b></p> <p><b>Asia Thompson (Signage)</b>  Assistant Director, Branding and Fan Experience  NCAA  P.O. Box 6222  Indianapolis, Indiana 46206-6222  Phone: 317-917-6521  Cell: 317-410-8971  Email: <a href="mailto:athompson@ncaa.org">athompson@ncaa.org</a></p> <p><b>Michael Gett (in-venue presentation)</b>  Coordinator, Branding and Fan Experience  NCAA  P.O. Box 6222  Indianapolis, Indiana 46206-6222  Phone: 317-917-6335  Cell: 317-410-7463  Email: <a href="mailto:mgett@ncaa.org">mgett@ncaa.org</a></p>
<p><b>NCAA BROADCAST</b></p> <p><b>Natalie Steger</b>  Assistant Director, Marketing &amp; Broadcast Alliances  NCAA  P.O. Box 6222  Indianapolis, Indiana 46206-6222  Phone: 317-917-6690  Cell: 317-966-6450  Email: <a href="mailto:nsteger@ncaa.org">nsteger@ncaa.org</a></p>	<p><b>NCAA READERS BECOME LEADERS</b></p> <p><b>Victor Hill</b>  Associate Director, External Operations  NCAA  P.O. Box 6222  Indianapolis, Indiana 46206-6222  Phone: 317-917-6849  Cell: 317-614-5606  Email: <a href="mailto:vhill@ncaa.org">vhill@ncaa.org</a></p>

<b>2024 DATES, SITES AND TOURNAMENT DIRECTORS</b>	
<p><b>Nationals</b>  Texas Woman's University/Knight Eady, hosts  April 18-20, 2024  Dickies Arena</p>	<p><b>Daniel Smith</b>  Director of Events  Knight Eady  101 12th St. South, Suite 100  Birmingham, Alabama 35233  Phone: 205-307-6660  Email: <a href="mailto:daniel@knighteady.com">daniel@knighteady.com</a></p>
<p><b>Arkansas Regional</b>  University of Arkansas, Fayetteville  April 3, 4 and 6, 2024  Bud Walton Arena</p>	<p><b>Julie Cain</b>  Event Manager  131 Barnhill Arena  Fayetteville, Arkansas 72701  Phone: 479-575-3134  Email: <a href="mailto:jcain@uark.edu">jcain@uark.edu</a></p>

**2024 DATES, SITES AND TOURNAMENT DIRECTORS**

<b>California Regional</b> University of California, Berkeley April 4, 5 and 7, 2024 Haas Arena	<b>Brooke Caffey</b> Senior Director-Event Management 115 Haas Pavilion Berkeley, California 94720 Phone: 510-316-8897 Email: <a href="mailto:brookecaffey@berkeley.edu">brookecaffey@berkeley.edu</a>  <b>Josh Hummel</b> Senior Associate Athletics Director-Facilities 115 Haas Pavilion Berkeley, California 94720 Phone: 510-643-3480 Email: <a href="mailto:johummel@berkeley.edu">johummel@berkeley.edu</a>
<b>Florida Regional</b> University of Florida April 4, 5 and 7, 2024 Exactech Arena at Stephen C. O'Connell Center	<b>Lindsey Thomas</b> Director, Lacrosse/Gymnastics 121 Lemerand Drive, Central Receiving Gainesville, Florida 32611 Phone: 352-375-4683 x6043 Email: <a href="mailto:lindseyt@gators.ufl.edu">lindseyt@gators.ufl.edu</a>
<b>Michigan Regional</b> University of Michigan April 3, 4 and 6, 2024 Crisler Center	<b>Connor Griffin</b> Assistant Director of Event Management 1520 South State St. Ann Arbor, Michigan 48109 Phone: 734-764-2663 Email: <a href="mailto:cjgriff@umich.edu">cjgriff@umich.edu</a>

**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.

## NATIONAL COLLEGIATE WOMEN'S GYMNASTICS

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 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 the NCAA championship manager, no later than Feb. 19. (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 the NCAA championship manager at the 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. One set of competitor number signs (provided by the NCAA). For each team, AA or IES, include a list of the student-athlete along with the assigned number.
- \_\_\_ 3. Inquiry forms (NCAA Women's Gymnastics Rules Modifications).
- \_\_\_ 4. Schedule of events.
- \_\_\_ 5. Meet schedule (warmup, rotation and competition).
- \_\_\_ 6. March-in procedures.
  - a. Provide a written proposal for your planned march-in to the NCAA championship manager, no later than Feb. 19.
  - 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. Directions and telephone number for the nearest hospital.
- \_\_\_ 10. 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 [ncaa.org/drugtesting](https://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, keeping in mind the 6 feet of social distance required. 
- \_\_\_ 6. Obtain enough runners (minimal number as possible) 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. 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. 

*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.

- \_\_\_ 8. Arrange for a dedicated person to assist on bars for all teams during practice and competition. If teams decide to remove the low 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 (if can be conducted safely).
- \_\_\_ 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 ProScore 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 Wednesday before the start of regionals.

## NATIONAL COLLEGIATE WOMEN'S GYMNASTICS

- \_\_\_ 15. Chosen individuals will be on site to provide technical support for the ProScore 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 ½" 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 Learfield, Inc. will contact you to provide more information.) Revenue generated from program sales must be returned to Learfield; revenue generated from merchandise sales must be returned to Event 1. According to the agreement, settlement with Learfield 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 a team's 25 individuals permitted in the 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 the NCAA championships manager on this email. A copy of the 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 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 (four) and line judges (two).

### 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 the NCAA championship manager for approval. (For both regionals and nationals no later than Feb. 19). 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.

### Results.

- \_\_\_ 1. After regional competition, email all results to Guard Young, chair of the Women's Gymnastics Committee, and the NCAA championship manager, Jennifer Mervar at the national office.  
  
Forward a copy of the results of all championships competition to the attention of Trae Straziscar 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.

### Tickets/Credentials.

- \_\_\_ 1. If fans are permitted, 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 25 per team).

The following credentials will be produced:

- a. All Access.
- b. Event Management.
- c. Participant.
- d. Medical.
- e. Media.
- f. Photo.

Regional hosts shall place their credential orders with Trae Straziscar ([tstraziscar@ncaa.org](mailto:tstraziscar@ncaa.org)) at the NCAA national office. He will contact hosts with a due date.

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. technicians providing equipment setup and support shall be provided. Up to four additional credentials with access determined by the NCAA may be provided.

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. All food must be grab and go and individually packaged.
- \_\_\_ 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 • Alcoholic Beverages and Tobacco Products

## ALCOHOLIC BEVERAGES

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

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

### General

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

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

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

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

### **TOBACCO PRODUCTS**

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

## Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. 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 ADA. 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.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.

## Section 3 • Awards

### CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

This should not add any additional time or delay to TV taking the winning celebration.

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

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

These items can be covered through the operations budget, as well as the LOC budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Asia Thompson at 317-917-6521 or [athompson@ncaa.org](mailto:athompson@ncaa.org). Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

### CHAMPIONSHIP AWARDS

#### Awards Announcement - Regionals

A brief awards announcement should be made the last day of competition. The PA announcer should announce the top eight finishers on each event from second-round competition. The top eight is determined from scores from both sessions. The PA announcer may then announce the teams advancing to nationals.

#### Finals

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

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.

Teams may purchase additional awards here: <https://services.mtmrecognition.com/NCAA/>

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.

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 to be distributed on-site.

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 .

The host institution must provide a detailed written plan of its awards ceremony to the committee chair and the NCAA championship manager no later than Feb. 13. This plan should include march-in procedures, script, awards presenters, etc. (Applies to both regional and final sites.)

## AWARDS CEREMONY - NATIONALS (SUBJECT TO CHANGE)

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.

Team awards will be presented immediately after the team competition Saturday evening. 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.

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.

## CHAMPIONSHIP 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 and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts ([jared.hunt@hanes.com](mailto:jared.hunt@hanes.com)) or Jane Ford with Underground Printing for hats ([jford@undergroundprinting.com](mailto:jford@undergroundprinting.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 their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mark Bedics or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

### Award presentation

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

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

The recipient of the Elite 90 Award for 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 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 may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's SID with a copy of the photo.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

### In-venue presentation

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

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

#### Other in-venue recognition

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

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

The recipient of the Elite 90 Award for the 2024 NCAA National Collegiate Women's Gymnastics Championships, 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 of/or prior to the winner of the Elite 90 award being publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner's institution and to the NCAA 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. Cam Schuh will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

For more information on the Elite 90 award winners, log on to [NCAA.com/elite-90](https://www.ncaa.com/elite-90).

## 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 preliminary-round competition the same experience, **mementos will NOT be permitted at preliminary rounds.**

### Nationals

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA 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 five non-athletes. Individuals - One to two individuals - each participant plus two non-athletes; three or more individuals - each participant plus three non-athletes.

## Section 4 • Commercialism/Contributors

### SPACE REQUIREMENTS

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

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

### PREMIUMS GUIDELINES

Competition Venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 120 days prior to the first NCAA championship related event. The NCAA will then 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) 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.

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### NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with 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, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

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

## NCAA TRADEMARKS

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

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

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

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

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

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

### **Identification of commercially named venues on NCAA materials**

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

### **NCAA logo use by commercially named venues**

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

The following conditions apply to this NCAA logo use:

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

### **NCAA trademarked protection language:**

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ali Narracci at [anarracci@ncaa.org](mailto:anarracci@ncaa.org) or 317-917-6950.

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

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

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

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

**For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):**

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

**NCAA Licensed Trademarks:**

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

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

**Helpful Links:**

[The NCAA's Advertising and Promotional Standards](#)

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

## OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, [ncaa.org/championships/marketing/ncaa-official-licensee-list](http://ncaa.org/championships/marketing/ncaa-official-licensee-list).

## ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to

be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

# Section 5 • Competition Site Requirements/Diagrams

## COMPETITION SITE USE

The competition site must be exclusively available for setup, practice and competitive sessions throughout the competition. The placement of all auxiliary equipment (e.g., chairs, tables, corrals) 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 competition through the conclusion of the final session (i.e., Tuesday through Saturday OR Wednesday through Sunday). All space shall be available and the facility set up no later than Tuesday/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., Monday through Saturday). All space shall be available and the facility set up no later than Tuesday prior to practice day.

