

HOST OPERATIONS 2026-27 MANUAL

National Collegiate Women's Gymnastics

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INTRODUCTION

Congratulations on being selected as a host for the 2027 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 I Board of Directors.

ROLE OF HOST INSTITUTION/CONFERENCE

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

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

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

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

The NCAA expects its championship host institution/conference to sustain a welcoming, safe and supportive culture. Hosts play a central role in maintaining an inclusive environment on-site at NCAA championship events.

2026-27 NCAA WOMEN'S GYMNASTICS COMMITTEE & NCAA STAFF

REGION 1 (CENTRAL)

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REGION 2 (NORTH CENTRAL)

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REGION 4 (SOUTH CENTRAL)

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REGION 4 (SOUTH CENTRAL)

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2027 DATES, SITES AND TOURNAMENT DIRECTORS	
Nationals Texas Woman's University/Knight Eady, hosts April 16-18, 2026 Dickies Arena	**Daniel Smith** Director of Events Knight Eady 101 12th St. South, Suite 100 Birmingham, Alabama 35233 Phone: 205-307-6660 Email: daniel@knighteady.com
Athens Regional University of Georgia March 31, April 1 and 3, 2027 Stageman Coliseum	**Ryann Powell** Associate Director of Event & Facility Operations 100 Smith St. Athens, Georgia 30602 Phone: 404-797-2140 Email: rpowell@sports.uga.edu
Denver Regional University of Denver March 31, April 1 and 3, 2027 Magness Arena	**Julie Campbell** Associate Athletic Director for Sports Medicine 2201 E. Asbury Ave. Denver, Colorado 80208 Phone: 303-871-3918 Email: julie.campbell@du.edu
Fayetteville Regional University of Arkansas, Fayetteville April 1, 2 and 4, 2027 Bud Walton Arena	**Julie Cain** Event Manager 1270 Nolan Richardson Drive Fayetteville, Arkansas 72701 Phone: 479-575-3134 Email: jcain@uark.edu
Raleigh Regional North Carolina State University April 1, 2 and 4, 2027 Reynolds Coliseum	**Adina Stock** Associate Athletic Director for Operations 2500 Warren Carroll Drive Raleigh, North Carolina 27695 Phone: 919-819-1834 Email: azstock@ncsu.edu

TOURNAMENT PERSONNEL

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

Tournament Director. The director of athletics shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament director is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration, and adherence to the policies outlined in the NCAA operations manual for hosts.

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

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

MEET COMMITTEE

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

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

CHECKLIST FOR TOURNAMENT DIRECTORS

Refer to the appropriate section of the National Collegiate Women's Gymnastics Host Operations Manual and the National Collegiate Women's Gymnastics Prechampionships 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. 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.

___ 3. At the conclusion of the event, the host institution may announce the teams that will be advancing to NATIONALS. A script will be provided to the hosts prior to the event. (REGIONALS only)

Coaches Packets

___ 1. Lineup forms (two). (Appendix A)

___ 2. Inquiry forms (NCAA Women's Gymnastics Rules Modifications).

___ 3. Schedule of events.

___ 4. Meet schedule (warmup, rotation and competition).

___ 5. March-in procedures.

- Meet personnel are requested to give a five-minute prompt to teams prior to reporting to the staging area.

___ 6. Credentials. (Provided by the NCAA)

___ 7. Arena diagram. Please include if the bars are on water weights or floor plates.

___ 8. Directions and telephone number for the nearest hospital.

___ 9. Assigned Judges with event assignments and region.

___ 10. Program - provide each member of an institution's travel party with one complimentary copy of the program. (NATIONALS only)

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** 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 14. (NATIONALS only)

___ 3. AAI Equipment: Review new annual NCAA required list of AAI Equipment. Verify check list of required equipment to NCAA by December. If missing required equipment, items must be secured from AAI by Feb. 1. It is the responsibility of the host to secure all required equipment and set it up. (REGIONALS only)

___ 4. AAI representatives will be on-site to assist with any equipment needs. Travel and lodging are not provided to these individuals. However, they are permitted to stay in the headquarters hotel at each site.

___ 5. Secure gymnasts (nonparticipating student-athletes or local club gymnasts) to "break in" the uneven bars prior to Thursday morning. (NATIONALS only)

___ 6. Provide four locker rooms (minimum) with showers (equitable) available (1 hour before open stretch starts). There also needs to be designated rooms/areas for the following: participant hospitality, male coach locker room/changing area, judges meeting room, NCAA committee meeting room (NATIONALS only) and media areas; workroom, hospitality and interview/press conference room.

___ 7. Provide an adequate number of tables, chairs for judges, meet personnel and participants at each event.

___ 8. Obtain enough scoring volunteers (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.

___ 9. At REGIONALS, provide mature and experienced individuals to work as score flashers. Provide start value flip charts (16 – four per event). Provide the vault value chart and post it on back of vault value flasher unit.

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

___ 10. 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.

___ 11. Arrange for the playing or singing of the national anthem prior to the start of each session of competition.

___ 12. Line Leaders and Signs: secure four (preferably experienced) individuals to work as Line Leaders every session. Line Leaders need to be trained on the rotation routes and educated on when they can begin rotating based on PA announcer and the 2-minute transition clock. Plan to fabricate four signs (after teams are assigned) with team name and the IES and AA's rotating with the team. Signs will also be needed for the final when only teams are competing, these need to only have the team names. Signs MUST be double-sided.

___ 13. Arrange for an athletic trainer and plan access to a physician and medical facility at each practice and competition session. Ambulance MUST be present at all practice and competition sessions. See **Section 11** for more details.

___ 14. 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.

___ 15. 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.

___ 16. Obtain the current version of the scoring program for NATIONALS. 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 before the start of REGIONALS.

___ 17. Chosen individuals will be on site to provide technical support for the scoring program. Travel, lodging and per diem shall be provided for these individuals. (NATIONALS only)

___ 18. 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 warmups.

___ 19. A mechanism for music streaming 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 options to connect the sound system to the team's digital playback devices to play Floor Exercise music. Provide a graphic equalizer. An individual knowledgeable about the sound equipment must be present for all practices, warmup and competition sessions.

___ 20. Develop a security plan for controlled access to the area of competition.

___ 21. Develop a system for displaying team and individual scores throughout the competition.

___ 22. Provide a printer or copy machine near the scoring table available for exclusive use by the scoring director.

___ 23. 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.

___ 24. For each practice, warmup 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).

___ 25. Build team corrals at each event (4). Corrals need to fit 30 people for team plus up to five for individuals (IES) (roughly 35 total). If space permits, add an extra auxiliary corral area for event specialists and all around competitors as well as their coaches.

___ 26. Plan to fit (if possible, space permitting) one 6'x12' folding panel mat next to each team corral for warmup. If space on the floor is limited, try to provide an area in a vom or up a tunnel for a few panel mats for stretching.

___ 27. Provide a minimum of 2 stationary bikes near the floor for athletes to keep warm.

___ 28. Develop plan for media photo boxes on the floor or in stands (space permitting). Will need to be taped/roped off for all competition sessions.

___ 29. Plan for a designated medical area on floor with access to a treatment table, emergency equipment and additional supplies

___ 30. Create Gymnastics Competition Floor CAD layout or drawing and send to NCAA for review by November.

___ 31. Review new competition floor presentation and cleaning guidelines in **Appendix E**.

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. Each team is permitted to provide one person to video all of their own routines for score inquiry and video review purposes. Provide an area at each event where a team representative can film their own routines.

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 area(s) designated by the host institution. For the videographer to film from the team corral, they will need to be included as part of a team's 30 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. 17). 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 George Nelson, chair of the Women's Gymnastics Committee, and the NCAA championship manager, John Baldwin, at the national office.

Forward a copy of the results of all championships competition to the attention of Trae Straziscar (**tstraziscar@ncaa.org**) 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 they leave the competition venue. (REGIONALS only)

___ 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. Ensure any video review issues are handled before having coaches sign the score sheet. Refer to the video review section in this manual for more details. (REGIONALS only)

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 25/30 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**) at the NCAA national office. He will contact hosts with a due date.

For 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 extra spring boards or other equipment between sessions. (NATIONALS only)

____ 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

Beer, wine, spirits and other alcoholic beverages (e.g. hard 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 and 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, nonalcoholic 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; this includes cigars.

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act (ADA), Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. Per NCAA policy, 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 and ancillary event sites will be in compliance as of the dates of the championship and ancillary events. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event or an ancillary event site 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 review the request.

Section 3 • Awards

CHAMPIONSHIP AWARDS

Awards Announcement - Regionals

A brief awards announcement should be made the last day of competition. The PA announcer may 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 21 individual awards (the official squad list of up to 16; 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 six 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 at **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.

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. Thursday, 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 94 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@unrivaledteamwear.com**) and Tyler Glines at Zephyr for hats (**tyler.glines@blue84.com**). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions (**dclendenin@ncaa.org**, 317-917-6496).

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION

The NCAA Elite Scholar-Athlete award was created to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The 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 school is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Olivia Baumhoer or another member of the NCAA communications staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager. The winner's name should not be released to the public until after the student-athlete is 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, the coach should not inform the student-athlete. Olivia Baumhoer 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 school the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff 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 student-athletes and fans at 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 Scholar Athlete 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 the winner's accomplishments. The presentation should be semiformal 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. In addition, 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 Scholar-Athlete 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 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.
>
> The recipient of the Elite Scholar-Athlete award for Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

In-Venue Presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite Scholar-Athlete 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 the individual is participating so that the school's fans are in attendance (video board and/or public address read recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, the student-athlete 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 at which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

If the Elite Scholar-Athlete 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 graphic. The championships manager (or champs engagement representative) 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 Scholar-Athlete, 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 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.

