



2021
NATIONAL COLLEGIATE
RIFLE
CHAMPIONSHIPS

HOST OPERATIONS

2020-21 MANUAL

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2021 NATIONAL COLLEGIATE MEN’S AND WOMEN’S RIFLE CHAMPIONSHIPS HOST OPERATIONS MANUAL

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SECTION 1 – Introduction

On behalf of the NCAA Men's and Women's Rifle Committee, thank you for being an important part of the 2021 National Collegiate Men's and Women's Rifle Championships.

Conduct of the National Collegiate Men's and Women's Rifle Championships is under the direction of the Men's and Women's Rifle Committee.

This manual outlines the responsibilities of an institution/conference hosting 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 tournament attendee.

Role of NCAA

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

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

Role of Governing 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.

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

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

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

Each host will appoint staff members to assume the positions of tournament manager and media coordinator. Also, the competition site manager (i.e., site representative) is an important part of the administrative team. Responsibilities of the staff members are as follows:

Tournament Manager. This individual should be the director of athletics or any designated administrator of the host institution. The tournament manager will maintain ultimate responsibility for the local operation of the event. The tournament manager is to ensure the policies of the committee are observed. Specific responsibilities will include direction and supervision of competition site arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA host operations manual.

Media Coordinator. This individual, preferably the athletics communication director of the host institution, will ensure that the rifle committee's policies regarding media are observed. Responsibilities may include media credentials, planning and supervision of media work areas, coordination of all media conferences and services (i.e., lodging, transportation, statistical services, communications and hospitality).

Definitions

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

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

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

Local Organizing Committee: A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and

assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the LOC.

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

Finals: The semifinals and championship final taking place at the pre-determined final site.

SECTION 2 – Contact Information

2020-21 NCAA MEN’S AND WOMEN’S RIFLE COMMITTEE

Richard Fletcher, chair Deputy Director of Athletics Morehead State University Phone: 606-783-5136 Email: r.fletcher@moreheadstate.edu	Kathy Kroupa Senior Associate Athletic Director/SWA The Citadel Phone: 843-953-6604 Email: kkroupa@citadel.edu
Ryan Tanoue Head Rifle Coach The Ohio State University Phone: 614-286-9951 Email: tanoue.1@osu.edu	Marsha Beasley Head Rifle Coach University of Mississippi Phone: 662-816-0697 Email: beasley@olemiss.edu
Zach Eckert Assistant Athletics Director, Facilities West Virginia University Phone: 304-293-9853 Email: zach.eckert@mail.wvu.edu	Web Wright Head Rifle Coach U.S. Military Academy Phone: 845-938-4558 Email: webster.wright@usma.edu
Rules Interpreter Newt Engle Head Rifle Coach University of Akron Phone: 330-592-2405 Email: mengle@uakron.edu	

NCAA STAFF	
Zach Christopher Coordinator, Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-917-6112 Cell: 317-319-8740 Email: zchristopher@ncaa.org	

SECTION 3 – Alcoholic Beverages and Tobacco Products

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

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

General

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

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

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

its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

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

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

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

SECTION 4 – Americans with Disabilities Act

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

SECTION 5 – Awards and Mementos

Awards

MTM will send official NCAA awards to the tournament manager approximately two weeks **before** 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 re-taped, closed and secured in a limited-access area.

The awards that will be shipped are as follows:

Team Trophies: Nine total

- Three **overall** team trophies (national champion, second place and third place).
- Three **smallbore** team trophies (national champion, second place and third place).
- Three **air rifle** team trophies (national champion, second place and third place).

Team Mini-Trophies: 63 total

- 21 **overall** team mini-trophies (seven first place, seven second place and seven third place).
- 21 **smallbore** team mini-trophies (seven national champion, seven second place and seven third place).
- 21 **air rifle** team mini-trophies (seven national champion, seven second place and seven third place).

Individual Mini-Trophies: Six total

- Three **smallbore** individual mini-trophies (national champion, second place and third place).
- Three **air rifle** individual mini-trophies (national champion, second place and third place).

Elite 90 Award: One award

Most Outstanding Performer Award: One award

National Champion Watches: Seven national championships watches will be sent to the campus of the institution of the overall team national champion after the conclusion of the championships. The NCAA championship manager will place the order for the championships watches with MTM Recognition upon his/her return from the championships.