## CONCESSIONS

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

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

## DIAGRAMS/MAPS

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

## OFFICIALS SCORING TABLE

Provide seating at the head table for the following:

- **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.
- **Nationals.** The NCAA scoring director and assistant, head scorer, four assistant hand scorers, 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.
- 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.

## 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.

## 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.

**Athletic Training Room.** Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to, during and after the competition and practice sessions. Two separate athletic training rooms with all necessary modalities will be required at nationals 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.

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

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

**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’ Meeting Room.** 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.

For regionals: Designate a securer space for participants in the first session Wednesday/Thursday to store belongings after the third rotation so the locker rooms are ready for participants in the second session.

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

**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, POWERADE and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

**Workroom.** The media workroom should be equipped with an adequate number of work stations, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

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

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

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

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

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

**NCAA Committee Meeting Room.** The committee meeting room should be large enough to accommodate 10 people 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.

**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.

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

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

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

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

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

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

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

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

## PARKING

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

## SIGNAGE

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

- Team names for locker rooms.
- Signs to designate all rooms (media workroom, hospitality, athletic training, etc.).
- Directional signage (e.g., competition gym →).
- Award stand signage.
- March-in signage on sticks (Each of 12 team names).

## 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).

- 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 25 permitted in the team corral.
- 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.
- 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 6 • Credentials

## CREDENTIALS (SUBJECT TO CHANGE)

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 **Trae Straziscar** ([tstraziscar@ncaa.org](mailto:tstraziscar@ncaa.org)) at the NCAA national office. He will contact hosts with a due date. The NCAA media coordinator will work with the national host to determine specific credential needs.

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 information submitted via NCAA forms 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.

Individuals. A school with one to three individuals will receive credentials for those student-athletes plus an additional two non-athletes, plus one additional person.

Teams. Teams shall receive a total of 25 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 25. 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. The number of credentials issued will match the travel party number, plus one additional credential.

Team Physician. A medical credential may be issued to a team physician on request. 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 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 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 teams 25 individuals permitted in the corral. 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 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 warmup 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 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 for Venue Safety and Security located at [ncaa.org/sites/default/files/Best\\_Practices\\_for\\_Venue\\_Safety\\_and\\_Security.pdf?division=d2](https://ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2) when developing a safety and security program.

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

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

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

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

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. 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 • Drug Testing

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

Comprehensive drug testing details for hosts is located in the Championship Site Coordinator Manual [here](#).

### 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.*

# Section 9 • Equipment

## EQUIPMENT LIST

Equipment List. The tournament director at each host institution must verify by Jan. 6, 2024, 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. Regional hosts may borrow needed equipment from AAI but will be responsible for shipping costs.

The Women's Gymnastics Committee requires that host institutions provide all AAI equipment. Specific pieces of apparatus are required on the competitive floor (Appendix A). 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 or USA Gymnastics. 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 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 E. Washington St., 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 passes for official company personnel and two to three parking passes, as needed.
7. Equipment used in the regional and national championships must be available for purchase by member institutions Sept. 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).

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.
8. Signs or placards with athletes' names.

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, warmup 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, warmup periods and rotations. The host institution is subject to a financial fine if this policy is not followed.

**TELEPHONES/INTERNET ACCESS**

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.)** Wireless internet access should be made available for media and committee/staff working the championships.

**VIDEO SCREENS**

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

# Section 10 • 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% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in

honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 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 Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](#) ([ncaa.org/Student-Athlete Programs/Health and Safety](http://ncaa.org/Student-Athlete Programs/Health and Safety)).

## PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. 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 reimbursement through the [Travel Expense System \(TES\)](#) within 45 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

## SITE REPRESENTATIVES

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

## TRANSPORTATION

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

Local Transportation for Teams. The host institution can assist each team in arranging for local transportation. However, for team sports where ground transportation is paid for by the NCAA, the school MUST book through STM Driven. Please reference the NCAA travel policies at [ncaa.org/championships/travel/championships-travel-information](http://ncaa.org/championships/travel/championships-travel-information).

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

## Section 11 • Health & Safety Considerations

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

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

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

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.

### **Ambulance Service**

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

### **Coaches, Officials, Event Staff and Spectators**

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

### **Medical Staff Credentials and Access**

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

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

### **Portable Immersion Tubs**

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

# Section 12 • Hydration Program

## POWERADE

### Equipment Information

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

### Cups and Water Bottles

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

### Hydration Program

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

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

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

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

### Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions on any of this information, contact Jennifer Mervar (317-917-6238; [jdmervar@ncaa.org](mailto:jdmervar@ncaa.org)).

### Preliminary-Round Sites NOT Receiving POWERADE-Branded Equipment and Product

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

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, 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 POWERADE, as referenced above, must be absent of any commercial marks.

If you have any questions regarding any of this information, please contact the NCAA championship manager.

# Section 13 • In-Venue and Branding

## 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.

## 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 – Senior Producer  
Van Wagner Sports & Entertainment, Inc.  
Cell: 574-807-5287  
Email: [bowen@vwbsn.com](mailto:bowen@vwbsn.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 14 • Insurance

If event is held on-campus:

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

If event is held off-campus:

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

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

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

# Section 15 • 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.
7. 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 Tuesday or Wednesday upon arrival and Thursday or 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 Tuesday not later than 1 p.m. and must attend practice sessions and the administrative meeting to review judging issues. Coaches may inspect equipment Tuesday during the designated time.

## FEES

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

## MEET REFEREE - REGIONALS AND NATIONALS

Meet referee is required to be on site during the designated practice day and day of rest to be available to coaches and staff for questions or comments.

## 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.

### 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 INDIVIDUALS 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 low bar during open stretch, this individual must ensure the bar is safely and correctly replaced. AAI personnel will perform this function at nationals.

### MEETINGS (VIRTUAL MEETINGS)

**Regionals.** The tournament director shall schedule a virtual judges meeting 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.

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

Schedule a virtual judges meeting 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 at 866-821-8547, or [ncaachampstvl@shortstravel.com](mailto:ncaachampstvl@shortstravel.com). The NCAA will not be responsible for payment of airline tickets purchased through other sources. Judges who use ground transportation to the host site will be reimbursed round-trip mileage from their home to the site (but not including local mileage while at the site).

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.

## Section 16 • Lodging

### **NCAA Predetermined Preliminary-Round Competitions and Predetermined Championships**

For all NCAA predetermined preliminary-round competition and predetermined championships, On Location, acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). The contracted hotel properties shall be within 30 miles (30 minutes) 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-athlete(s). Teams must stay at an NCAA contracted hotel unless otherwise noted. Hosts are no longer required to secure the rooms. On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

The participating institution may use the rooms for persons accompanying the official traveling party.

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.

### **MINIMUM NUMBER OF ROOMS**

On Location will 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. If possible, a suite or upgraded room will be reserved for each head coach.

*For regionals*, rooms will also be reserved for the judges (17) and NCAA site representative (1), but in a separate hotel from the participants.

*For nationals*, the NCAA and its partner, On Location, 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 REPRESENTATIVE 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, On Location shall make reservations for the participating institutions and advise them of the arrangements. 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.

**On Location shall secure a hotel and the corresponding number of rooms to accommodate both teams and individual competitors. 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.

# Section 17 • 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 by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

## MARKETING PLAN

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

## MARKETING COLLATERAL

**NCAA Marketing Portal.** The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The [NCAA Marketing Portal](#) can be accessed at [NCAACHampPromotion.com](https://ncaachampspromotions.com).

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

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

Customizable artwork templates and marketing resources available on the NCAA Marketing Portal include, but are not limited to:

- PRINT
  - Poster
  - Flyer

- Print Ad
- Table Tent
- DIGITAL
  - Email blast
  - Banner
  - Social Media Graphics
- OUTDOOR
  - Billboard
  - Banner
- RESOURCES
  - Marketing Best Practices
  - Social Media Guidelines
  - Special Artwork Requests

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

All requests 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 Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

\*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 Marketing Portal.

**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.

## SOCIAL MEDIA GUIDELINES

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

## APPLICABLE MARKETING BYLAWS

### NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions

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

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

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

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

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

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

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

## Section 18 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility 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, administrator and tournament attendee.

**Note that health and safety protocols related to preparedness, response and protocols might have an effect on the media services detailed below, with any changes provided to all hosts in advance of each championship.**

### BROADCASTING/INTERNET

Please log on to [NCAA.com/media](https://www.ncaa.com/media) for information regarding broadcast/internet rights.

### CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [NCAA.org](https://www.ncaa.org) - [ncaa.org/championships/statistics/ncaa-records-books](https://www.ncaa.org/championships/statistics/ncaa-records-books).

### CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites. **PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers ([jrodgers@ncaa.org](mailto:jrodgers@ncaa.org)) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](https://www.ncaa.com/credentialterms), should also be visible at credential pickup.

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

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce an event management and an all-access pass).
- Media – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credential to allow them to specific places such as the truck compound.

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

### CREDENTIAL QUALIFICATION AND ACCEPTANCE

**Final-Round Site** - Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to [NCAA.com/media](https://www.ncaa.com/media), which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) Credential system training sessions will be conducted. The system will notify via email all media members who apply for credentials whether their request has been approved or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

Preliminary-Round Site – Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

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

### CREDENTIAL BOARDS

The NCAA will provide credential boards to all final sites. These are to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

### FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

The host institution shall provide complete statistics of all NCAA championships competition.

### FLIP CARDS

Flip cards should be provided to all media members for easy reference to participating team information, where applicable. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.

### INTERNET POLICY

The NCAA website, [NCAA.com](https://www.ncaa.com), serves as the official online resource for NCAA championships.

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

#### Internet Live Statistics

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

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

Once it is determined that neither the NCAA nor 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](mailto:nflannery@ncaa.org)).

## MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site and/or if media guides and postseason information should be uploaded to the NCAA box library. If wanting to provide a printed version, the media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

## MEDIA ACCOMMODATIONS

**Hotel.** If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact/link at the hotel whom they can call or link to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

**Meals.** Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

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

**Media Workroom.** If necessary, a media workroom should be designated at each site, where media members can file stories following competition. The workroom should provide an adequate amount of media seating, electrical outlets, complimentary wireless internet access and a pool of high-speed internet lines, if possible. Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

## NEWS FILM AND MINI-CAMS

Please visit [NCAA.com/media](http://NCAA.com/media) for updated information related to television, video and ENG policies.

## OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff. In most cases, the media coordinator should designate the reporter from the Associated Press or the local newspaper as the pool reporter. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets (if applicable) distributed prior to competition.

When a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant, a rules interpretation is requested or there is a clock or timing issue, the pool reporter shall accompany the NCAA staff representatives to the officials' locker room to receive an interpretation in order to enhance the media's understanding of the activities that occurred. Interpretations are not given if the situation in question is a judgment call. Prior to entering the officials' locker room, the pool reporter shall go to the interview room or media workroom to speak to other media members and compile a list of questions to ask the involved official.

The host media coordinator, who will prepare the statement, will distribute the information to the media after it is reviewed and approved by an NCAA staff representative. Any statement involving an official's interpretation can be read by the news conference moderator in the interview room while the statement is being distributed.

If the involved official does not elect to speak to the pool reporter, the referee will decide whether the referee or the standby official will provide the interpretation on behalf of the officiating crew. The interpretation shall apply exclusively to the specific situation and will only be used to provide an interpretation of a rule.

## PERSONNEL

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

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

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall – Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator – Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (i.e., website, email, social media).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

### NEWS CONFERENCES - NATIONALS (SUBJECT TO CHANGE)

1. The host institution is responsible for setting up in the arena an area for the working press, if space allows. 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 Trae Straziscar ([tstraziscar@ncaa.org](mailto:tstraziscar@ncaa.org)) 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, which should be conducted virtually. A press room should be set up accordingly and media can participate virtually, but may not be in the press room.
    - (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 either 10 minutes after the conclusion of the competition or immediately following 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. 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.
3. Moderator. The media coordinator shall identify a moderator for each news conference who shall keep the conference moving on schedule.
4. 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.
5. Student-Athletes and Coach. The sports information director representing each participant shall escort the coach and student-athletes to the interview area.
6. 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.
7. “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.

## PHOTOGRAPHER/VIDEOGRAPHER (SUBJECT TO CHANGE)

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 upon requesting a credential. Photo sales on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special rate 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."*

For internal member institution use, please contact Clarkson-Creative at [info@ncaaphotos.com](mailto: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. For all other uses, please contact Andy Krause ([Andrew.Krause@gettyimages.com](mailto:Andrew.Krause@gettyimages.com)).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit [on.ncaa.com/NCAAonGetty](http://on.ncaa.com/NCAAonGetty).

For additional questions regarding championship photography, please contact Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org); 317-917-6222).

### 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.

### PROGRAMS

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

LEARFIELD will be responsible for all program production, including editorial content, layout and design, advertising and printing. Championship media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen ([clerrinda.queen@learfield.com](mailto:clerrinda.queen@learfield.com)).

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

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

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

## RADIO/INTERNET AUDIO COVERAGE

Radio broadcast rights and made for internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to [NCAA.com/media](https://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/content/audio-policies-0](https://www.ncaa.com/content/audio-policies-0).

## SCOUT VIDEO COORDINATOR

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

## SEAT ASSIGNMENTS

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

## 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.

## STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, [NCAA.com](https://www.ncaa.com), with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to [NCAA-Editorial@warnermedia.com](mailto:NCAA-Editorial@warnermedia.com). Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

### TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to “Team Content Policy” link at [NCAA.com/media-center/broadcast-services](http://NCAA.com/media-center/broadcast-services).

### INTERNET

Complimentary 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.

### TELEVISION

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison, media coordinator or member of the broadcast staff. 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 [NCAA.com/media](http://NCAA.com/media).

### LIVE SCORING/STREAMING

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live stream or statistics of the event. The NCAA will contact the host sports information director to verify connections and feeds prior to each round to be hosted. A host planning to do either live stats or streaming must show all rotations, not just those involving the host team.

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

Apply for NCAA internet streaming rights online at [NCAA.com/rights-request](http://NCAA.com/rights-request). Questions about Internet streaming can be directed to Nate Flannery (317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

For additional broadcasting and media information visit: [NCAA.com/media](http://NCAA.com/media).

### NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

NCAA Championship hosts/LOCs can build their own championship microsite to house information about local events, restaurants, volunteer info, etc.

*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: [NCAA.com/Travel](https://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: [NCAA.com/newsletter-signup](https://www.ncaa.com/newsletter-signup)

## LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at [ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true](https://ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true).

## COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

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

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

A complete list of NCAA trademarks and trademark protection can be found 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](https://www.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.

### LOCAL CONTRIBUTOR RECOGNITION

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

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

### MICROSITE EXAMPLES

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

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

### NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: [on.ncaa.com/SocialAccounts](https://on.ncaa.com/SocialAccounts)

#### Host Promotion of Championships

A lot of 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 through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, 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 account 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 methods, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships associate director of social media, [cdion@ncaa.org](mailto:cdion@ncaa.org).

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

#### Top 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.** 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](mailto:cdion@ncaa.org), or send ideas or news to the general box, [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

# Section 19 • Meet Management

## COMPETITION DATES/TIMES

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

## COMPETITION INFORMATION

For information relative to seeding of teams, qualification scores, draws, team groupings, order of competition within a group, warmup procedures, competition order, awards and ties, please refer to the 2023-24 National Collegiate Women's Gymnastics Championships Pre-Championships Manual and 2024 National Collegiate Women's Gymnastics Participant Manual posted on the host information site.

## COMPETITION ORDER

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

## DECORATING AND ADVERTISING

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

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

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

Directional Signs. Directional signs should be posted in all areas used by the participants and the media. Please use the signage templates provided by NCAA championship manager.

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

Table Banner (site specific for all rounds). The NCAA will provide one banner for the scoring table for regionals and one banner at the national site. 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 Jan. 6, 2024, 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. Regional hosts may borrow needed equipment from AAI but will be responsible for shipping costs.

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 or USA Gymnastics. 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 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 passes for official company personnel and two to three parking passes, as needed.
7. Equipment used in the regional and national championships must be available for purchase by member institutions Sept. 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).

**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.
8. Signs or placards with athletes' names.
9. The equivalent of a music stand on each event for student-athlete competitor numbers.

### 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, warmup 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, warmup 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/POWERADE EQUIPMENT (NATIONALS ONLY)**

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

If you have any questions regarding any of this information, please contact the NCAA championship manager.

## **DASANI/POWERADE EQUIPMENT (REGIONALS ONLY)**

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

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, 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 POWERADE, as referenced above, must be absent of any commercial marks.

## **MARCH-IN CEREMONY**

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

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

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

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

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

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

## MEETINGS

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

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

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

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

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

## PARTICIPANT INFORMATION

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

Participant Manual. In cooperation with the NCAA championship manager, the host shall prepare a Participant Manual. In early March, the NCAA championships manager will email the final PDF version of the Participant Manual to the hosts to distribute to teams upon selection.

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

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

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

## PRACTICE

At the championships, equipment should be set up 1½ hours prior to the first practice on the Wednesday before the competition. See Schedule of Events for all practice times.

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

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

# Section 20 • Meet Structure

## MEET STRUCTURE AND TIES (SUBJECT TO CHANGE)

1. **Regionals.** The top 36 teams based on national qualifying score will be selected for regional competition.

Nine teams, three all-around competitors and four individual specialists per event (all of whom are not on a qualifying team) will be assigned to one of four regions. The number of all-arounders and event specialists assigned to reach 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.

The first round will consist of two teams, the second round will consist of eight teams and individuals and the regional final will consist of four teams. At each regional, the top team in round one qualifies to round two; the top two teams in each session in round two qualify to round three; and the top two teams in round three qualify to the national championship. The top all-arounder and event specialist at each regional (who is not on an advancing team) qualify to the national championship in their respective event(s).

2. **Nationals.** The National Collegiate Women's Gymnastics Championships will consist of eight teams, four all-around competitors and 16 event specialists. Semifinals and individual competition will be conducted in two sessions on April 18. The top two teams from each semifinal will advance to the final competition April 20. The individual all-around and event champions (considering all competitors) will be awarded to the individuals with the top scores considering scores from both semifinal competitions. The team champion will be awarded to the team with the highest cumulative team score from the final competition.

## COMPETITOR NUMBERS (SUBJECT TO CHANGE)

Competitor numbers for regionals and nationals will be ordered and sent several weeks before the championships. There will be one competitor number sign for each gymnast for the entire weekend. Please be sure coaches collect all numbers at the end of competition to use at the next round. Also, be sure to compile a master list of the assignment of numbers to each competitor and plan to include the numbers with the coach's packets issued on their arrival. The number corresponding with the gymnast competing must be displayed on the stand at each event.

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

At selections for regionals and the announcement of national qualifiers, the next highest individual competitor in each event and the all-around will be named as an alternate. If a qualifier declines the invitation within the 24-hour period following the announcement of qualifiers, the alternate will be informed and given the opportunity to accept. The alternate must then accept within 24 hours of notification.

## COMPETITIVE ROTATIONS

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

## DRAW PROCEDURES FOR SEMIFINALS AND NATIONAL CHAMPIONSHIPS

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

## 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 (SUBJECT TO CHANGE)

1. Regionals and Day One of Nationals. Teams will be introduced in competitive order (vault, bars, beam, floor exercise). An intro video will be played for the first team and they will be introduced shortest to tallest (followed by the name of the head coach), followed by the all-around competitor, and then any event specialists assigned to rotate with the team. Once all individuals have been introduced, the team may proceed to the corral for their first event and may move around to stay warm while other teams 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). Teams will be introduced in competitive order (vault, bars, beam, floor exercise). An intro video will be played for the first team and they will be introduced shortest to tallest (followed by the name of the head coach), followed by the all-around competitor, and then any event specialists assigned to rotate with the team. Once all individuals have been introduced, the team may proceed to the corral for their first event and may move around to stay warm while other teams 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.

## CORRALS (SUBJECT TO CHANGE)

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.

If floor space allows, please set up a separate corral for AA/IES in the second round and semifinals.

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, if moving corrals is permitted.