The recipient of the Elite Scholar-Athlete award for the 2027 NCAA National Collegiate Women's Gymnastics Championships, with a cumulative grade-point average of (GPA) in (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 Scholar-Athlete award being publicly recognized, the NCAA communication staff will send out a template of a standard press release to the sports information director of the winner's school 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 staff. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

The NCAA X account (formerly known as Twitter) will promote the winners after the on-site announcement has been made. Olivia Baumhoer 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.

- The host or NCAA championship manager should ensure a photo of the presentation is taken and emailed to **socialmedia@ncaa.org**.

For more information on the Elite Scholar-Athlete award winners, log on to **ncaa.org/what-we-do/awards/elite-scholar-athlete-award**.

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. All participation awards will be distributed at the site of the championship(s). Hosts should work with the championships manager on award logistics.

Section 4 • Championship Presentation/Fan Engagement

FAN FESTS

The NCAA has the first right to host a fan fest at any NCAA championship. If the NCAA does not opt to host a fan fest, the host institution/conference may consider hosting an ancillary entertainment activity for fans in conjunction with the championship. If another entity (e.g., convention and visitor's bureau) elects to stage such activities, they must be off venue property. Either of these options not hosted by the NCAA must follow the following policies:

- If hosted by the host institution/conference on venue property all plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- NCAA CC/P wants to activate at the championship, the hosting entity must allow them to participate.

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

NCAA MARKS

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 Branding. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Branding team prior to approval and production.

IN-VENUE ENTERTAINMENT

Video Board Content and PA Scripts

NCAA championship hosts are required to utilize NCAA provided PA scripts, runs-of-show and video board content. Host messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognitions and sponsorships. Any enhancements that you would like to propose for the event must be approved in advance by the championship manager.

The NCAA will provide video board content to sites that have such capabilities. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

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

Brandon Anthony – Senior Producer
Van Wagner
Telephone: 925-354-5721
Email: **banthony@vanwagner.com**

Break in Action Contests or Promotions

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged, excited, and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are shared below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA staff point person for approval.

Hosts should consider continuing regular season contests and promotions or creating new, unbiased or nonsponsored versions of these promotions to use during NCAA championships. Entertainment can also include local performance groups or youth scrimmages. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No connection or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from NCAA merchandise supplier) make good prizes for these contests as prizes with commercial recognition would not be permitted.

National Anthem Singers

Hosts are encouraged to explore their resources to bring in local, regional or even nationally-recognized individuals or groups to sing the national anthem (e.g., recording artists with strong local ties, military, local individuals, choir groups or bands). Guidelines and ideas for consideration are as follows:

- No bias toward or against any participating team (e.g., **performers should not wear the apparel of a participating team**).
- Performances should not come at a cost and will not be reimbursed by the NCAA.
- A brief description and "thank you" for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.
- Highly recommend a pre-event rehearsal with the performer(s) and others involved.

Enhanced Team Introductions

Examples of this could include using special music, smoke machines, flame units, on-field fireworks, team banners/flags, youth athletes holding hands with student-athletes as they are introduced, etc. Guidelines and ideas for consideration are as follows:

- Must be appropriate and in good taste
- Must fit safely within given time constraints with no chance of interfering with the competition
- No bias toward or against any participating team and should be equally executed for all participating teams
- Should be discussed with the NCAA point person in advance. Michael Gett, who leads the in-venue entertainment area for this championship, will have a Regionals call specific to this area prior to the championship.

Musical Entertainment

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pregame, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

Affiliated Award Recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite Scholar-Athlete award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness. Sponsored awards should not be incorporated without approval from an NCAA Corporate Relations staff member.

Military Involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, flyovers, parachute teams, precision drill teams, etc. Please work with the NCAA Corporate Relations and Game Presentation team to finalize military involvement, as some elements may be influenced by partnership agreements. *Please see Military Involvement below for full description and guidelines.*

MILITARY INVOLVEMENT

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pregame, during halftime or other breaks in the action. These performances have included, but are not limited to, national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, flyovers, parachute teams, precision drill teams, eagle releases, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person who would in turn discuss with the NCAA Corporate Relations and Game Presentation teams as some elements may be influenced by partnership agreements.

Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead team to coordinate.
- Host connections with local military bases will be most cost-effective in arranging military involvement
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band… and for all of the American military service personnel who they proudly represent.").
- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA Corporate Relations team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA point person if providing complimentary access to watch the championship before or after their presentation is appropriate and possible.
- When several military groups are in attendance and recognized during one game/session of a multiday championship, you may want to consider a theme night "Military Appreciation Day/Night." This should be discussed with your NCAA point person. Branding should also be involved if you do a theme night.

student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

COACHES' ASSOCIATION AWARD GUIDELINES

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches' association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship-related platforms should be explored by the NCAA to assist the coaches' association.
- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with their best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed.

Section 5 • 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. No 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, other than those from NCAA corporate champions and partners, are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

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

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

NCAA CORPORATE 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 TNT Sports 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 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 licensing program administered by The Collegiate Licensing Company (CLC). Inquiries should be directed to the NCAA licensing staff.

ALL uses of NCAA trademarks or logos must be submitted to the NCAA branding team via Nathan Arkins (**narkins@ncaa.org**) for approval prior to production or use. Please allow up to five days for response time.

Downloads of NCAA logos may be obtained through the NCAA Digital Library. If you need to register for a new account, please email **veritone@ncaa.org** and include your first/last name and email address. An account will be created, and you'll be prompted to update the password after you've successfully logged in for the first time.

NCAA Trademark Protection Language

NCAA trademarks benefit from consistent "source identification" to the public through basic legal language attributing ownership. The general guidelines outlined here are meant to clearly explain how to use the NCAA's trademarks. All uses of NCAA trademarks or logos must be submitted to the NCAA for approval. The current list of trademarks owned or licensed by the NCAA is available by contacting Ashley Murray at **amurray@ncaa.org** or 317-917-6349, or by visiting the NCAA website.

1. The NCAA's position on inclusion of ® and ™ marks is first use. To comply with legal requirements, a registered mark or trademark should be used on all NCAA IP on first reference. The "first reference" refers to the first time a specific word, term or phrase appears. This includes, but isn't limited to logos, authenticating lines or taglines. In any case, it is appropriate to reduce the size of the registered mark or trademark if it is egregious compared to other elements. The requirement is that the designation is legible.

2. Official trademarked names cannot be changed or abbreviated.

3. If the correct registration is used, no legal language is required.

4. In radio and television advertising, NCAA should only be pronounced as National Collegiate Athletic Association, N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.

5. 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: **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 all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics). All uses of NCAA logos must be submitted to the NCAA branding staff for approval.
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks, and you may only use the commercially named venue in text.
- 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 webpage that will be established and/or assigned by the NCAA Championship administrator to sell the NCAA tickets. All uses of NCAA logos must be submitted to the NCAA staff for approval. The following conditions apply to this NCAA logo use:

The following conditions apply to this NCAA logo use:

1. 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.
2. The one-time logo use is limited to the site's webpage or event-specific webpage.
3. The NCAA logo must be placed in a location on the venue's webpage 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 Broadcasting/CBS have graphic exclusivity in the use of NCAA logos and marks.
4. Logos of the venue's or the website's advertisers/sponsors may not be used on the home/event webpage.
5. 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.
6. ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

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 at Ashley Murray **amurray@ncaa.org** or 317-917-6349.

<u>For blue disc and/or secondary (word) mark, please use</u>:

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

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

- 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.

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

- 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

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.

For a list of NCAA licensees and official equipment suppliers, visit **NCAA Official Vendors, Suppliers and Licensees - ncaa.org**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view), 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. The NCAA must be notified within 60 days if any signage has changed after the site visit or before the championship. 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. Professional and collegiate 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. 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 NCAA 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 preexisting 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. **Official Stickers and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. **Fan Promotion Materials.** If facility approves, patrons are permitted to bring in small signs and non-noise-making items in accordance with NCAA and venue policies. Items may not include any (non-CCP) commercial identification.

i. **Digital Inventory.** 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 internal and 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 6 • 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 the day before teams are scheduled to arrive in the venue for REGIONALS and Tuesday 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 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, TV broadcast coordinator, TV timing coordinator and announcer.
- **Nationals.** The NCAA scoring director and assistant, head scorer, three assistant score verifiers, meet referee, alternate judge, Rules Interpreter, National Coordinator of Officials, 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 warm-up 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.

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.
- Postcompetition Interview Room. Most postcompetition 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. A staff member from the hosting institution should tape off designated photo areas in coordination with the tournament manager, TV and video boards representatives. 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 postcompetition 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 Setup. Appendix E is to be used as a guide based on what previous hosts have done and aligns with the rule modifications.

PARKING

There should be enough complimentary parking spaces adjacent to the arena for the committee, team personnel, judges, NCAA staff, media, AAI, scoring program personnel 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 signage.
- March-in signage on sticks-double sided (each of nine team names with room for the individuals).

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 25/30 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 7 • 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. The NCAA media coordinator will work with the national and regional hosts 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.

Teams. For REGIONALS, teams shall receive a total of 30 individual credentials, with a maximum 20 for competing student-athletes. If a team does not have 20 student-athletes, the remaining credentials may be allocated to other necessary institutional staff members or noncompeting student-athletes. For the videographer to film from the corral, see policy below. The athletic trainer shall be included as part of the 30. Only 20 athletes will be permitted for warmups and competition. Teams must submit an updated march-in list if any changes are made.

For NATIONALS ONLY, teams shall receive a total of 30 individual credentials for Thursday and 30 credentials for Saturday, with a maximum of 20 for competing student-athletes. If a team does not have 20 student-athletes, the remaining credentials may be allocated to other necessary institutional staff members or noncompeting student-athletes. For the videographer to film from the corral, see the policy below. The athletic trainer shall be included as part of the 30. 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.