Awards Ceremonies

Arrange for the awards ceremonies to include tables, staging, awards stand, list of award recipients (name, institution, ranking and scores for both individuals and teams) and an individual who will announce the recipients over the public address system. The space used for the awards ceremonies should be located at the competition facility. Have the awards arranged on tables in the order which they will be presented (third through first for the individual awards, third through first for the team awards in each discipline and third through first for the aggregate team awards) in each event.

The smallbore, air rifle and overall awards will be presented following the air rifle individual finals on Saturday.

NCAA and CMP staff will prepare a list of awards recipients with names given in the same order as the awards are to be presented. Assist in the ceremony as necessary, such as providing the proper awards when announced.

The awards ceremony will be held as soon as the statistical rankings have been completed on the last day of competition (approximately fifteen to thirty minutes after completion of the finals). The space for the awards ceremony needs to be set up by that time.

Champions Locker Room Program

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

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the results are final. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (jared.hunt@hanes.com) or Top of the World for hats (npokorny@towlicensed.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.
- The team champion will receive 24 t-shirts and 17 hats.

Elite 90 Award

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport,

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

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

Award presentation

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

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

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

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

Other in-venue recognition

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

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

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

Press release

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

Social Media

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

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

Student-Athlete Participant Awards

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championships manager will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championships.

Participation award items will be sent to each institution for distribution to the student-athletes within three to four weeks after the order is placed. If teams do not receive information for ordering awards within two weeks of the conclusion of the championships, please contact Erin Hannoy (317-260-2538 or ehannoy@maingateinc.com) or Zach Christopher (317-917-6112 or zchristopher@ncaa.org) at the NCAA national office.

SECTION 6 – Hospitality

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

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

For coaches, media, committee, range officers and staff, the host should provide snacks and beverages (including coffee) at all practice and competition times. Lunch should be provided on Thursday, Friday and Saturday from 11 a.m. – 2 p.m.

For the student-athletes, the host should provide snacks, fruit and beverages at all practices and competition times. Lunch should be provided on Thursday, Friday and Saturday from 11 a.m. – 2 p.m. There are 48 student-athletes.

SECTION 7 – Broadcasting/Internet/Announcer

Broadcast

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

The 2021 championship will be streamed online by Tupelo Raycom and ncaa.com. Andrea Crawford (acrawford@tupeloraycom.com) will coordinate all related logistics with host tournament management.

The championships manager will work with Tupelo Raycom to identify an announcer for the broadcast of the championship. NCAA will pay for the announcer's travel, hotel room/tax, \$45 per diem and a \$300 fee for their work calling the championships.

Internet Policy

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships.

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

Microsite Guidelines

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro- site is built within an existing site's framework, exceptions will be made at the NCAA's discretion.

- Photos from previous years' championships can be accessed by submitting a request form here: <http://ncaaphotos.photoshelter.com/contact>
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

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

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

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

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

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

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

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

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

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

Once your site has been developed, please send the URL to and Levida Maxwell (lmaxwell@ncaa.org) for review and approval.

Should you have any questions, please contact Levida Maxwell, Coordinator, Digital and Social Media at 317-917-6356 or lmaxwell@ncaa.org.

NCAA Corporate Champion and Corporate Partner Program

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

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

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

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

Local Contributors

Currently, local 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.

Official Championships Licensee/Suppliers

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

Any premiums and/or other merchandise that bear NCAA Marks, Brackets, Taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a

current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers please go to the following link – <http://www.ncaa.org/championships/marketing?division=d1>).

Temporary Promotional Displays

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

Advertising/Signs/"Look and Décor"

- a. **Advertising/Banners/Signs/Displays.** The host will not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface before or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 11). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) will be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind will be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.
- b. **Alcohol/Tobacco/Gambling.** All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by

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

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

Helpful Links

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

SECTION 9 – Drug Testing

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

Drug-Testing Expenses

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, International (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit the NCAA Drug-Testing Invoice upon completion of the championship

for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

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

Facility Specifications

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

Host Notification

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport.

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

Participant Notification

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

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

Site Coordinator’s Responsibilities (Host)

The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the DCO. The site coordinator’s responsibilities are outlined completely in the site coordinator’s manual.