## DESIGNATED VIEWING AREAS (SUBJECT TO CHANGE)

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 21 • 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 NCAA 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 (VIRTUAL MEETINGS)

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' Videoconference (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. Championships Organizational Meeting. A morning meeting the day prior to competition, to include the tournament director, NCAA site representative, meet referee, sports information director, promotions manager, facility manager and other host personnel should take place to review meet procedures virtually.
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 will be conducted at noon, Monday, April 1 or Tuesday, April 2.
  - b. The administrative meeting is to be held virtually.
  - 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. Judges. A virtual 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.
5. 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 (VIRTUAL MEETINGS)

The host institution is responsible for making arrangements for and scheduling the meetings outlined below, and for notifying the participants in the participant manual.

1. Participants' Videoconference (noon Eastern time, April 9). The tournament director shall conduct a videoconference 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 noon, Monday, April 15. Teams competing at the national championships are required to be represented at the administrative meetings, all practices, warmups 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 Thursday, April 18, 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 22 • 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](mailto: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 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% commission fee for providing these services. The 20% commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20% commission fee:

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. 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. Everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations.
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.

- Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra 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 two business days of the conclusion of the event.
  - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
  - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

**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.**

## Section 23 • Neutrality

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

# Section 24 • Official Entry Form/ Participants Information

## ENTRY AND MARCH-IN FORM

**March 27 (noon).** Deadline—regional entry information due to NCAA championship manager. Deadline for qualifying institutions to decline invitation in writing to NCAA national office

**April 10 (noon).** Deadline—national entry information due to the NCAA championship manager. Deadline for qualifying institutions to decline invitation in writing to NCAA national office

## 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 [ncaa.org](http://ncaa.org).

*IMPORTANT: A copy of the participant manual must be sent via email to the NCAA championship manager, for approval by Feb. 19.*

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 link to 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 25 • Practices

The committee believes it is important to adhere to the following practice and warmup schedules and procedures to establish consistency for coaches and gymnasts. The practice and warmup 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.

After a 20-minute stretch and two-minute transition, each rotation will be 17 minutes plus two minutes for transition between events. There will be no pausing of the timer on bars to make adjustments; bar changes must be made within the time allotted. Each team or group will begin the warmup session on the same event on which it begins the competitive rotation and will follow Olympic order. **TEAMS ARE NOT PERMITTED TO WARM UP MORE THAN EIGHT INDIVIDUALS.**

For all events, individual event specialists and all-arounders must be interwoven in the team's warmup rotation starting after the first turn. For example, team rotation followed by individual event specialist and repeat.

Teams will not rotate until 17 minutes expires, regardless of early finishes.

**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

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

### OPEN PRACTICE - NATIONALS

Practices held the day before the competition shall NOT 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

Generally, teams will use the matting surrounding their first event for open stretch. In regionals round two and nationals semifinals, individuals may share the floor with the team starting on the floor regardless of their first event. In regionals round one, both teams will be permitted to warm up on each half of the floor. In regionals final round and nationals final, the team that starts on vault will be permitted to warm up on half of the floor exercise. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. There are no restrictions on flight or inverted skills for the duration of the open stretch.

**Practice Day (Nationals).** Teams will use the matting surrounding their first event on practice day for open stretch. Individuals may share the floor with the team starting on the floor regardless of their first event. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. There are no restrictions on flight or inverted skills for the duration of the open stretch.

**Day of Rest (Regionals/Nationals).** Teams will have the option for open stretch, if a team is not going to attend, they must notify the host (Regional/National) on the participant call. Twenty-minute open stretch on the floor exercise (as stated in NCAA pre-championships manual) and 25-minute visualization (as stated in the NCAA rules modifications). Visualization may be done on the competition area or in the stands by any gymnast. Matting surrounding each event (including FX itself and V runway only) may be used for visualization, provided the equipment itself is not mounted or used for gymnastics-specific or inverted skills. After the 20-minute open stretch, make the following announcement:

“Open stretch is complete. The 25-minute visualization period begins now. You may sit or stand on the competition floor, the vault runway, the mats surrounding each event, or in the stands for visualization. You may not mount any equipment and you may not perform gymnastics skills in any area. All athletes, please remove yourselves from the floor exercise and provide room for visualization.”

**Competition Day.** Teams will use the matting surrounding their first event for open stretch. In regionals round two and nationals semifinals, individuals may share the floor with the team starting on the floor regardless of their first event. In regionals round one, both teams will be permitted to warm up on each half the floor. In regionals round three and nationals final the team that starts on vault will be permitted to warm up on half of the floor exercise. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. There are no restrictions on flight or inverted skills for the duration of the open stretch.

### WARMUP SCHEDULE - REGIONALS (SUBJECT TO CHANGE)

#### DAY PRIOR TO COMPETITION.

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

#### DAY OF COMPETITION.

1. After the open stretch and two-minute transition, each rotation will be 15 minutes (17 minutes with individual competition) plus two minutes for transition between events. There will be no pausing of the timer on bars to make adjustments; bar changes must be made within the time allotted. Each team or group will begin the warmup session on the same event on which it begins the competitive rotation and will follow Olympic order. TEAMS ARE NOT PERMITTED TO WARM UP MORE THAN EIGHT INDIVIDUALS.

For all events, individual event specialists and all-arounders must be interwoven in the team's warmup rotation starting after the first turn. For example, team rotation followed by individual event specialist and repeat.

Teams will not rotate until time expires, regardless of early finishes.

During NCAA postseason competition, as competitors arrive at each event for competition there will be a 4:00 touch warmup 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 warmup time and all warmups 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 procession 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 warmup 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 warmup prohibits a team from completing its warmup, the team will be given the time that is “owed” (e.g., if an injury occurs five minutes into the warmup, the team will be given the remaining 10 minutes) at the end of the warmup period.

If an injury or equipment failure occurs and competition is halted for 20 minutes or more, a 30-second touch warmup 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 warmup.*

2. The regional schedule and timing sheet will be shared separately.

## PRACTICE AND WARMUP - NATIONALS (SUBJECT TO CHANGE)

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

### Tuesday, April 16

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.

### Wednesday, April 17

Two practice sessions will be conducted jointly for the teams, all-arounders and individual event specialists (approximately 11 a.m. and 1:30 p.m. local time). 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. 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.

## WARMUP PROCEDURE FOR COMPETITION (SUBJECT TO CHANGE)

NEW FOR 2024: At both semifinal rounds of the national championships, the open stretch will occur in the back-of-house gym on surfaces similar to that of the competition area.

- After the open stretch and two-minute transition, each rotation will be 15 minutes (17 minutes with individual competitors) plus two minutes for transition between events. There will be no pausing of the timer on bars to make adjustments; bar changes must be made within the time allotted. Each team or group will begin the warmup session on the same event on which it begins the competitive rotation and will follow Olympic order. TEAMS ARE NOT PERMITTED TO WARM UP MORE THAN EIGHT INDIVIDUALS.

For all events, individual event specialists and all-arounders must be interwoven in the team's warmup rotation starting after the first turn. For example, team rotation followed by individual event specialist and repeat.

Teams will not rotate until time expires, regardless of early finishes.

- During NCAA postseason competition, as competitors arrive at each event for competition there will be a 4:00 touch warmup 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 warmup time and all warmups 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.]

Please refer to the national participant manual for specific timing of warmups in the semifinals and final. The internal/operational schedule of events will also be shared separately.

## Section 26 • Programs

This championship will feature an online program. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of LEARFIELD before, during and after the event.

### CONTENT/EDITORIAL

#### LEARFIELD Responsibilities

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

#### Host Responsibilities

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

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

### SUPPLEMENTAL HANDOUTS

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

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

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


### PROGRAM VENDING AND COMPLIMENTARY PROGRAMS

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

#### LEARFIELD Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Will 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 LEARFIELD.
- Within one week post-championship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

**Host Responsibilities**

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Return a signed vending agreement to LEARFIELD prior to the event.
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted number of complimentary programs as specified below:
  - Regionals - 316 for participants; 30 for media/other. 
  - Nationals - 200 for participants; 60 for media/other.
- Meet the "Program Vending Standards" (listed below) to receive 20% commission of the net program sales.
- After meeting the "Program Vending Standards," LEARFIELD will pay the vendor 20% commission of net sales. The vendor is to keep the commissions earned and cut a check to Learned IMG College for the amount due listed on the LEARFIELD provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by LEARFIELD, after the event within the time frame specified in the vending agreement

**Program Vending Standards**

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

This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.

- Below are a few best practices for vending programs:
  - Designate individuals to sell programs and pay them a commission for each program they sell; or
  - Recruit volunteers to sell programs as a fundraiser for their non-profit organization and pay them commission for each program they sell.

If you have any questions, please feel free to contact your NCAA administrator or Clerrinda Queen ([clerrinda.queen@learfieldimgcollege.com](mailto:clerrinda.queen@learfieldimgcollege.com)) at Learfield IMG College.

## Section 27 • Safety and Security

The NCAA has established a Safety and Security Advisory Group 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 for Venue Safety and Security](#) when developing a safety and security program.

The suggestions outlined in the 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.

**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 28 • Scoring Procedures

## SCORE VERIFICATION PROCEDURES - REGIONALS

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

## SCORE VERIFICATION PROCEDURES - NATIONALS

See the [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. Championships 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 AND INQUIRY

The video review and inquiry process will mimic the process used in the regular season. Please refer to Section 7 of the NCAA Women's Gymnastics Rules Modifications and Meet Procedures for more details. For regionals, it must be communicated how that footage can be used for video review. If that footage is not available, coaches must rely on footage they have captured.

The NCAA contracts DVSPORT to provide video review services for nationals

## Section 29 • Sustainability

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

# Section 30 • Ticketing

## TICKET POLICIES/OPERATIONS

1. **Ticket Design/Printing.** If championship tickets must be printed, the NCAA will manage the design and printing of the 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.
2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent 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.

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.

*Ticket prices will be proposed by the host and mutually agreed upon by the NCAA.*

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

Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

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

3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. 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.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

## 5. Suites.

- a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.
- b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.
- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

## 6. LOC/Host Ticket Policies.

- c. **Allocation.** For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- d. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen or misdirected tickets.

## 7. Competition Venue Responsibilities.

- e. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- f. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

- e. **Participating Institutions' Tickets.** The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.
- f. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.
- g. **Final Ticket Database.** Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post-event purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

### **2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

The NCAA's standard ticket back language is posted online at [NCAA.com/ticket-terms](https://www.ncaa.com/ticket-terms).