For NATIONALS ONLY, teams advancing to the final day of competition will receive 20 additional color-assigned wristbands that will be distributed to an institutional administrator (not coaches or directors of operations) to distribute to 20 individuals of their choice that will be allowed on the arena floor should they win the national championship. The 20 additional individuals from the nonwinning team are prohibited from accessing the floor after the completion of the championship. Any member of the travel party or institution handing credentials to people in the stands will be removed from the venue. The committee reserves the right to cite a misconduct for that institution.

All-Around and Individual Event Qualifiers. The number of credentials issued will match the travel party number, plus two additional credentials.

For REGIONALS, the number of credentials issued will match the travel party number, plus two additional credentials.

For NATIONALS, where there is enough space to accommodate more people, the number of credentials will match the travel party number, plus three additional credentials.

For 2026, the official **NCAA Travel Party Policy** for individuals for REGIONALS is as follows:

- 1-3 individuals = a credential for each athlete and 2 nonathletes (coaches, ATs, managers, etc.) PLUS the 2 additional credentials listed above equaling a total of up to 4 nonathletes (coaches, ATs, managers, etc.).
- 4-6 individuals = a credential for each athlete and 3 nonathletes (coaches, ATs, managers, etc.) PLUS the 2 additional credentials listed above equaling a total of up to 5 nonathletes (coaches, ATs, managers, etc.).

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 (nontransferable) 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, they must be included as part of the teams 30 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 nonmedia 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 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 can be found at **NCAA Drug Testing Program - ncaa.org**.

Section 9 • Equipment

EQUIPMENT LIST

The tournament director at each host institution must verify by the December regional host call, that the required equipment has been secured for the competition. Review **Appendix B** for the NCAA required postseason equipment list. 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. 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.

REGIONAL hosts have the option of providing the AAI Elite Floor Exercise System - 40' x 40' "Stratum" OR the new Power Elite floor.

The Power Elite floor will be used at NATIONALS. Please confirm which floor you are using by Jan. 12.

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 Artistic Rules and Policies Operating Code (Level 10) 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. AAI will assign a representative to be in attendance at each site to ensure equipment is in proper functioning order and assist with any minor maintenance needed.

5. A representative of the NCAA Women's Gymnastics Committee for NATIONALS but a NCAA site representative for REGIONALS with 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.

   Each competition area should not overlap another competitive area. There should be enough room for mounting, dismounting and vaulting areas.

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).

9. The rules modifications contains additional equipment specifications and competition preparation details. Any updates/clarifications after publication of this document will also be available in the Rules Newsletter posted throughout the season on **NCAA Women's Gymnastics Rules of the Game**.

10. If your equipment or matting is branded with sponsor logos during the regular season, it is the expectation of the NCAA that all sponsor logos will be removed or covered for Regionals and Nationals.

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. A way to display the competing student-athletes name at the event.

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 a music-streaming device to be used plus backup systems and be sure it is synchronized with the sound system that will be used during competition. Floor exercise competition music will be provided by each team, with the host system providing options to connect the sound system to the team's digital playback devices. Playing floor exercise music via bluetooth is not allowed. 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. 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 inoffensive lyrics during march-in, warm-up periods and rotations. The host institution is subject to a financial fine if this policy is not followed.

TELEPHONES/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 a site has video boards, they must be used at the facility's expense. All video board content will be provided by the NCAA.

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 approval of financial reports but reserves the right to audit a site up to one year post championship.

Receipts, facility settlements, expense reimbursements and honorariums are subject to change until audits are reviewed and accepted by the NCAA.

If selected for audit, documentation may include (but is not limited to):

- Box office audit reports or sales summaries.
- Ticket purchase invoices/statements and unsold tickets.
- Contracts, invoices and timesheets supporting all expenses.
- General ledger, bank statements, check copies and reconciliations.
- Competition venue agreements and settlement statements.
- Any other documentation to support details reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

Hosts must retain all financial documentation for a minimum of one year post-event and ensure the ability to reconcile:

- Ticket audit totals.
- Reported revenue streams (tickets, fees, suites, etc.).
- All reimbursed expenses.

APPROVAL OF THE BUDGET

As part of the site-selection process, each prospective host must submit a proposed budget for NCAA approval. The budget must include all revenues and expenses associated with hosting the championship, including lodging for officials and site representatives, if applicable. Budgets must be submitted in accordance with the sport committee schedule and approved by the NCAA prior to the first date of competition. Hosts should make reasonable efforts to forecast ticket sales, as revenue, attendance, and operational scale directly impact allowable expenses and overall financial performance.

The host institution must adhere to all NCAA-approved budgeted expenses including (but not limited to) competition site rental, maintenance, insurance, ticketing operations, personnel (e.g., ushers, ticket sellers/takers, game staff), security, promotion, advertising, meetings, and medical services. Only actual, reasonable, and necessary expenses associated with championship operations are eligible for reimbursement. The NCAA reserves the right to determine expense eligibility; expenses deemed excessive, unsupported, or outside policy will not be reimbursed.

Reimbursement is limited to approved budget categories and amounts. Any expenses exceeding approved limits or outside approved categories are the responsibility of the host institution unless pre-approved in writing by the NCAA. Budget adjustments are permitted but must be submitted to and approved by the NCAA in advance of incurring the expense.

TAX RESPONSIBILITY

It is incumbent upon the host to understand and remit all necessary taxes related to the sale of championship tickets made by both the NCAA and the host at their given state and locality. The host institution shall coordinate with the NCAA regarding applicable admissions, sales, and use taxes, including identifying whether the NCAA's tax-exempt status applies in the host jurisdiction and communicating exemption requirements to vendors, where applicable. 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 a letter of attestation regarding 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

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expenses, within 60 days after the final date of competition at the site. An automated email will be generated notifying the host of the final, approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by the NCAA staff and receipt of the automated email noted above. Remittance should not be made until this automated email is received as edits could be made by NCAA staff that impact the final settlement amount.

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 supporting documentation (e.g., ticket audit reports, invoices, contracts, receipts) to substantiate each reported revenue and expense line item.

A financial report will not be considered complete until all required documentation is submitted, approved, and any amount due to the NCAA has been received. Institutions that fail to meet the 60-day reporting requirement 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). Honorarium penalty reductions are automatic and will be applied based on the date the complete and accurate financial report is received by the NCAA.

If the financial report results in the NCAA paying the host, the NCAA will make its best effort to reimburse the host within five business days of the report being approved by the NCAA 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).

PARTICIPANTS

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

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. For team sports eligible for reimbursable ground transportation, you must arrange ground transportation through Short's Travel. Individual sports eligible for reimbursable ground transportation receive mileage reimbursement in accordance with the travel policy.

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

All travel arrangements eligible for NCAA reimbursement must be booked in accordance with NCAA travel policies. Expenses incurred outside of these processes may not be reimbursable.

Hotel Room Block for Predetermined Sites. If at an NCAA predetermined championship site, On Location will assist with the management of those hotel room blocks.

NCAA Championship Travel Policies

Section 11 • Health and 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 nonexhaustive 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 Nonexertional 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.
7. Ambulance on site for all practices and competition sessions.

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

BODYARMOR (NATIONALS ONLY)

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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, BODYARMOR, Coca-Cola, Sprite).

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) 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 BODYARMOR equipment with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

If you have any questions regarding any of this information, please contact John Baldwin (317-917-6442; **jbaldwin@ncaa.org**).

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 14 • Judges

CONFIDENTIALITY

Participating teams will be advised of the judges assigned to their competition when they receive their coaches packet. This will be provided to hosts the week of the competition. The committee representatives will meet with the judges (separately from the administrative meeting) to review their responsibilities and distribute the NCAA patches.

The names of the officiating judges must be protected and removed from any publicly available material published in relation to NCAA competitions in order to avoid dissemination of their names, wherever possible. The judges' names may, however, be included in official documents behind the administration wall on the Road to Nationals website. Refer to Rules Mod 8.3.C.5 for more information on this.

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: 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, this usually occurs at the hotel but need to confirm.
4. Time and date(s) of competition.
5. Information on local transportation provided by the host, this includes airport 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.

EQUIPMENT CHECK

Regionals. The meet referee must be present to check equipment the day prior to teams arriving at the venue for practice, visualization or competition, 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. Preference would be to have non-working local judges in this position.

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).

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

Regionals. The tournament director shall schedule a judges meeting the day of the competition at least two hours before the published start time, this usually takes place at 9 a.m. local time at the headquarters hotel. 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 meeting at least two hours prior to the start of the competition. The committee will also be introduced during this meeting. An NCAA representative will be in attendance 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 are approved to fly to the site must make their travel arrangements through the NCAA travel service, Short's Travel at 866-821-8547, or **ncaachampstvl@shortstravel.com**. The NCAA will not be responsible for payment of airline tickets purchased through other sources. Judges who are required to 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 15 • Lodging

NCAA Predetermined Preliminary-Round Competitions and Predetermined Championships

For select NCAA predetermined preliminary-round competition and final sites, On Location acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). Hotels are expected to be located within 30-45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes, but no more than 60 minutes, may be considered by the sport committee. 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.

Participating institutions are expected to stay at the hotel assigned by the host and are responsible for confirming with the hotel the number of rooms they will require and the rooming lists. If an institution prefers to stay in another hotel, the institution must use the rooms for persons accompanying the official travel party or will be charged a financial penalty as follows:

1. If the event is one to three nights, the institution will be required to pay for one night.

2. If the event is four or more nights, the institution will be required to pay for two nights.

The participating institution is expected to pay the penalty to the impacted hotel prior departing from the locale.

MINIMUM NUMBER OF ROOMS

On Location will reserve a minimum of 20 nonsmoking 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), NCAA site representative (minimum one) and AAI equipment representative (one), 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 other working staff as needed. The NCAA will oversee the hotel rooming list for the championship. 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, unless otherwise noted in the hotel agreement. 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 predetermined, nonnegotiable 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 room charges as outlined above 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 16 • 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 backgrounds and life experiences.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results post-championship to share with your NCAA marketing contact.