- **Confidentiality.** Keep testing information confidential at all times.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the DCO.
- **Championships Drug-Testing Site Coordinator Manual.** The Championships Drug-Testing Site Coordinator’s Manual is available on the NCAA website at www.ncaa.org/drugtesting.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing

area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - **Assistance.** Assist the DCO during testing as directed.
 - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
 - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Game Management" is preferred.
 - **Doping Control Officer.** Contact the Doping Control Officer (DCO) assigned to the site to discuss logistics.
 - **Meet with Doping Control Officer.** Meet with the Doping Control Officer the day prior to the scheduled testing date.
 - **Plans.** Meet with the tournament manager to finalize plans.
 - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging but may request the assistance of the site coordinator.

SECTION 10 – Facility, Equipment & Space Requirements

Atmosphere and Neutrality

The championships should strive for an exciting environment that is both fan-friendly and respectful to the participating student-athletes. Music will be played during the qualifying relays and the individual finals on both days of competition. Any music played will be from a pre-determined playlist compiled by the host institution staff and approved by the championships manager and the Rifle Committee. Music should be played in the background at a volume level that is not overly distracting. The rules interpreter will inform the host institution if the volume level needs to be adjusted to a more appropriate level.

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 players on programs and host institutional signage should not be used to create a "home" atmosphere.

Coca-Cola Product and Equipment

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

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

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

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

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

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

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

Concessions

Food and beverage prices shall be no higher than similar events or primary tenants in the facility. Concessions will be available at the venue on both days of competition.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas.

Equipment

Air gun discharge container. Host institution to provide.

Air tank. The host institution will be responsible for having adequate air supply for the air rifles for all participating student-athletes. A minimum of four (4) compressed air tanks must be available at equipment checks and air rifle practices. A minimum of two (2) fresh compressed air tanks must be available for air rifle competition.

Balances/scales. The host institution will provide balances or scales for weighing rifles: air rifles, 5.5 kg. (12.12 lbs.); smallbore, 8 kg. (17.6 lbs.). At least one other scale should be on hand. The host institution will ensure the balances or scales are calibrated.

Bullet traps. NCAA will provide in the range shipment.

Button checkers (6). NCAA to provide.

Certified weights. Host institution to provide to calibrate scale.

Chair covers (34). NCAA to provide.

Competition numbers. NCAA staff will provide the numbers to be worn by the student-athletes.

Equipment inspection sheets (75). See Appendix A. Host will print and provide in packets.

Fans (11). NCAA will provide in the range shipment.

Locker magnets. NCAA will provide keepsake for participating student-athletes and coaches.

Inspection stickers (300). For rifles and jackets. NCAA will provide.

Measuring devices. Devices for measuring boots (length, height, sole and heel thickness), sling, belts, button overlap on jackets and clothing thickness will be provided by the NCAA. Any discrepancies noted by the checker must be brought to the jury for approval prior to any alterations being made. NCAA will provide.

Photocopy machine. The host will provide one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The copy machine shall also include a collator and automatic stapler. The facility shall be responsible for installation, service costs and paper for this machine during the championships. Also include one high speed hard-wired internet line along with wireless capabilities and a high-speed printer.

Power.

- Two 110 volt receptacles down range by the targets for points 1-13 and two more for a total of four, for points 13-26.
- 110 volt receptacles at the firing line to power the 13 box fans.
- Power strip at the range officers' table.
- Power for the video production crews on each side of the range for broadcast equipment.
- Power on each side of the range to operate the projection screens for the audience and athletes participating.
- Power at a table for the target operating equipment consisting of two or three laptops.

- Power in the team camp area where each team will be setting up their equipment before coming to the range.
- Power in the committee area to power chargers for communications (cell phones).

Prone mats (26). NCAA to provide.

Public-address system. An adequate public-address system should be on site. The host institution and the NCAA will work together to identify an experienced public-address announcer with knowledge of the sport of rifle to announce the individual finals in both disciplines.

Ranges.