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

### **TEAM ALLOCATIONS (SUBJECT TO CHANGE)**

#### ***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. The number of tickets allocated to each institution will vary depending on the seating capacity restrictions at each venue. NCAA will work with each host to determine ticket allotments for each participating institution and individuals selected.
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 (SUBJECT TO CHANGE)**

<b>2024 National Collegiate Women's Gymnastics Championships</b> <b>2,070 SEATS/TICKET ALLOCATION BREAKDOWN</b>	
<b>GROUP</b>	<b>TICKETS</b>
NCAA	50 tickets
NCAA Partners	50 tickets
Trade	50 tickets
FW Sports Commission	50 tickets
Conferences	50 tickets
Teams	150 per team, plus 50 extra per team upon request
IES/AA Individual	8 per individual, 10 individuals per session (Thursday sessions only)
Medical/Drug-testing	50 tickets (25 each for 2 teams)
Bands	50 tickets (25 each for 2 teams)
Non-participating team seating	150 all-session

**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 150 tickets per team and eight tickets for each AA/IES competitor. 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.

# Section 31 • Transportation

## **PARTICIPATING INSTITUTIONS (NATIONALS)**

All NCAA championship travel information is located [here](#).

## **PARKING**

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

# Section 32 • Volunteers

## GOAL AND RECRUITMENT

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

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

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

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

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

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

## WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship (Appendix D). 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)

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 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 2¼ inches square.

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

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

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

# Appendixes

## Contents

Appendix A • NCAA Women's Gymnastics Rules Modifications and Meet Procedures .....	87
Appendix B • Lineup Form .....	115
Appendix C • Equipment List .....	116
Appendix D • Volunteer Waiver Form .....	120
Appendix E • Marketing Plan Template .....	122
Appendix F • Microsite Guidelines .....	127

**Appendix A • NCAA Women's Gymnastics Rules  
Modifications and Meet Procedures**



***GYMNASTICS***

***Rules  
Modification Document***

**2023-24  
Updated Sept. 1, 2023**

Contents

GENERAL INFORMATION

Modification 1 - Rules Overview ..... 1

EVENT SPECIFIC MODIFICATIONS

Modification 2 - Vault ..... 3

Modification 3 - Uneven Bars..... 4

Modification 4 - Balance Beam ..... 6

Modification 5 - Floor Exercise.....10

Modification 6 - Equipment Specifications and Penalties ..... 12

    Uniforms ..... 13

    Jewelry ..... 13

    Unsportsmanlike conduct ..... 13

    Open Scoring, Start Value, Scoring Range and Inquiries.....14

Modification 7 - Video Review Process.....15

APPENDIXES

I – Vault Value Chart.....16

II – Code of Ethics for Coaches..... 17

III – Standards/Duties of Judges .....18

IV – Regular Season Meet Procedures .....20

## WOMEN'S GYMNASTICS

## Official NCAA Women's Gymnastics Rules Modifications

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

*NCAA Women's Gymnastics, Rules Interpreter*

**Janette Doucette**

Phone: 850-420-4879

Email: [wgym.ncaa.rules@outlook.com](mailto:wgym.ncaa.rules@outlook.com)

**Reminder:** The USAG Women's Development Program Code of Points can be purchased at [www.usagym.org](http://www.usagym.org)

**NCAA Women's Gymnastics Committee, chair**

**Guard Young**

Head Gymnastics Coach

Brigham Young University

**NCAA Championships Administrator**

**Jennifer Mervar**

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## 2023 - 2024 NCAA RULES MODIFICATIONS

\* CHANGES ARE IN BOLD AND SHADED

\*\* CLARIFICATIONS ARE IN BOLD

\*\*\* REMINDERS UNDERLINED \*\*\*

### 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 USAG level 10 rules as of November 1, 2023 (11/1/23).  
 Note: If the value of a USAG element on events other than vaulting is raised after November 1, 2023 (11/1/23), the value will be effective immediately. If an element value is lowered after November 1, 2023 (11/1/23), 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 Guideline for submitting vaults not listed on the NCAA Vault Chart. Institutions must submit the vault(s) with a video and description of the vault(s) to the WCGA Board of Directors to receive a start value.
- 1.4 To have a new element evaluation that is not found in the USAG Code of Points a document must be submitted in writing to the respective Regional Technical Committee Chairperson or Regional Development Program Committee Chairperson in order to be evaluated for Value-Part Credit.
- 1.5 All rules and guidelines for execution deductions, as applied to the USAG level 10 rules, will be used with the following collegiate modifications:
  - a. 9.4 Start Value on Uneven Bars, Balance Beam and Floor Exercise.  
 NCAA is eligible to earn bonus points for both Connection Value (CV) and "D/E" Bonus, with a minimum of +0.10 "D/E" and a minimum of +0.10 for CV. The remaining +0.40 may be earned by "D/E" Bonus or CV. The maximum Start Value is 10.00.
  - b. There will be a .10 deduction for competing out of order (taken from team score). Coaches may change their line-up order prior to the event beginning (flag raised by Head Judge for first competitor in the competition line-up). Once the event has started, coaches may remove and substitute an athlete in the identical line-up position.
  - c. Choice of elements "up to the competitive level" (UTL) will now be defined for each event.

## WOMEN'S GYMNASTICS

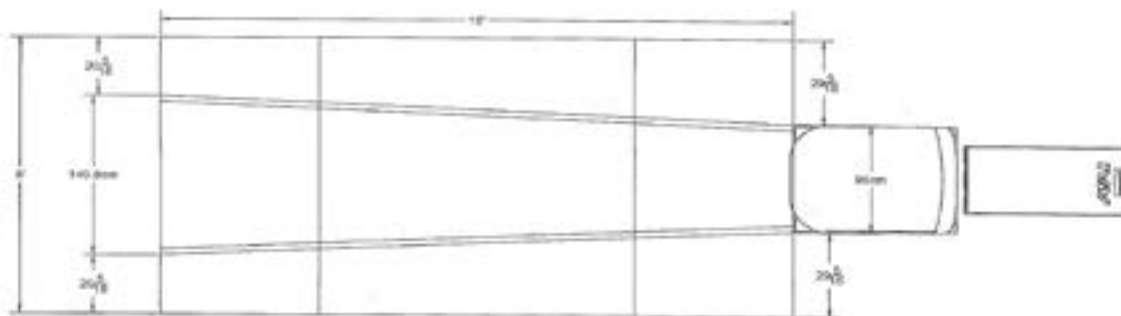
## General Information / 1 – Rules Overview

- d. The “up to the competitive level” (UTL) deduction will be standardized at a flat .10.
  - e. When an injury occurs, the judges, coaches and athletic trainer may add additional time (up to two (2) minutes) to assess the injury if deemed necessary. If an athlete is deemed able to resume their routine, the 45 second fall time for that routine will begin after the injury assessment has concluded.
- 1.6 Technical Verbal cues by a coach to their own gymnast (Applied after one warning is given) will incur a -.20 deduction.
- 1.7 On Vault, Uneven Bars and Balance Beam - Failure to hold finishing position for 1 second = an additional -.05.**

## EVENT SPECIFIC MODIFICATIONS

### 2 – VAULT

- 2.1 For all NCAA competition, the USAG Bonus Rule IS NOT in effect for vault competition.
- 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 a 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.
- 2.8 Lines shall be added in a funnel shape (FIG) on the landing mat with the following dimensions:
- Width of the landing corridor at the table site: 95 cm.
  - Width of the landing corridor at the end of the bi-fold 4-inch mat: 138 cm.
  - Act as a visual guide for officials regarding the current direction deduction (up to 0.30).
  - Lines should be screened or taped onto 20 cm or bi-fold 4-inch landing mat. Any accessory matting placed on top of the mat would be marked with a chalk line (sting, 4-inch or 8-inch mat).



### 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.

- Minimum of two (2) bar changes.
- Two (2) flight elements, minimum of two (2) different C's OR a D and B (not to include dismount).
- One (1) element with longitudinal axis (LA) turn, minimum of C (not to include mount and dismount).

Note: The USAG Compositional deduction of "Insufficient Change of Direction" DOES NOT APPLY to NCAA.

- C dismount. If the following modification occurs: C dismount immediately preceded by same two (2) A or B elements = 0.10 deduction (not 0.20).

#### 3.2 UNEVEN BAR SPECIFIC COMPOSITIONAL DEDUCTIONS.

- Lack of variety in choice of elements and/or connection..... flat .05

Consider:

- Overuse of one group of elements.
- Overuse of specific element or variation of that element.
- Overuse of same element for connections.
- Elements of highest value connected primarily to elements of lowest value.

- Insufficient distribution of elements ..... flat .05

Consider:

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

- More than one squat/stoop on LB with/without sole circle to grasp high bar each .10

- EXCEPTION: Following fall from UB, gymnast is allowed to perform cast squat/pike-on to resume the routine without receiving 0.10 deduction.
- Once a gymnast has performed a planned squat/stoop-on, only additional planned squat/stoop ons would be subject to the 0.10 each deduction.

- Uncharacteristic elements..... each .10

Examples:

- Squat on LB bar and ½ turn on feet to grasp high bar.
- Swing forward on HB, place feet on LB to stand with or without ½ turn unless followed by a circling move.

- ¾ giant circle forward with/without grip change..... each flat .10

Note: This is not considered an element and will break a connection.

- Choice of elements not up to the competitive level (UTL) ..... flat .10

- Choice of elements "up to the competitive level" (UTL) will be defined by the following basic standards:
  - A single bar release with a minimum of "D" value
  - OR a release element valued as an "E"
  - OR minimum of two (2) "D" releases
  - OR minimum of two (2) "E" level elements (excluding dismounts).