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.

NCAA PROVIDED MATERIALS

- The NCAA will provide designated hosts creative/artwork including, but not limited to, print pieces, email blasts, digital banners and promotional signage. Hosts should NOT develop any marketing collateral on their own.
- The NCAA will also provide radio and video spots to selected hosts. Several formats will be provided to allow for use over a variety of platforms (e.g., websites, broadcast, in venue).
- Hosts that are not provided with artwork can create materials through the NCAA Marketing Portal. Materials include, but not limited to, mobile tickets, email blasts, digital banners, and promotional signage. Credentials will be emailed to the marketing and ticketing contacts listed on your bid form. Hosts should NOT develop any marketing collateral on their own.
- Predetermined hosts utilizing the NCAA Marketing Portal will also receive a radio and video spot in their Download Center. We encourage you to use these assets across your platforms.

SOCIAL MEDIA GUIDELINES

Hosts may use existing institutional, venue, destination, or local organizing committee social media accounts to promote NCAA championships. Key Requirements:

- Do not create championship-specific social media accounts.
- Use official NCAA social media handles and event hashtags.
- Use only NCAA-approved creative assets and branding.
- Sponsored content and corporate logo integration are not permitted.
- Hosts may share approved event coverage, fan experience content, and ancillary event content in accordance with NCAA media policies.
- All championship-related content must comply with NCAA branding and intellectual property guidelines.

PAID DIGITAL ADVERTISING GUIDELINES

Hosts may utilize paid digital advertising to support championship awareness and ticket sales, subject to NCAA review and approval.

Key Requirements:

- All paid campaigns, audience targeting plans, creative assets, media plans and landing pages require NCAA approval prior to launch.
- Only approved first-party audience data sources may be used.
- Campaigns must use NCAA-approved branding, logos, messaging and creative assets.
- Messaging should focus on the championship experience, fan engagement and ticket sales.
- Hosts may be required to provide campaign reporting and performance metrics.

WEBSITE GUIDELINES

The official NCAA championship website and ticketing platform serve as the primary sources for event information and ticket sales.

Key Requirements:

- Prominently link to the official NCAA championship website and ticketing site.
- Direct all ticket purchase traffic to official NCAA ticketing platforms.
- Use NCAA-provided creative assets and approved branding.
- Championship webpages should include event dates, venue information, ticket links, and fan resources.
- Championship-related website content must be submitted for NCAA review and approval prior to publication.
- Any championship microsite should support NCAA objectives and avoid duplicating official NCAA content.

DATA CAPTURE GUIDELINES

Hosts and Local Organizing Committees may support fan engagement and event operations while complying with NCAA data collection requirements.

Key Requirements:

- Volunteer recruitment information may be hosted locally.
- Championship-related fan data collection must occur through NCAA-owned platforms.
- Hosts should direct fans to NCAA-owned platforms for ticketing information, newsletters, contests, sweepstakes and promotional registrations.
- Hosts may not create independent databases or sign-up forms for championship updates, ticket sales or event communications without NCAA approval.
- Any fan data collection must include appropriate notice and consent requirements.

GENERAL NOTE

Hosts are responsible for complying with all NCAA branding, marketing, sponsorship, intellectual property and promotional policies. All championship-related marketing, advertising, website content, and promotional activities are subject to NCAA review and approval. Detailed guidelines and approval procedures will be provided directly to hosts following championship assignment.

Section 17 • 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.

The host media coordinator should become familiar with the NCAA media policies, which are outlined at **ncaa.com/media**. Media coordinators should work closely with the national office staff and the sports information directors of each participating team to provide smooth press operation at each site, both for the media and the coaches and student-athletes. The sports information director/media coordinator should make personal contact with key media in the area to try to generate features and/or columns prior to the competition, as well as interest television stations in the meet.

CHAMPIONSHIP MICROSITE GUIDELINES

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

Venue 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, including hours, pricing, etc.
- Venue security information.
- For email communication: **ncaa.com/newsletter-signup**

Travel and Transportation Information

It is permissible, and encouraged, to share travel information such as local hotel options, car rental, public transportation, etc., within the microsite for consumer knowledge. Links should direct away from the microsite and no mention of company names are to be included within the copy of the microsite.

EXAMPLE: "For hotel options within the {CITY NAME} area, please click here" (link can be to city tourism page or visitor's bureau, etc.).

Dining, Shopping and Local Attractions

The following topics are permissible and encouraged to house within your microsite, but must link away from the main page:

- Local fan gathering and entertainment locations.
- Shopping and dining options.
- Special attractions unique to the city.

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. The championship manager can provide this information.

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 national information about the competition that is covered by the NCAA. You should link back to the official NCAA championship page, when applicable. The championship manager can provide this information, as needed.

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.

Ticket Information

If ticket sales apply to the championship, please link away from the microsite to the official ticket landing page. If images of student-athletes are present on any of the microsite pages, please do not use verbiage that includes "ticket sales," "purchase your tickets" or anything alike, but rather use language such as "ticket information," "ticket details," etc., and link directly to the official ticket landing page from there. The ticket landing page should be free of student-athlete imagery, institutional markings and abide by NCAA championships guidelines. Those guidelines include the championship logo used for every icon listed, correct naming convention of the championship (Year, NCAA division sport championship – e.g., 2027 NCAA Division I Cross Country Championships) and use of NCAA hex code (#009CDE) for button and color scheme of ticketing site.

Copyrights, Photos, Licensing, Trademarks and Corporate Marks

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

- 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.
- 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.*

If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion, as needed.

Logo Usage

For official NCAA blue disk and championship logos, please submit a request to access the NCAA Digital Library to Nathan Arkins at **narkins@ncaa.org**.

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the specific championship. The official list of NCAA social media pages and hashtags is located at **ncaa.com/social**.

Local Contributor Recognition

The host can recognize their local contributors under the following guidelines:

- This page should be titled, "Local Contributors."
    - Do not use any other reference such as "sponsors" or "partners."
- Contributor name can be listed in text format only. No corporate logo usage is permitted.

- The NCAA logos should not be included within this specific page.
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA.

Examples

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

- University of Wisconsin / Division I Cross Country Championships: **app.bucky.uwbadgers.com/NCAA-Cross-Country-Page**
- Oklahoma City / Women's College World Series Microsite: **visitokc.com/wcws/**

NOTE: A reminder that the website should be clean of any and all corporate sponsor marks. Additionally, the information provided regarding local travel accommodations, restaurants, or the like must link away from the microsite completely. Final approval of the city-specific microsite will come from the NCAA event marketing, ticketing and/or branding team. Prior to the microsite URL going live, please share with the championship manager to begin the official approval process.

DISTRIBUTION OF INFORMATION

The SID/media coordinator should ensure that the media is included in the timely distribution of programs, heat sheets and results. A media guide should be provided to the media attending the championships.

INTERNET CONNECTIONS

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.

BROADCASTING/INTERNET

Please log on to **ncaa.com/media** for information regarding broadcasting/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at **ncaa.org/championships/statistics-and-records**.

CREDENTIALS

Regionals

Regional hosts are responsible for credentialing participants, host personnel, officials and media for the regional meets. **PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers (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**, should also be visible at credential pickup.

Finals

The NCAA will produce and send credentials and credential boards for the finals site. Credentials, credential boards and lanyards will be shipped to the host two to three weeks prior to the championships. Credentials for the participating teams should be included in team packets. Credentials should be provided to each participating team as follows:

- Any institution with individuals will receive one credential for each individual and one coach and one additional team personnel credential.
- Teams will receive one credential for each participating student-athlete (up to seven) and two additional credentials for coaches.
- Medical credentials should be requested through the host athletic trainer.
- Any additional coaches attending the championships will have to pay admission to the venue.

Media credential requests must be made online at **ncaa.com/media**.

Credential boards are to advise security personnel at the competition venue which credentials are allowed into which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Finals. Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to **ncaa.com/media**, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems). There will be training sessions for any SID who doesn't know how to use the system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding competition times, press conference schedules, credential pickup times and location, parking and any other pertinent information

**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 nontransferable 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 finals sites. These are for public display and to advise security personnel at the competition venue which credentials are allowed for access 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.

MEDIA HOSPITALITY

Media hospitality, if applicable, should be separate from all other hospitality areas. 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.

MEDIA PARKING

Media parking is desired at each site, and required at most. 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 WORK AREA

An area visible should be reserved to accommodate media. The area must have proper lighting, internet access and copiers/printers. Only individuals with media credentials should be allowed in the media work and hospitality areas.

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 by the NCAA Staff.

Pool reporters may request an officiating and/or rules interpretation via the NCAA committee and staff members on site, when a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant; if a rules interpretation is needed; or there is a clock/timing issue. Additionally, if a member of the respective sport committee deems it in the best interest of the championship for broadcast partners and members of the media to receive an interpretation pertaining to another specific situation, the officiating crew shall return to its locker room and conduct a conference call with the NCAA's national coordinator of officiating for interpretation. No one other than the game officials, members of the committee and the NCAA staff representatives assigned to the site are permitted in the locker room during this meeting.

Upon completion of the meeting and if competition is continuing at the host site, staff will communicate with the pool reporter and the sideline reporter from the broadcast entity (without camera or microphone) to share the officiating crew's interpretation to help enhance the public's understanding of what transpired.

The NCAA will issue a statement and will distribute it to its broadcast partners, on social media and to media covering tournament games at that site.

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 old. 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 for 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 championship games.
- 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 (NCAA box library, website, email, social media, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

PHOTOGRAPHY

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 or host staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential. Photo sales 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** 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 Maxx Wolfson (**maxx.wolfson@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**.

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

PHOTOGRAPHY AREA POLICY

The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests (i.e., placing remote camera on the backboard) must be approved in advance by NCAA staff or site representatives.

PRESS CONFERENCE/INTERVIEWS

Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.

RESULTS

A high-quality photo copier machine must be available at the course. Results should be posted at the venue near the protest area where all coaches can see them. Copies of the results from each race should be promptly delivered to announcers, committee members, officials and awards personnel (for finals).

SOCIAL MEDIA/BLOGGING POLICY

A credentialed media member may blog or provide updates via social media during any NCAA championship event, provided that such posts do not produce in any form a "real-time" description of the event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential.

LIVE STREAMING

For final sites of all nontelevised championships, ncaa.com will provide live streaming of the contest. For all other nontelevised rounds, the NCAA encourages all hosting institutions to provide a live webcast.

NOTE: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site.

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

EXPANDED CHAMPIONSHIP PHOTOGRAPHY COVERAGE

During the 2026-27 academic year, NCAA Photos (also known as Clarkson-Creative Photography or Clarkson), in coordination with the NCAA, will expand championship photography coverage across Division II Championships.

The objective of this initiative is to provide NCAA member institutions and conferences with greater access to high-quality championship photography at no cost. Expanded coverage is intended to increase the visibility and promotion of Division II and Division III championships while providing participating institutions and conferences with visual content for communications, social media and other institutional needs.

Photographs produced through this expanded coverage will be made available through the NCAA Photos website, where NCAA member institutions and conferences may access and download images at no cost. The website will serve as a centralized resource for championship photography.

ON-SITE COVERAGE AND ADDITIONAL PHOTOGRAPHERS

Host institutions are not required to provide a photographer when NCAA Photos is not on site.

NCAA or host staff may hire an additional photographer to cover other competition days or ancillary events. In those instances, each hired photographer must complete the photography services agreement.

CREDENTIALS AND PHOTO SALES

All photographers must agree to the NCAA Championship Photography Terms and Conditions when requesting a credential. Photo sales are strictly prohibited.

USE BY NCAA MEMBER INSTITUTIONS

Images made available through this initiative may be used only for official NCAA member institution athletic department and conference office websites, social media and publications. Other reproduction, distribution and/or display or print production is prohibited unless specified in writing.

Credit images, where a credit appears, as follows: ©Photographer's Name/NCAA Photos.

ALL OTHER USES

For use outside the rights listed above, contact Maxx Wolfson at **maxx.wolfson@gettyimages.com**.

Any entity other than an NCAA member institution seeking an NCAA championship event photo must license the image through Getty Images. **License NCAA championship photography through Getty Images**.

Section 18 • Meet Management

COMPETITION DATES/TIMES

The committee will approve all starting times and practice, warm-up and rotation schedules.

COMPETITION INFORMATION

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

COMPETITION ROTATION ORDER

All teams will select their competition rotation order based on their NQS ranking. The team with the highest NQS in each session will select their starting event, then so on and so on, until all four teams have chosen their starting event for each session. Competition rotation format will remain in Olympic order: vault, bars, beam and floor. After all teams have selected their starting event, the NCAA Women's Gymnastics Committee will add all IESs and AAs into the rotation order. Competition rotation selection will happen on tournament director's teleconferences. A team coach, administrator or designee must be present on the competition rotation selection teleconference to choose their starting event. In the event a team coach, administrator or designee is not present on the teleconference at the time of rotation selection that team forfeits their opportunity to choose and the team with the next highest NQS moves forward to select. The missing team will automatically be assigned to the last remaining event.

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 nonpermissible 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. 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.

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, teams will march-in and line up on the floor 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 following individuals and their head coach. The host institution should prepare signs with each competing team, to be used to by line leaders to lead the competitors.

Team intro videos will be played prior to each team marching in. The teams will be announced in Olympic order as they enter the arena along with the name of the head coach. At the end of each individual team, the individual athletes competing with each team will be announced along with their head coach. The host institution should prepare signs with each competing team, to be used to lead competitors.

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

MEETINGS

Mandatory Coaches Meeting (NATIONALS only). A mandatory prechampionships meeting for coaches of participating teams, individuals and games committee members will be held Tuesday night on the arena floor as an equipment check, review of the format, opening ceremonies, meet procedures and any other pertinent information.

The head coach must submit the Phonetic Pronunciation Sheet and Order of Competition forms at this meeting. Precompetition 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.

Rotation Selection Videoconference. Hosts will be responsible to coordinate a teleconference of advancing team coaches on visualization day for advancing teams to select their competition rotation order.

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. This manual will be finalized in early March and each host will receive a final PDF version to distribute to teams upon selection. Participant manuals (REGIONAL and FINALS) will also be posted on the Selection Information Page by the NCAA office staff.

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. Roughly eight to 10 chairs should be provided in the team corrals. Only competitors performing or preparing to perform (the next competitor) will be exempt. There should be four team corrals, one at each event, and each should be large enough to accommodate 30-35 people.

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 NATIONALS, equipment should be set up the day before the first practice 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 warm-up sessions. The venue should have a visible countdown clock to display the time left in each timed warm-up rotation.

Section 19 • Meet Structure

MEET STRUCTURE AND TIES (SUBJECT TO CHANGE)

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).

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 April 15. The top two teams from each semifinal will advance to the final competition April 17. 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.

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 prechampionships manual for competitive rotation information.

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 in the event of lineup changes. 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)

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 in march-in order (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.

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 in march-in order (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.

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 20 • 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

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 23).** 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. This can be done in person or 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 Eastern time, Monday, March 29, or Tuesday, March 30.

    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 meeting with the judges should be scheduled for one hour and fifteen minutes 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.

6. **Coaches Equipment Check (REGIONALS only).** An evening meeting the day prior to competition will occur to allow the coaches an opportunity to review all equipment on-site. The tournament director, NCAA site representative, meet referee and AAI Inc. representative will be in attendance to answer any questions or concerns that come up. Any changes to equipment will ultimately be at the discretion of the NCAA and women's gymnastics committee.

7. **Competition Rotation Selection.** All Teams will select their competition rotation order based on their NQS ranking. The team with the highest NQS in each session will select their starting event, then so on and so on, until all four teams have chosen their starting event for each session. Competition rotation format will remain in Olympic order; vault, bars, beam and floor. The competition rotation selection for round three will happen via teleconference on visualization day (Friday, April 2, or Saturday, April 3) at 9 a.m. local time. A team coach, administrator or designee must be present on the competition rotation selection teleconference to choose their starting event. In the event a team coach, administrator or designee is not present on the teleconference at the time of rotation selection that team forfeits their opportunity to choose and the team with the next highest NQS moves forward to select. The missing team will automatically be assigned to the last remaining event.

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 6).** 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 12. 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. **Mandatory Coaches Meeting.** A mandatory prechampionships meeting for coaches of participating teams, individuals and games committee members will be held Tuesday night on the arena floor as an equipment check and review of the format, opening ceremonies, meet procedures and any other pertinent information.

4. **Judges Meeting.** A judges meeting will be held the morning of Thursday, April 16, to review meet procedures, scoring system and other applicable matters.

5. **Competition Rotation Selection.** All Teams will select their competition rotation order based on their NQS ranking. The team with the highest NQS in each session will select their starting event, then so on and so on, until all four teams have chosen their starting event for each session. Competition rotation format will remain in Olympic order; vault, bars, beam and floor. The competition rotation selection for Finals will happen via teleconference on visualization day (Friday, April 16) at 9 a.m. local time. A team coach, administrator or designee must be present on the competition rotation selection teleconference to choose their starting event. In the event a team coach, administrator or designee is not present on the teleconference at the time of rotation selection that team forfeits their opportunity to choose and the team with the next highest NQS moves forward to select. The missing team will automatically be assigned to the last remaining event.

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 21 • Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 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. Nonnotification 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.

- Restocking 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 reorders 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.

DIVERSE SUPPLIERS

The NCAA encourages and requests local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary goods and services for awarded championships.

Section 22 • 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 precompetition or between-competition activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead "trains" through the stands).

Section 23 • Official Entry Form/ Participants Information

ENTRY AND MARCH-IN FORM

March 24 (noon). Deadline—REGIONAL entry information due to NCAA championship manager. Deadline for qualifying institutions to decline invitation in writing to NCAA national office

April 7 (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. The NCAA will send a manual template 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**.

IMPORTANT: A copy of the participant manual must be sent via email to the NCAA championship manager, for approval by Feb. 15.

The manual should include a reminder of the items with which each institution must comply to qualify (refer to prechampionships 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 24 • 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.

NEW FOR 2027: VISUALIZATION - REGIONALS

All regional participants will have a designated time for a walk through at the arena. Walk throughs are for visualizations only. Gymnasts may not touch or mount equipment, however they can be on the mats surrounding the equipment as well as on the floor. There is not a practice day at REGIONALS. All walk through times need to be assigned in advance by the tournament director. Times will be assigned in 20-minute intervals. Teams will get to choose their 20-minute window based on their NQS ranking beginning at 5 p.m. local time. IES & AAs will go during the team they are rotating with assigned time slot, if their rotating teams elects not to attend the walk through they must still be given an opportunity to attend a 20-minute window.

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 all rounds, the team that starts on vault will be permitted to warm up on half of or one-third of the floor exercise if desired. 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 only). 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. The team that starts on vault will be permitted to warm up on half of or one-third of the floor exercise if desired. There are no restrictions on flight or inverted skills for the duration of the open stretch.