2. Exercise must have minimum of a “D” dismount or “C” dismount with connection value.

### 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
All elements that include a 1/1 (360 degree) turn completed on one arm after handstand phase in the descent phase (Healy technique)		
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
8.301	From HB, Toe on Front Pike ½ Twist	D
8.301	From HB, Back Stalder Front Tuck or Pike ½ Twist	D
8.301	From HB, Clear Support Front Tuck or Pike ½ Twist	D
8.303	Flyaway Double Full Twist	D
8.307	Front Flyaway 1 ½ Twist	D
8.307	Front Flyaway 2/1 Twist	E
8.404	Double Tuck Flyaway ½ Twist	E
Value of the Stalder		
	– Stalder (forward or backward), straddled, to handstand with or without a ½ turn	D
	– Stalder (forward), straddled, to handstand with a 1/1 turn	E

### 3.4 DIFFICULTY BONUS.

Any E release element or Single Bar D release element will receive an additional +0.10 bonus D/E (Difficulty Bonus)

## 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 (1) element must be a minimum of C with/without hand support (this may include mount)
  - OR an “A” non-flight element from Group 7 walkovers and cartwheels connected to an E acro element (example: back walkover + back tucked full twisting salto).
  - The acro series requirement may not be connected to the dismount and must stop on the beam.
- b. Dance/Dance OR Dance/Acro *series* with a minimum of two (2) elements. The dance element must be valued a C or higher and the *SERIES* may not be connected to the dismount.
- c. A leap or jump requiring 180° split (this may be part of the dance series or acro/dance series).
- d. Minimum of 360° turn from Group 3 (no hand support permitted).
- e. Minimum of C dismount.

### 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
    2. Missing a forward/sideward Acro element with a minimum of “A” value..... flat .10

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

    - Must be from Group 1-Mounts, 6-Rolls, 7-Walkovers/cartwheels or 8-Saltos.
    - Round-off is considered a sideward element.
    - BHS  $\frac{1}{4}$  or  $\frac{3}{4}$  to handstand is considered a backward element.
    - A jump backward BHS with  $\frac{1}{2}$  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).
  - 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 of 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 element not “up to the competitive level” (UTL) ..... flat .10
- Choices of elements “up to the competitive level” (UTL) will be defined by the following basic standards:
    - o If a flight series is performed on the beam WITHOUT Connection Value (considered only those elements performed and stopped on the beam), then an additional D/E Acro element including mounts and dismounts OR E dance element, including mounts, is required. D/E Acro element directly connected to the dismount CANNOT fulfill the up to the level requirement.
- \* If an Acro Series is completed but not awarded CV due to a FALL, the UTL deduction will not be applied.

#### 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
2.404	2	Tourjete with ¼ turn	E
2.405	2	Switch side Leap with ¼ turn	E
3.401	3	Double turn on one foot	E
3.406	3	Double Wolf turn (Humphrey/Swartzentruber)	E
8.301	8	Salto forward take off from one or two legs to a sit (Puloin/Portocarrero)	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 STRETCHED with 1/1 twist off the side or end of beam (Mabrey in Lay-Out)	C B (tucked)
9.304	9	Salto forward tucked or stretched with a 1 ½ twist (off two feet) (Rudi)	D
9.306	9	Double Full Dismount	D

## WOMEN'S GYMNASTICS

## Event Specific Modifications / 4 – Balance Beam

Number	Group	Technique Clarification	Value
9.308	9	Gainer salto tucked or 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
9.408	9	Gainer salto backward stretched with 2/1 or 2 ½ (Khorkina) twist to side of beam	E

## 4.4 CONNECTION VALUE EXCEPTIONS.

- NO BONUS: 2 Acro Flight Element connection B+C Salto WILL NOT receive Connection bonus.
- B+D Acro Flight, BHS + Layout, stretched then pike down with feet together = +0.1 CV (not +0.2 CV)
- 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:

- BHS + Layout Step-out, B+D, receives +0.1 DV & NO CV (B+C)
  - Split Jump + Layout Step-out, B+D, receives +0.1 DV & +0.2 CV (B+D, not a BHS Series)
  - Round-off + Layout Step-out, B+D, receives +0.1 DV & +0.2 CV (B+D, not a BHS Series)
  - Aerial Walkover + BHS, D+B, receives +0.1 DV & NO CV (B+C)
  - Aerial Walkover + Back Tuck, D+C, receives +0.1 DV, + 0.2 CV
- Connection of at least 3 acro flight elements (excluding dismount connections) that includes a minimum of one C element will receive an additional +.1 CV.

Examples:

- BHS + BHS + Layout-Step-out, B+B+D receives +0.1 DV, +0.1 CV, & +0.1 additional
  - RO BHS Mount + BHS + Layout-Step-out, D+B+D, +0.2 DV, +0.2 CV & +0.1 additional
  - BHS + Layout Step-out + Layout Step-out, B+D+D, +0.1 DV, +0.2 CV & +0.1 additional
  - Aerial Walkover + BHS + BHS, D+B+B, +0.1 DV, +0.1 CV, & +0.1 additional
  - Aerial Walkover+ BHS + Layout Step-out, D+B+D, +0.2 DV, +0.2 CV & +0.1 additional
- B or higher acro element + C or higher valued dismount = + 0.1 CV (connection value).

Examples:

- Back handspring + 1 ½ dismount, B + C. +0.1 CV
- Roundoff + Double Back Dismount, B + E, +0.1 CV & +0.2 DV
- Front handspring + Gainer Layout Full dismount off the side, B + C, +0.1 CV

- f. C or higher dance element + C or higher valued dismount = + 0.1 CV (connection value).

Examples:

1. Switch Leap + Gainer Full *off the end* of the beam, C + D, +0.10 CV, +0.1 DV
2. Full Turn w/leg at horizontal + Gainer Layout Full of the side of the beam, C + C, +0.10 CV
3. Straddle ½ + Back 1 ½ Dismount. D + C, +0.1 CV, +0.1 DV

## 5 – FLOOR EXERCISE

5.1 An Acro Pass will be defined as one or more acro elements, one element must be a salto valued at a C or higher.

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

- One acrobatic pass with two (2) saltos (same or different), OR one acrobatic pass two (2) directly connected saltos. An acrobatic pass is defined as above in 5.1. Aerials are NOT considered saltos.
- Three (3) different saltos within the exercise.
- The salto performed as the last isolated salto or within the last salto connection must be minimum “C” and must be an acro pass.
- 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.

5.3 FLOOR SPECIFIC COMPOSITIONAL DEDUCTIONS.

- Lack of variety in choice of elements:
  - Lack of variety in dance elements:
    - Lack of Dance Bonus from Groups 1 or 2 (minimum of +0.1 **Dance** Connection Value or + 0.1 D/E **Dance** Bonus is required). . . . . flat .10
  - Lack of variety in choice of Acro elements.
    - Missing backward salto with a minimum of “A” value. . . . . flat .10
    - Missing forward/sideward salto with a minimum of “A” value. . . . . flat .10
- Insufficient distribution of elements . . . . . flat .05  
Consider:
  - Level of difficulty not maintained throughout the exercise.
  - Most difficult elements placed in the same section of the exercise.
- Insufficient use of the floor area Spatially (floor pattern). . . . . flat .05
- Choice of elements not “up to the competitive level.” (UTL) . . . . . flat .10
  - For ALL routines:
    - One (1) E valued element (Acro or Dance).
    - OR Two (2) different D elements (one of which must be an Acro element).
    - An Acro dismount with a C (minimum) salto in bonus combination or a D (minimum) salto.
  - In addition, a two (2)-acro pass routine must include a minimum of a D element in one pass and a minimum of a D or +.20 CV in the other pass (may be in any order).
  - A 1-acro pass routine would not meet the UTL requirement.

#### 5.4 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

#1.305 Switch Side  $\frac{1}{2}$  and  $\frac{3}{4}$  = D

#### 5.5 CONNECTION BONUS

a. Turn + Jump:

- A turn on one (1) 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, hops, or repositioning of the foot).

Example: 2/1 turn + Popa, C + C = + 0.1 CV.

b. Bonus combination B+B must be two (2) different elements to receive +0.1.

Example: Front layout + front layout receives no connection bonus.

Example: Front layout + front layout  $\frac{1}{2}$  receives + 0.1 connection bonus.

c. C + C directly connected Acro elements = +0.3 Connection Value.

#### 5.6 DIFFICULTY BONUS.

Double flipping salto OR E Acro in the last pass would receive additional + 0.1 DV (Difficulty Value).

## 6 – EQUIPMENT SPECIFICATIONS AND PENALTIES

### 6.1 EQUIPMENT SPECIFICATIONS.

- 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 USAG; included as a reminder due to recent change]*
- c. Athletic tape or Velcro strips (NO CHALK) may be placed on the vault runway, provided that such markings are removed no later than the end of the rotation. 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).
- d. 1 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 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. If a plywood board is used under the springboard for mounting bars and beam, then it must be a 1/2" plywood board with a non-skid surface on both sides.
- i. A chalk arc line may be placed on the corners of the floor exercise mat.
- j. Floor Exercise Field of Play: 12m x 12m +/- 3cm. If using a taped line, measure from the outside of the line (39.4 1/2" x 39.4 1/2 +/- ').
- k. Balance Beam and Vault Table measures from the top of the beam and vault to floor (125cm +/- 1/4").
- l. A minimum of 15 1/2" matting must be available on the dismount end of the beam.
- m. It is allowable to mount off of a 4" mat on top of a sting mat on Uneven Bars and Balance Beam.

### 6.2 EQUIPMENT PENALTIES

- a. 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 NCAA Women's Gymnastics Committee. Note: A .20 deduction may be incurred for improper use of equipment.

- b. 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.
- c. **Failure to correctly apply the Vault landing lines on the top landing mat surface per 2.8 on page 5 of the Rules Modifications will incur a .20 Team deduction.**
- d. 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 correctly mark the mat will result in a .20 deduction taken off the **team score**. Tape may not be placed in the center of the floor exercise mat.
- e. Only one of the following mats: Stingmat, 4" Throw mat, may be used per tumbling pass/leap combination (i.e., a gymnast may not punch off one mat and land on another). EXCEPTION: Sting mats on the floor are allowed, but they count as two mats if stacked. There shall be no more than two mats on the floor.
- f. The minimum run distance that must be provided for mounts on uneven bars and balance beam during competition is 27 ½' from the base or leg of the respective apparatus. If more than 27 ½' of matting exists, the maximum run distance may be used. Exceeding the length of the provided manufactured matting will result in .20 deduction from the gymnast's score.

[Note: the host institution need not provide more than the minimum allowable which will be provided at NCAA regional and national competition.]

### 6.3 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. A student-athlete must wear a one-piece leotard and is allowed to wear any undergarments that are the same color of the leotard or are skin tone in color.
  - 2. 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.