Day of Rest (REGIONALS and 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 prechampionships 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 VT 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. The team that starts on vault will be permitted to warm up on half of or one-third of the floor exercise during all rounds, if desired. 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 an equipment check and visualizations 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 four-minute touch warmup on each event. At REGIONALS and NATIONALS, 30 seconds 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 REGIONALS and NATIONALS, 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 REGIONALS and NATIONALS, the two-minute transition will be announced, and adjustments may be made to extend the time, as necessary, for an orderly processional between events. *NOTE: During the competition, all participants and coaches must remain in uniform and on the competition floor (or in team seating) until the completion of the awards ceremony.*

   If an injury or equipment failure during the four-minute touch 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 warm-up 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 warm-up periods. Competitors' music will be permitted only during their rotation for floor exercise.

Tuesday, April 13

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 14

Two practice sessions will be conducted jointly for the teams, all-arounders and individual event specialists (approximately 11 a.m. and 2:30 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.

A team's/all-arounder's practice session will be based on its semifinal placement and starting event, that will be selected by team coaches and provided in a separate document by the NCAA. Rotation shall be by Olympic order and will follow the same schedule as for the actual competition.

WARMUP PROCEDURE - NATIONALS (SUBJECT TO CHANGE)

At both semifinal rounds of the NATIONAL championships,

1. 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 warm-up 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 warm-up 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.

2. During NCAA postseason competition, as competitors arrive at each event for competition there will be a four-minute touch warmup on each event. At REGIONALS and NATIONALS, 30 seconds 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 REGIONALS and NATIONALS, 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, teams will be lead to their next event corral, upon the line leader's arrival at the next event corral, the PA announcer will announce the beginning of the two-minute transition period. *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 25 • Programs

REGIONALS

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

All digital programs are available at **ncaa.com/gameprograms**.

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@learfield.com**).

PROMOTION

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

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

BEST PRACTICES

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

NATIONALS

Nationals will feature a printed program, which the NCAA and LEARFIELD Publishing have the exclusive right to distribute at the competition venue during the championships. 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@learfield.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 percent 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 request a vending agreement and from 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
- Will follow up after the event with a settlement sheet
- 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.
- Fill out a form for a 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.
- 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 percent commission of net sales. The vendor is to keep the commissions earned and cut a check to LEARFIELD for the amount due listed on the LEARFIELD provided settlement sheet within two weeks after the event.
- Fill out a form to create a settlement sheet provided by LEARFIELD, after the event within the time frame specified in the vending agreement.

PROGRAM VENDING STANDARDS

- Receive and take inventory (by counting the boxes and multiplying the number of programs per box) of the programs upon arrival. Notify LEARFIELD of any discrepancies in the quantity received or significant damages to any box of 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.
    - Encourage vendors to walk through the stands to sell programs during the event.

QUESTIONS

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

Section 26 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state and local partners who aid in maintaining safe events for all athletes, coaches, officials, fans and staff.

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 **Safety and Security Best Practices** when developing a safety and security Event Action Plan.

The suggestions outlined in the **Safety and Security Best Practices** 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 plan.

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 an all-hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources and support the NCAA championship event.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized sworn 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

GENERAL SECURITY GUIDELINES

Preparation. Competition site management is reminded of its responsibility to provide an environment that is safe and secure for all student-athletes, coaches, officials, and fans. This includes sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals. The championship manager and host institution staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. In the event of a critical incident, contact the NCAA championship manager immediately before making any decisions.

Resources. **Safety and Security Best Practices** is available for hosts to reference and use as needed in helping set up an Event Action Plan with appropriate partners.

Each host will be asked to provide the following:

1. Local authorities and critical incident response team contact information.
2. Review emergency protocol before the start of the event.
3. Identify chain of authority.
    a. Incident commander (second in command).
    b. Decision-making personnel/team.

4. Identify incident command center.
5. Identify incident communication plan.
6. Review evacuation plan – review plan with competition site manager.
7. Review emergency response plan for typical emergencies, severe weather, and potential criminal actions.
8. Connect with the closest protective security advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program **go here**.

Disruption. 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. Under no circumstances are student athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Interruption of Competition. The officials have the authority to interrupt the championships. 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 games committee. The committee should review the following procedures for interruption of competition:

- Head Table. Assure that the timing devices are operational and manual times are accurately recorded.
- Officials. Assure that the officials know the exact situation when competition was halted.
- Student-Athletes and Coaches. On instruction from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

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

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

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

Meeting. The committee chair, NCAA staff and meet management staff (facility manager, meet director and senior law-enforcement officer) should assemble immediately at a predetermined location 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. The event staff shall determine the revised schedule after consultation with the committee. If possible, the competition should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics, and required facility operations personnel. Also, the committee has the authority to reschedule the competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA rules.

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, postcompetition 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.

WEATHER

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution on a complimentary basis for all rounds of competition for outdoor championships. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place.

It is expected that the host institution will identify one or more tournament staff members who will have designated responsibility for weather monitoring. The site representative, host tournament staff and any other stakeholders should share relevant email and/or cell phone contact information to enable timely receipt of all weather updates. A severe weather response plan should be created and available for reference. The host or tournament director is encouraged to contact a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator manager with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule prior to before making or announcing any formal changes. ges.

Section 27 • Scoring Procedures

SCORE PROCEDURES

See the **Scoring Guidelines 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 (nonhost) 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 28 • Sustainability

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

Section 29 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Control of Ticket Sales.** NCAA shall control all ticket sales for the championship and may assign specific responsibilities to the local organizing committee (LOC), host institution or conference, and competition venue, as needed.

2. **Primary Ticket Sales.** All primary ticket sales will be managed by the NCAA through its agreements with AXS, Ticketmaster, Paciolan, and other authorized providers. The LOC/host and competition venue must fully cooperate with the NCAA's official ticketing vendors and partners (e.g., primary ticket sales system provider, official ticket and hospitality provider, official ticket exchange).

   The NCAA shall not be responsible for securing exemptions from any exclusive contracts held by the LOC/host, competition venue, or surrounding areas/facilities. Nor shall it be liable for any buyouts or other actions required to obtain such exemptions.

   Unless specifically granted an exception, the NCAA requires the competition venue to use a ticket scanning system at all public access points. The venue's ticketing system will be used for access control, box office walk-up sales, and day-of-event ticketing issue resolution.

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

   The NCAA shall also determine the allocation and location of all ticket allotments (e.g., team tickets, LOC/host tickets, bands, etc.).

   The LOC/host or competition venue may not resell allotted championship game tickets at any price. Nor may they enter into sponsorship, hospitality or travel package agreements with any ticket broker, tour operator or other secondary ticket marketer to provide championship tickets in exchange for other considerations, unless specifically authorized by the NCAA.

4. **Ticket Prices.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including those for suites and standing room only. One hundred percent (100%) of ticket sales revenue shall be included in the championship receipts to help offset the NCAA guarantee, cover championship expenses, and support further revenue-sharing opportunities.

   Revenue from the sale of championship tickets and championship-related event tickets shall be exempt from sales, amusement, entertainment, and other surcharge taxes to the extent possible.

   The NCAA is a 501(c)(3) tax-exempt organization. In its bid submission, the LOC/host must specify any state or local tax exemptions that will be granted to the NCAA. If a tax exemption is not available, all applicable tax rates must be disclosed in the sport-specific facility questionnaire. Any increases in those tax rates after the time of bid submission must be either absorbed by the bid respondent or rebated to the NCAA if the bid is awarded.

   The NCAA does not allow complimentary tickets to its championships; however, the NCAA will permit the purchase of tickets to be used for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA. to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

5. **Mobile Ticket Delivery/Printed Tickets.** To promote a safe and contactless environment, the NCAA strongly recommends that all tickets be delivered via mobile devices to help prevent fraud and reduce the risk of lost, stolen, or forgotten tickets. If mobile delivery is not feasible, paper tickets may be distributed.

   If printed tickets are required, the NCAA will manage the ticket design and printing process, assigning specific responsibilities to the LOC/host and competition venue as needed. The NCAA will provide the proposed ticket artwork to the LOC/host and competition venue for review and input.

   The NCAA will coordinate ticket printing unless it instructs the LOC/host or competition venue to do so. The LOC/host shall be responsible for all ticket printing expenses, unless otherwise directed by the NCAA.

6. **Suites.** The competition venue shall provide a number of private viewing suites for the exclusive use of the NCAA or its designees.

   Subject to NCAA approval, any suites not allocated to the NCAA or its designees shall remain under the control of the competition venue; however, the NCAA shall retain the face value ticket revenue for the seats in those suites.

   Suite holders will have the opportunity to purchase tickets for the suite for which they hold tenant rights. If the NCAA assigns the venue's box office staff to this task, they shall be responsible for soliciting and confirming suite ticket purchases from suite holders. Any suites not purchased by suite holders at that time will be made available to the NCAA for additional use or sales opportunities, in accordance with the agreed-upon financial terms.

7. **LOC/Host Ticket Allocation.** The NCAA shall allocate a portion of the competition venue's saleable inventory to the LOC/host for the purpose of accommodating their guests, including, but not limited to, local contributors.

   The LOC/host must commit to its ticket allocation no later than six months prior to the championship. Once committed, the LOC/host assumes full financial responsibility for the entire allocation and may not return any portion to the NCAA.

   If the LOC/host has excess tickets it is unable to use, it must notify the NCAA, which will determine whether any reallocation or alternative use is permissible. The LOC/host is prohibited from selling or listing any excess tickets for public sale, resale on secondary markets, or through unauthorized platforms. The NCAA is under no obligation to provide financial relief for any unused or excess tickets.

8. **Competition Venue Responsibilities**

   a. ADA Compliance. The competition venue must comply with all applicable city, state, and federal laws and regulations, including those related to access and seating for individuals with disabilities and their companions. The venue must also assist with inquiries from ticket purchasers or holders seeking accessible or companion seating.

   b. Seating Manifest. At the time of the bid submission, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration.

   c. Broadcast Partner Site Survey. The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in advance of the championship. The purpose of the survey will be to determine the host set location, camera locations, and to determine if any "seat kills" are necessary to accommodate these positions.

   d. Final Manifest. Upon completion of the site survey, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites, and available hospitality/party suites.

   e. Sales Reports. The competition venue's box office shall provide the NCAA with timely and accurate sales reports. The NCAA will determine the schedule for submitting these reports. The box office must fully cooperate with the NCAA's official ticketing vendors and partners to ensure the reports are provided as required.

   f. Final Ticket Database. If your championship does not sell tickets, please disregard this information. Each host conference, institution and/or venue are required to submit their ticket purchaser information for every NCAA round hosted. Please ensure your NCAA championship manager, ticketing, and marketing contacts receive the following purchaser information: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date, and Seat Location(s).

      i. For Ticketmaster sites, simply include reporting tcode "NCA" and privilege "3" on the event. This will allow us to assist with data management and reporting via an automated feed. Please complete this request as soon as possible, but no later than one week after your hosted round.

ii. For Paciolan sites, if you haven't done so already, please reach out to your client partner to execute the necessary data authorization form; you will then be able to add an Event Tag to the championship events in Paciolan. To add the event(s) to the feed, you will go into the applicable Event Setup by entering the Season and Event Code. From there, click on "Event Misc" and add the Event Tag NCAAFEED. Save all windows, and the necessary information for event sales will be automatically sent to the NCAA, eliminating the need for manual data pulls and exports. Please complete this request as soon as possible, but no later than one week after your hosted round.

iii. For Other sites, please send an Excel or .csv file with the following details within one week of your hosted round: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date, and Seat Location(s).

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at **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 noncompeting 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)

2027 National Collegiate Women's Gymnastics Championships 2,070 SEATS/TICKET ALLOCATION BREAKDOWN	
GROUP	**TICKETS**
NCAA	50 tickets
NCAA Partners	50 tickets
Trade	50 tickets
FW Sports Commission	25 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)
Nonparticipating 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.

MINIMUM TICKET PRICES (SUBJECT TO CHANGE)

2027 National Collegiate Women's Gymnastics Championships Minimum Ticket Prices	
GROUP	**TICKETS PRICE**
Adult General Admission- Single Session	$25 minimum
Adult General Admission- ALL Session	$60 minimum
Children under 2 years of age	Free
Student/Senior General Admission- Single Session	
Student/Senior General Admission- ALL Session	

Section 30 • Transportation

PARTICIPATING INSTITUTIONS (NATIONALS)

Teams eligible for air travel must arrange make arrangements through On Location. On Location can be reached at 866-655-9215 or by email at **ncaaalo@shortstravel.com**.

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use On Location (STM Driven) to book on-site ground transportation. On Location can be reached at 844-814-3939 or at **ncaachamps@stmdriven.com**.

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at **travel.ncaa.org**.

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 31 • 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.

The NCAA requests that championship volunteer programs represent the student-athletes and communities we serve. The NCAA and the local organizing committee shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect varied backgrounds and life experiences.

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 C). 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. Staples has been selected as the official NCAA volunteer apparel providers for all 2026-27 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 adhered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 4 square inches.

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

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Appendix A • 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 B • Equipment List

NCAA Women's Gymnastics Appartus and Mat list for 2026-27

					updated: 9/14/26
Vault					
Check if you already have	**AAI Description**	**Model #**	**Qty**	**Regionals**	**Comments**
	TAC/10 Vault Table(w/ Hanging Saftey Pad)	407-557	1	1	
	TAC/10 Round-off-Pad, 39" x 51" x 1 3/8"	416-098	1	1	
	Padded Vault Runway, 1 3/8" x 3' x 84'	416-785	1	1	Demo Preferred
	TAC/10 Vaulting Board	407-233	2	2	1-Extra as Back-up - Teams may bring their own
	Contoured Vault Saftey Zone	407-238	1	1	
	Vault Anchor Mat, 4' x 8' x 20cm	416-292	1	1	Two piece set
	FIG 8' x 15.5' x 20cm., V2 - Firm	416-322	1	1	
	FIG 5' x 8' x 20cm., V2	416-308	1	1	
	Throw Mat 7' x 10' x 10cm.	416-258	1	1	Anti-Slip/w/Dual Density Foam, Demo Preferred
	Throw Mat 8' x 15' x 10cm. folding	416-140	1	1	With NCAA Women's Lines Required, Demo Preferred
	8" Skill Cushion, 5' x 10'	416-259	1	1	
	8" **Softy**, Skill Cushion, 5' x 10'	416-006	1	1	
	8" Skill Pillow, 4' x 6' x 8"	416-225	1	1	AAI Skill Pillow 4' x 6' x 8" (easier to move)
	Sting Mat, 80" x 100" x 2"	416-584	2	2	
	TAC/10 Towel, (12 per box)	407-571	2	1	
	Spray Bottle-Labeled Cleaner		2	1	
	Step-In Chalk Holder w/chalk	407-007	2	1	
	Score Flasher- 5 Digit	545460	1	1	Vault Value Chart flashing - end of runway - only needs 3 digits
	100' US-Metal Tape Measure		1	1	
	Folding Panel Mat, 6' x 12'		1	1	warm-up/stretching area next to apparatus as space permits
	Vault Base Weight Set	407-568	1	1	Or the use of a floor plate drilled into floor
UNEVEN BARS					
Check if you already have	**AAI Description**	**Model #**	**Qty**	**Regionals**	**Comments**
	Elite Free Standing Uneven Bar System & Covers	407-461, 407-463	1	1	Free-Standing System for (Elite Uneven Bars), if Floor plates are not available
	Elite Uneven Bars with Graphite X Rails	407-080	1	1	with assit step, 407-188-optional at Regionals
	Extra Graphite X Rails	407-183	2	1	backup rail (splinter, fracture, etc.)
	Elite Free Standing Uneven Bar-adapter	407-349	1	1	Used with Floor Plates, keeps two bases from moving (square)
	FIG 8' x 15.5' x 20cm., V2-Firm	416-322	2	2	
	FIG 8' x 12' x 20cm., V2-Firm	416-317	2	2	
	FIG 5' x 7.5' x 20cm., V2-Slab	416-312	1	1	
	Throw Mat, 7' x 10'x 10cm.	416-258	1	1	Anti-Slip/w/Dual Density Foam, Demo Preferred
	Sting Mat, 80" x 100" x 2"	416-584	1	1	
	8" Skill Cushion, 5' x 10'	416-259	1	1	
	8" Skill Pillow, 4' x 6' x 8"	416-225	1	1	new "&" AAI Skill Pillow 4' x 6' x 8" per WCGA proposal (easier to move)
	Throw Mat, 8' x 15' x 10cm. folding	416-020	1	1	Demo Preferred
	TAC/10 Vaulting Board	407-233	1	1	Teams may bring their own
	High Chalk Holder	407-008	3	2	
	Block Chalk-36lbs/Case	407-565	1	1	
	Wood Mounting Board 2' x 4' x .5"	557-630	1	1	New item available for sale through AAI - Teams may bring their own
	Scotch Bright Pad/Yellow Fleece	133-310	1	1	Used to clean rails
	Wire Brushes		2	1	Used to clean rails
	Spray Water Bottles-Label UTB Only		3	2	
	Spotting Block, 30" x 30" x 30"	416-169	1	1	
	Folding Panel Mat, 6' x 12'		1	1	warm-up/stretching area next to apparatus as space permits
	AAI Floor Training Bar	405-204	1	1	Floor bar for warm-up and training
BEAM					
Check if you already have	**AAI Description**	Model #	Qty	Regionals	Comments
	EVO-Elite Non-Adjustable Reflex Beam	407-922	1	1	
	Elite Beam Leg Pads-set of 2	416-324	1	1	
	Elite Beam Leg Filler Mat System set of 4	416-560	1	1	
	FIG 8' x 15.5' x 20cm, V4 Firm	530-854	2	0	Under Beam center velcro - Nationals only (prevent sliding)
	FIG 8' x 15.5' x 20cm, V2 Firm	416-322	2	4	
	FIG 8' x 12' x 20cm., V2 Firm	416-317	1	1	
	Throw Mat, 7' x 10' x 10cm.	416-258	1	1	Anti-Slip/w/Dual Density Foam, Demo Preferred
	8" Skill Cushion, 5' x 10'	416-259	1	1	Non-slip backing optional at Regionals
	Sting Mat, 80" x 100" x 2"	416-584	1	1	
	Throw Mat, 8' x 15' x 10cm. folding	416-020	2	2	Demo Preferred
	TAC/10 Vaulting Board	407-233	1	1	Teams may bring their own
	Wood Mounting Board 2' x 4' x .5"	557-630	1	1	New item available for sale through AAI - Teams may bring their own
	Beam Suede Pad	416-051	1	1	
	Step-In Chalk Holder w/chalk	407-007	2	1	
	Folding Panel Mat, 6' x 12'		1	1	warm-up/stretching area next to apparatus as space permits

Floor:					
Check if you already have	**AAI Description**	**Model #**	**Qty**	**Regionals**	**Comments**
	Power Elite Floor System includes Deck, AAI competition carpet with white lines 12m x 12m, 2 1/4" Puzzle Cut Foam, 18" wide corner safety mat system	432-194	1	1	Puzzle Cut Foam: #6997-(4), #6998-(63), & #6999-(230), & includes 2-Floor Pannels 555-288
	ACCEPTABLE AT REGIONALS- AAI Stratum Floor American Elite Floor System 45'x 45' consists of carpet, foam and border	423-480	1	1	Stratum floor is acceptable alternative at Regional sites, Nationals will use Power Elite Floor
	Sting Mat, 80" x 100" x 2"	416-584	2	2	
	Throw Mat, 7'x 10'x 10cm.	416-258	2	2	Anti-Slip/w/Dual Density Foam, Demo Preferred
	Step-In Chalk Holder w/chalk	407-007	2	1	
	Folding Panel Mat, 6'x 12'		2	1	warm-up/stretching area next to apparatus as space permits

Miscellaneous					
Check if you already have	**AAI Description**	**Model #**	**Qty**	**Regionals**	**Comments**
	Floor Springs w/Caps				NEW recommended parts list would cost about $500
	Beam Parts Bag	72161			
	Spring V. Boars Springs	15317			
	Elite V. Table Snap Lock	9700051			
	Elite V. Table Spin Lock	407-554			
	Elite V. Table Pars Bag	74860			
	UTB Snap Lock	19189			
	UTB Spin Lock-Short Handle	19359			
	Cam Cable Tighteners Set of 4	407-142			
	UTB Turn-buckle	71878			
	UTB-9mm Quick Link	31076			
	UTB Swivel Anchor set of 4	407-135			
	AAI Blue Tape	5350			
	White Tape	5360			
	Clear Tape	9020			
	4" Black Hook Velcro	4175			
	2" Velcro Back Loop	4115			

Appendix C • 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 Date
(if Participant is under the age of 18)

_____

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

Appendix D • 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:

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

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

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

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

Marketing Budget.