### 6.4 JEWELRY.

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

### 6.5 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. Coaches, student-athletes and staff, which includes all staff, will use the same yellow card procedure. The yellow card is a warning (information provided to the head coach). If a second yellow card is issued, this will result in a .10 deduction from the

## WOMEN'S GYMNASTICS

## Event Specific Modifications / 6 – Equipment Specifications And Penalties

team score as a neutral deduction. If 2 different staff members receive a yellow card, the .10 deduction is incurred.

- b. The coach in violation may remain on the competition floor for safety purposes only (i.e., spotting, equipment adjustment).

#### 6.6 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. When using a six (6) judge panel on Uneven Bars and Vault, the judges shall not 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's score is 9.5 and Judge 2's 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 inquiries will be allowed throughout regular and postseason 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 during all NCAA competition.
- In the event that an inquiry response is unsatisfactory to the coach, a video may be used for the purpose of review under the following conditions:
- Each team is allowed one review per meet.
  - When an equipment failure may have occurred, the Meet Referee may use video (both real time or slow motion) to determine if, and when, the failure occurred and how to proceed.
  - An institutional team video or television production footage must be used for the review. The video may be taken from any vantage point.
  - All reviews must be specific to the performance or nonperformance of a particular Special Requirement VALUE PART, combination of elements, (UTL) or neutral deductions (i.e., out of bounds).
  - Reviews may not be used to evaluate a question of execution deductions or composition. These requests will result in a .10 deduction.
  - Reviews should be viewed in the speed that is to the advantage of the student-athlete. If necessary, video should be viewed in multiple speeds. Judges may use the zoom function if needed to see the video presented for review.
  - 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.
  - The coach requesting the review must provide a signed Video Review Form (VRF), 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.
  - 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 is successful, the INDIVIDUALS score will be adjusted accordingly and TEAM score if it is a counting score.
  - 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.
  - If a score is changed during an inquiry or video review, the skill or connection under review is subject to additional deductions for incompleteness or rhythm.
  - Decisions rendered by the judges' review panel are final and cannot be overturned.

## WOMEN'S GYMNASTICS

# APPENDIX I

## NCAA Vault Value Chart

Group 1 – Handsprings			
1.01	Handspring		8.80
1.02	Handspring	1/1 Twist off	9.20
1.03	Handspring	1 ½ Twist off	9.50
1.04	Handspring	2/1 Twist off	10.00
1.05	Handspring	2 ½ Twist off	10.00
1.06	Handspring	3/1 Twist off	10.00
1.07	Handspring	Tuck Salto	9.80
1.08	Handspring	Tuck Salto ½	9.95
1.09	Handspring	Tuck Salto 1/1	10.00
1.10	Handspring	Tuck Salto 1 ½	10.00
1.11	Handspring	Pike Salto	9.90
1.12	Handspring	Pike Salto ½	10.00
1.13	Handspring	Layout Salto	10.00
1.14	Handspring	Layout Salto ½	10.00
1.15	Handspring	Layout Salto 1/1	10.00
1.16	Handspring	Layout Salto 1 ½	10.00
1.17	Handspring	Layout Salto 2/1	10.00
1.18	Handspring	Double Salto - Tuck or Pike	10.00
1.19	½ on	1 ½ Twist off	9.50
1.20	½ on	2/1 Twist off	9.90
1.21	½ on	2 ½ Twist off	10.00
1.22	1/1 on	Handspring	9.60
1.23	1/1 on	½ Twist off	9.60
1.24	1/1 on	1/1 Twist off	9.80
1.25	1/1 on	1 ½ Twist off	10.00
1.26	1/1 on	2/1 Twist off	10.00
1.27	1/1 on	Tuck Salto	10.00
1.28	1/1 on	Pike Salto	10.00
1.29	1/1 on	Layout Salto	10.00
Group 2 – Tsukaharas (¼ to ½ on)			
2.01	Tsukahara	Repulsion off	8.80
2.02	Tsukahara	Tuck Salto	9.50
2.03	Tsukahara	Tuck Salto ½	9.80
2.04	Tsukahara	Tuck Salto 1/1	9.90
2.05	Tsukahara	Tuck Salto 1 ½	10.00
2.06	Tsukahara	Tuck Salto 2/1	10.00
2.07	Tsukahara	Pike Salto	9.60
2.08	Tsukahara	Pike Salto ½	9.90
2.09	Tsukahara	Layout Salto	9.80
2.10	Tsukahara	Layout Salto ½	10.00
2.11	Tsukahara	Layout Salto 1/1	10.00
2.12	Tsukahara	Layout Salto 1 ½	10.00
2.13	Tsukahara	Layout Salto 2/1	10.00
2.14	Tsukahara	Layout Salto 2 ½	10.00
2.15	Tsukahara	Double Salto - Tuck or Pike	10.00
Group 3 – Front Handspring onto Board Entry			
3.01	FHS (to board) Handspring	Handspring	8.80
3.02	FHS (to board) Handspring	Tuck Salto	9.90
3.03	FHS (to board) Handspring	Tuck Salto ½	10.00
3.04	FHS (to board) Handspring	Pike Salto	10.00
3.05	FHS (to board) Handspring	Pike Salto ½	10.00
3.06	FHS (to board) Handspring	1/1 Twist off	9.30
3.07	FHS (to board) Handspring	1 ½ Twist off	9.60
3.08	FHS (to board) Handspring	2/1 Twist off	10.00
3.09	FHS (to board) Tsukahara	Repulsion off	8.90
3.10	FHS (to board) Tsukahara	Tuck Salto	9.60
3.11	FHS (to board) Tsukahara	Tuck Salto ½	9.90
3.12	FHS (to board) Tsukahara	Tuck Salto 1/1	10.00
3.13	FHS (to board) Tsukahara	Tuck Salto 1 ½	10.00
3.14	FHS (to board) Tsukahara	Pike Salto	9.70
3.15	FHS (to board) Tsukahara	Layout Salto	9.90
3.16	FHS (to board) Tsukahara	Layout Salto ½	10.00
3.17	FHS (to board) Tsukahara	Layout Salto 1/1	10.00
3.18	FHS (to board) Tsukahara	Layout Salto 1 ½	10.00
3.19	FHS (to board) Tsukahara	Layout Salto 2/1	10.00
3.20	FHS (to board) Tsukahara	Layout Salto 2 ½	10.00
3.21	FHS (to board) Tsukahara	Double Salto - Tuck or Pike	10.00
Group 4 – Round-Off Entry			
4.01	RO, FF	Repulsion off	8.80
4.02	RO, FF	1/1 Twist off	9.20
4.03	RO, FF	1 ½ Twist off	9.50
4.04	RO, FF	2/1 Twist off	9.90
4.05	RO, FF	Tuck Salto	9.50
4.06	RO, FF	Tuck Salto ½	9.80
4.07	RO, FF	Tuck Salto 1/1	9.90
4.08	RO, FF	Tuck Salto 1 ½	10.00
4.09	RO, FF	Tuck Salto 2/1	10.00
4.10	RO, FF	Pike Salto	9.60
4.11	RO, FF	Pike Salto ½	9.90
4.12	RO, FF	Layout Salto	9.75
4.13	RO, FF	Layout Salto ½	9.95
4.14	RO, FF	Layout Salto 1/1	9.95
4.15	RO, FF	Layout Salto 1 ½	10.00
4.16	RO, FF	Layout Salto 2/1	10.00
4.17	RO, FF	Layout Salto 2 ½	10.00
4.18	RO, FF	Double Salto - Tuck or Pike	10.00
4.19	RO, FF ½	Repulsion off	8.80
4.20	RO, FF ½	1/1 Twist off	9.30
4.21	RO, FF ½	1 ½ Twist off	9.50
4.22	RO, FF ½	2/1 Twist off	10.00
4.23	RO, FF ½	Tuck Salto	9.95
4.24	RO, FF ½	Tuck Salto ½	10.00
4.25	RO, FF ½	Tuck Salto 1 ½	10.00
4.26	RO, FF ½	Pike Salto	10.00
4.27	RO, FF ½	Pike Salto ½	10.00
4.28	RO, FF ½	Layout Salto	10.00
4.29	RO, FF ½	Layout Salto ½	10.00
4.30	RO, FF 1/1 on	Repulsion off	8.80
4.31	RO, FF 1/1 on	1/1 Twist off	9.70
4.32	RO, FF 1/1 on	1 ½ Twist off	9.90
4.33	RO, FF 1/1 on	2/1 Twist off	9.90
4.34	RO, FF 1/1 on	Tuck Salto	9.95
4.35	RO, FF 1/1 on	Tuck Salto ½	10.00
4.36	RO, FF 1/1 on	Pike Salto	10.00
4.37	RO, FF 1/1 on	Layout Salto	10.00
4.38	RO, FF 1 ½ on	1/1 Twist off	10.00

## APPENDIX II

### Code of Ethics for Coaches

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1. It is the responsibility of each coach to ensure that all competition is conducted according to USA Gymnastics Women's Developmental Program 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 III

### Standards/Duties of Judges

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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 Women's Developmental Program 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 45 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" deduction 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.

## WOMEN'S GYMNASTICS

## APPENDIX IV

## 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.
  - a. Judges may be on the competition floor preparing for the meet during team introductions and four-minute touch.
  - b. 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.
  - c. Judges must be seated separately on the competition floor.
  - d. A copy of the NCAA Women's Gymnastics Rules Modifications shall be made available to all judges of regular-season meets.
  - e. One judge on each event must be designated as the chief judge.
  - f. One judge must be designated as the meet referee to respond to inquiries during the meet.
  - g. 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.
  - h. 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:
  - a. 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).
  - b. Institutions shall require a system (not necessarily a scoreboard) to post each team's running score updated after each routine during every competition.