Host Marketing Budget from Bid Specs: $

Total Marketing Budget: $

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

Host Marketing Budget from Bid Specs Allocation:	Budgeted	Actual Cost

Trade (List all trade and value below):		
TOTALS	**$**	**$**

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

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

Appendix E • Meet Setup Equipment List

Meet Set-Up Equipment List:

Recommended Competition Area Set-up. The listed recommended set-up items are based on 4-judge panels at Regionals, ideally with each judge accompanied by a score flasher volunteer. Nationals would require 2 more judges per panel (and accompanying score flasher volunteers). Uneven Bars and Floor Exercise each require a timer volunteer, while Balance Beam would best have two timer volunteers (though one timer volunteer may manage two stopwatches).

Each judge must be seated separately at different tables unless impractical due to space limitations around the event equipment. For meets where judges must sit at the same table, the judges must be separated with a person (such as a score flasher volunteer) between them. Judges' table location recommendations place judges on opposing sides on all events whenever possible. Moreover, judges' tables on floor exercise should be positioned off-center from one another on opposing sides. Specifically, for Regionals, on the floor exercise, with 4 judges, please put out two tables with two judges each (separated by a score flasher) off-center from one another on opposing sides. The overriding goal is to provide judges an unobstructed view of the event area while not interfering with the space needed for an adjacent event.

Before competition begins, judges are permitted to move their tables to a more favorable vantage point related to their responsibilities; however, they are only permitted to move the tables with the approval of both the Meet Referee and the Meet Director facilitating the event to ensure electronic wiring or equipment layout factors are considered.

The quantity of tables and chairs listed below assumes each judge has a separate table and a dedicated score flasher volunteer as a maximum. The quantity of tables/chairs may be adjusted according to space, table sizes, and volunteers available. If available a digital score tree is allowed for score flashing and to display the student-athlete name at each event, this is not a requirement.

• Floor Exercise: Two tables, 9 chairs, bell, one stopwatch, 4 UTL (orange) cards, 1 Delayed Conference (red) card, 4 score flasher units, 4 start value flashing units, one green flag.

• Vault: Two tables, 9 chairs, 4 score flasher units, 4 start value flashing units, one green flag.

• Uneven Bars: Two tables, 9 chairs, 4 UTL (orange) cards, 1 Delayed Conference (red) card, 4 score flasher units, 4 start value flashing units, one green flag.

Balance Beam: Two tables, 10 chairs, bell, 2 stopwatches, 4 UTL (orange) cards, 1 Delayed Conference (red) card, 4 score flasher units, 4 Start Value flashing units, one 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. (Nationals Only) Eight places, signage with event names, all-around, team places 1-4, individual places 1-8.

• Team Corrals. One competitor corral needs to be set-up at each of the four events. The corral, ideally indicated with some form of 3' tall pipe & drape, needs to be large enough to contain 30-35 people (25 team personnel & 5 individual personnel) with a few chairs (if possible) for those that need to sit. If corral adjustments needs to be made please work closely with your NCAA staff member. If space permits, please include a fifth auxiliary corral for IES, AA's and coaches.

• Auxiliary Warm-Up Area. If space allows, add a panel mat next to each apparatus for athletes to keep warm on during the event rotations. The folding panel mat should be 6' x 12'. If floor space is limited try to add an aux warm-up mat up a tunnel or in a nearby space. If possible, please provide one or two stationary bikes near the floor so the athletes can keep warm.

Appendix F • Competition Floor Presentation & Cleaning Guidelines

NCAA Women's Gymnastics Championships (edited 9/22/26)

Competition Floor Presentation & Cleaning Guidelines

The competition floor should be maintained in a clean, organized, and championship-ready condition throughout all practice and competition sessions. Particular attention should be given to visible chalk, dust, debris, footprints, trash, and the overall appearance of competition equipment, surrounding floor areas, and team corrals.

Carpeted Surfaces
All carpeted competition surfaces should be thoroughly vacuumed prior to the start of each competition session. This includes floor exercise carpet, vault runway, podium carpet (if applicable), all perimeter carpet and any other carpeted surfaces throughout the competition area. Particular attention should be given to high-traffic areas and surfaces visible to spectators and television cameras.

Vinyl Mats & Equipment Surfaces
Dry sweep vinyl mats before cleaning to remove as much loose chalk and dust as possible. To wet clean the mats, spray the vinyl with an appropriate cleaner without over-wetting the surface. AAI recommends allowing vinyl to air dry completely and wiping it with a wet towel or damp microfiber cloth as necessary to remove remaining dirt and residue. **Do not wet-clean mats between sessions unless there is sufficient time for the surfaces to dry completely before athlete warm-ups or competition.** Athlete safety and ensuring dry competition surfaces should take priority over wet cleaning.

Team Corrals
The four team corrals should be maintained as part of the overall competition-floor presentation. Before each session and throughout competition as appropriate, corral areas should be straightened and kept free of unnecessary clutter. Chairs should be returned to their designated locations and aligned neatly, and chairs and other surfaces should be wiped down as needed.

A **trash can should be provided in each team corral**. Trash cans should be checked frequently throughout warm-ups and competition and emptied before they become full or visibly detract from the presentation of the competition floor. Lose trash, discarded water bottles, tape, cups, wrappers and other debris should be removed from the corral areas regularly.

Recommended Cleaning Schedule

- **After Initial set-up, Prior to Coaches Equipment Check:** Thoroughly vacuum all carpeted competition surfaces (including floor exercise & vault runway) and remove visible chalk, dust and debris from vinyl mats; wet clean all vinyl surfaces; arrange & clean all team corrals and chairs; and ensure all four corral trash cans are in-place and with empty liners.

- **Between timed warm-ups & march-in** (15 minutes): **As time permits**, straighten team corrals and chairs, throw away trash left in team corrals or on judges tables.
- **During competition:** Frequently monitor team corrals and other visible areas for trash and debris.
- **Between sessions: As time permits**, vacuum or dry mop visible chalk and debris, straighten team corrals and chairs, remove trash and spot-clean surfaces. Inspect all four event areas for any chalk or tape marks left on the apparatus or surrounding matting – remove for next session.
- **Following the final session of the day:** Thoroughly vacuum carpeted surfaces, wet clean all vinyl mats, reset all four team corrals and empty all trash cans so the competition floor is ready for the next day.

Cleaning Responsibility

Cleaning and competition-floor presentation are the responsibility of the host institution/site and should be assigned to specific event personnel in advance. Staff should understand which areas they are responsible for and when cleaning may safely occur without interfering with athlete warm-ups, competition, officials, television operations or other championship activities. Sites should assign sufficient cleaning personnel to allow multiple competition areas to be addressed simultaneously during session turnovers.

Recommended Cleaning Solution

Vinyl Mat Cleaning Solution: Use a mild, non-bleach cleaning solution appropriate for vinyl and non-porous surfaces. Suitable solutions include diluted plant-based or mild surfactant all-purpose cleaners and properly diluted vinegar-based cleaning solutions. Avoid bleach, harsh disinfectants, abrasive cleaners, or other products that could damage or prematurely deteriorate the vinyl.

Application: Premix the cleaning solution according to the cleaner manufacturer's dilution instructions and place it in a pump sprayer for efficient application. Lightly spray the vinyl surface, taking care **not to over-wet or saturate the mats**. Clean/wipe the surface as needed and allow the vinyl to **air dry completely before athlete use**.

Recommended Cleaning Supplies

Each championship site should have the following cleaning supplies available and staged for use throughout practice and competition:

- **Minimum of two commercial vacuums or 4 regular vacuums** suitable for carpeted competition surfaces, with attachments for edges and hard-to-reach areas.
- **Mild, non-bleach cleaning solution** appropriate for vinyl and non-porous surfaces.
- **Two 1-gallon pump sprayers** for premixed vinyl cleaning solution. Sprayers should allow staff to lightly and evenly apply cleaning solution without saturating the surface.

- **Six microfiber flat mops**, with multiple clean/replacement microfiber mop pads available throughout the championship.
- **Microfiber cleaning cloths/towels** for spot cleaning and wiping mats, equipment surfaces, chairs and team corral areas.
- **Trash bags** appropriately sized for team corral trash cans and other competition-floor receptacles.
- **Basic cleaning caddy or cart** for staging cleaning solution, towels, mop pads and other supplies near the competition floor.

Site Preparation: All cleaning supplies should be purchased, assembled and staged prior to event set-up day. Cleaning solutions should be properly diluted and premixed in labeled pump sprayers so cleaning crews can efficiently address competition surfaces when needed. Multiple clean microfiber mop pads and towels should be available so dirty or chalk-saturated materials can be replaced throughout the championship. Cleaning personnel should be identified in advance and briefed on the cleaning schedule, assigned areas and proper cleaning procedures before the first practice session.