- c. 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.
- d. Squad size is limited to a maximum of six gymnasts per event per team.
- e. 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.
- f. Timing requirements:
  - Beam routines and falls on beam and bars must be timed. There will be a 45-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.
  - Injury timing – refer to page 4, #1.5.e in Rules Modifications document.
- g. Open scoring is required. (See #1.g in the Judging section above.)
- h. 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.
- i. 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.
- j. 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.
- k. Judges must process all inquiries prior to the start of the next event.
- l. The number for vault must be flashed during regular-season meets.
- m. A maximum of six routine summary forms may be requested per competition.
- n. 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.
- o. An iPod must be available.
- p. 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. **Regular season Rules Modifications and Meet Procedures:** *The following governs only from the time the athletic training room opens for all teams at the competition venue the day of the competition to the conclusion of that competition.*

Gymnasts may not mount the equipment or use it for gymnastics-specific or inverted skills prior to the start of the 30-minute open stretch & warm-up period listed in #1a below (see #3 below for further clarification). Any event not used by a team during the allowable periods listed in #1a & #1b below may be used by any gymnast.

*All teams must make an effort to ensure the integrity of the competition by respecting the rules below and allowing all aspects of the warm-up and competition to move at a consistent and steady pace.*

1. **Prior to Competition:** The following periods must start at the same time and be provided for all teams prior to the start of competition:
  - a. A 30-minute open stretch & warm-up followed immediately by a 2-minute transition period
  - b. 15-minute event warm-up on each event in each team's competitive order, to be followed immediately by a 2-minute transition period for the first 3 event warm-up rotations
  - c. A 2-minute transition as listed in #1.a and #1.b. Gymnasts are allowed to use matting around the apparatus to stretch, invert and prepare as needed, however the apparatus must not be mounted or used for gymnastics skills during this time. On floor exercise, jumping, bouncing, running, stretching type of warm up activity is allowed however gymnastics skills are not allowed on the floor exercise apparatus. Gymnasts may use the vault runway to prepare for the warm up on vault.
  - d. At the conclusion of the march-in ceremony, a 2-minute transition will begin when teams arrive at their corrals or seating area.
  - e. A 4-minute touch warm-up immediately after the march-in ceremony and 2-minute transition, as specified in #1.d above, and prior to each team's initial competitive event.
2. **During Competition:** The following periods must start at the same time and be provided for all teams during competition:
  - a. A 2-minute transition at the conclusion of each remaining competitive event, to begin when the final competitor's initial score is flashed (to include exhibition competitors) or when teams arrive at the corral for podium style competition. Teams must transition immediately to their next event after the last score is flashed and allowable activity may be performed only at the next competitive event.
  - b. During the 2-minute transition, gymnasts are allowed to use matting around the apparatus to stretch, invert and prepare as needed for the 4-minute touch, however the apparatus must not be mounted or used for gymnastics skills during this time. On floor exercise, jumping, bouncing, running, stretching type of warm up activity is allowed; however, gymnastics skills are not allowed on the floor exercise apparatus. Gymnasts may use the vault runway to prepare for the 4-minute touch warm up on vault.

- c. A 4-minute touch warm-up immediately after the 2-minute transitions provided in #2.a above and prior to the start of competition on each remaining competitive event.
  - d. The start of time periods #1.a, #1.b, #1.d, #1.e, #2.a & #2.c must be announced by the competition's PA announcer.
3. **Visualization:** Visualization and/or stretching activities are allowed when the athletic training room opens for the event and may be done on the competition area by any gymnast prior to the 30-minute open stretch & warm-up period listed in #1.a. Matting surrounding each event (including FX itself & VT runway only) may be used for visualization, provided the equipment itself is not mounted or used for gymnastics-specific or inverted skills.
4. **Dual-Meet Format:**
- 1. 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.
  - 2. 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.
5. **Triangular-Meet Format:**
- 1. 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

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

2. 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.
6. **Quadrangular-Meet Structure.**
  1. 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

2. 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 USAG Women's Artistic Rules and Policies.*



## Women's Gymnastics Mods

NCAA is a trademark of the National Collegiate Athletic Association.

**Appendix B • Lineup Form****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. \_\_\_\_\_

## Appendix C • Equipment List

### Women's Gymnastics Equipment List

(5/24/2023)

#### V A U L T

Items provided by AAI

1	TAC/10 Vault Table (with hanging safety pad)
1	AC/10 Round-off-Pad, 36" x 54" x 13/8
1	Padded Vaulting Runway (1 3/8" x 3' x 84') – Demo Preferred
2	TAC/10 Board
1	Contoured Vault Safety Zone
1	Monopod Anchor Mat 20 cm or Vaulting Anchor Mat
1	FIG 8' x 15.5' x 20 cm V2 - Firm
1	FIG 4' x 8' x 20 cm V2 - Slab
1	Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam) – demo preferred
1	Throw Mat 8' x 15' x 4" folding – demo preferred (NCAA lines required)
1	8" Skill Cushion 5' x 10' non-slip
1	8" Skill Cushion 5' x 10' "Softy"
2	Sting Mat 6'.6" x 8" x 2"
1	TAC 10/Towel (minimum 12 towels)
1	TAC 10/Surface Cleaner
2	Step-in Chalk Holder w/ chalk
6	Score Flasher - 3 digit (panel judges and 1 needed for vault group) handheld
1	Score Flasher - 5 digit (chief judge) (4 digit for regionals)
1	100 ft. US Metal Tape Measure

Items provided by host

1	Collegiate Vault Value Chart (Knight Eady)
1	Start Value Flip Charts (Knight Eady)
1	Green Start Flag (Knight Eady)
6	Score Flasher - 3 digit (panel judges and 1 needed for vault group) handheld (Knight Eady)

## B A R S

Items provided by AAI

	Floor Plates or Free standing (Elite Uneven Bars Adapters if floor plates are not available)
1	UTB 844 Elite Uneven (with assist step; assist step optional at regionals)
2	Extra Graphite X Bar
2	FIG 8' X 15.5' x 20 cm V2 - Firm
2	FIG 8' x 12' x 20 cm V2 - Firm
1	FIG 5' x 7.5' x 20 cm V2 - Slab
1	Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam) – demo preferred
1	Sting Mat 6'.6" x 8" x 2"
1	8" Skill Cushion 5' x 10' "Softy"
1	Throw Mat 8' x 15' x 4" folding – demo preferred
1	TAC/10 Board
3	High Chalk Holder
Case	Block Chalk
6	Score Flasher - 3 digit (panel judges) handheld
1	Score Flasher - 5 digit (chief judge) (4 digit for regionals)
1	Scotch bright pad for scraping bars
2	Wire brushes
3	Spray water bottles

Items provided by host

8 total	Score Flasher - digit (panel judges) and handheld (TWU)
2	Stop Watches as backups to tablets (Knight Eady)
6	Start Value Flip Charts (Knight Eady)
1	2' x 4'x .5" plywood mounting boards w/ non-skid surface both sides no logos, only handles (TWU)
1	Green Start Flag (Knight Eady)
2	Wire brush backups (Knight Eady)
3	Spray water bottles backups (Knight Eady)

**B E A M**
**Items provided by AAI**

1	Elite Reflex Nonadj Beam
1 set	Elite Beam Leg Pads
1 set	Elite Beam Leg Filler Mat System
4	FIG 8' x 15.5' x 20 cm V4 – Firm (2 under and 1 on each end)
1	FIG 8' x 12' x 20 cm V2 - Firm
1	Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam or standard foam mesh bottom) – demo preferred
1	8" Skill Cushion 5' x 10' nonslip (nonslip backing optional at regionals)
1	Sting Mat 6'.6" x 8" x 2"
2	Throw Mat 8' x 15' x 4" folding – demo preferred
1	TAC/10 Board
1	Suede Beam Pad
2	Step-in Chalk Holder w/ chalk with carpet
1- regionals 2- nationals	12' panel mat for stretching/warm-up (1 mat at regionals/2 at nationals)

**Items provided by host**

1	Stop Watches (Knight Eady)
1	Start Value Flip Charts (Knight Eady)
1	2' x 4'x .5"plywood mounting boards w/ non-skid surface both sides no logos, only handles (TWU)
6	Score Flasher - 3 digit (panel judges) handheld (Knight Eady)
1	Green Start Flag (Knight Eady)

## F L O O R

Provided by AAI

1	Elite Floor Exercise System - 40' x 40' "Stratum" OR Power Elite Floor
2	Extra Floor Panel
1	American Elite Carpet - 45' x 45'
1	Foam Border (firm)
7 rolls	2" QuadLam Foam 6' x 42'
2	Sting Mat 6'.6" x 8" x 2"
2	Throw Mat 7' x 10' x 10 cm (anti-slip with Duel Density Foam or standard foam mesh bottom) – demo preferred
2	Step-in Chalk Holder w/ chalk
6^	Score Flasher - 3 digit (panel judges) handheld
1	Score Flasher - 5 digit (chief judge) (4 digit at regionals)
1	EZ Roll Corner Mats - set of 4 each
Case	Block Chalk
	Score Flasher - 5 digit (for finals) Extra Flasher Inserts
	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
	Additional Panel Mats - for stretching areas (4 areas)

Provided by host

	Stop Watches (3 backups) 7 total (Knight Eady)
8 total	Score Flasher - digit (panel judges) and handheld (TWU)

## Appendix D • Volunteer Waiver Form

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

Event: \_\_\_\_\_ (the "Event")

Participant's Name (Please print): \_\_\_\_\_ (the "Participant")

Participant's Age: \_\_\_\_\_

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

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

**Release and Waiver:** The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, \_\_\_\_\_

\_\_\_\_\_, or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

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

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

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

---

Signature of Participant

Date

---

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

Date

---

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

Date

## Appendix E • Marketing Plan Template



### 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:**

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

<b>Print Publications:</b>					
<b>Facebook Fans:</b>					
<b>Twitter Followers:</b>					
<b>Local Event Calendar Listings:</b>					
<b>Other:</b>					

**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.

	<b>Details (describe activation)</b>	<b>Timeline/Dates</b>
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:      \$

Total Marketing Budget:      \$

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

<b>Host Marketing Budget from Bid Specs Allocation:</b>	<b>Budgeted</b>	<b>Actual Cost</b>

<b>Trade</b> (List all trade and value below):		
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>

**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.		

Thank You!

## Appendix F • Microsite Guidelines



### 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 Dinning
- 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](http://www.NCAA.com/Travel).

### **Selections, Preliminary Rounds and Broadcast Schedule**

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

### **Email Sign Up**

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

### **Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at <https://ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true>.

### **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: <https://ncaaphotos.photoshelter.com/contact>
- 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](https://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.

### **Local Contributor Recognition**

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

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

### **Microsite Examples**

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

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