- a. The institution shall provide a range with the capability of accommodating a minimum of 26 firing points with a 10-meter and a 50-foot firing line. Additional space, (30-foot minimum) behind the 50-foot line, for competitors and range officers is required. (See USA Shooting Rules Book)
- b. The NCAA will provide (and have shipped to the host site) an eight-foot tall range backstop (steel and plywood) to be setup behind the 26 firing points. The approximate size of the total range is 100 feet wide and 80 feet long.
- c. The host institution should consider constructing an additional layer of protection above the eight-foot backstop to further protect the venue.
- d. The games committee shall inspect the range Wednesday. All ranges should be competition ready prior to the start of practice on Thursday.
- e. Lighting on the ranges shall be sufficient and uniform at the target line and both firing lines as judged by a member of the rifle committee (rules interpreter).
- f. Flash photography is prohibited during the competition. The games committee will rule on waiver requests of this provision.
- g. There shall be a clock, visible to all competitors in shooting position, on the range. A clock visible to the spectators is desirable.
- h. A spectator area, that will not interfere with the conduct of the match, shall be designated. A minimum seating area for 1,000 spectators is desired.
- i. The recommended width of the firing point is a minimum of 1.25 meters. Variations may be approved by the committee rules interpreter.
- j. Sufficient and audible public address system is required.

Rifle template. NCAA will provide.

Results display. The host will provide projection screens, monitors and/or video boards available at the competition venue to display live match scores and results. Screens large enough for spectator viewing of match targets and scores is required. If possible, scores viewable by the competitors is desirable. Projectors, laptops and other necessary equipment to provide scoring displays must be provided by the host.

Spotting scope with stand. Host institution to provide.

Supplies – Additional.

- Magnetic roll sweeper.
- 26 – 5’x11 ½” coroplast, (bullet trap covers)
- Eight (8) crates/tubs for finalists’ equipment.
- Two (2) – Five-gallon buckets.
 - Patch bucket (patch disposal from gun cleaning).
 - Bullet shell clean-up (post smallbore competitions).
- 26 monitor stands for smallbore (NCAA provides in range shipment)
- Letters “A” – “H” & “R1” “R2” on 8 ½ x 11” paper for finals, print in landscape (NCAA provides in range shipment)

Targets. For Air Rifle (10 meter) and Smallbore (50 feet), all NCAA competitions using electronic scoring targets shall comply with USA Shooting Rule 6.3.2 and shall at a minimum be ISSF Phase I approved. The host institution will provide the necessary 26 electronic targets and monitors to be used during the championships. The electronic targets shall be approved by the NCAA Rifle Committee.

The NCAA will contract with the Civilian Marksmanship Program (CMP) to provide the required MegaLink scoring services for the tournament.

A representative from MegaLink will be invited to the championships to service the targets.

CMP and MegaLink personnel will work with the host institution technical support staff to ensure that all electronic targets are set up properly and in working order for practice and competition. Competition software will be properly tested and confirmed prior to the start of practice on Thursday.

Facility

Rooms/Areas.

- a. The preparation area for the competitors shall be large enough to accommodate 50 competitors with equipment and be within reasonable access to the range. Each team should have a designated team area with tables and chairs to allow them to prepare for the match. Likewise, an additional preparation area should be set up for all individual qualifiers to prepare for the match.
- b. There should be a dry fire area available for competitors near the designated team area.
- c. Directional signs and room signs shall be posted at appropriate locations. The NCAA will provide the host with a template to be used for all directional signage.
- d. A changing area for competitors must be provided for both men and women.
- e. A hospitality area should be provided for coaches, committee, media, officials and working staff. A separate hospitality area should be provided for student-athletes. Snacks, beverages and meals must be provided.
- f. There shall be a room available for 24-hour storage and security of rifles, equipment and ammunition. This area must be secure.

- g. Unless conducted at the team hotel, the pre-match equipment-check area shall be within reasonable access to the competitor preparation room. The range area may be used for pre-match equipment check provided enough space is available. A separate space for post-match equipment check should be provided in close proximity to the range.
- h. A private meeting room shall be provided for the games committee that is convenient to the range. The room shall be used for called meetings of the jury/games committee during the competition.
- i. A room shall be available for the coaches meeting Thursday and shall be of adequate size to accommodate 25 people.
- j. There shall be a banquet facility available for the championships banquet to accommodate approximately 100 people.
- k. There shall be an area on or adjacent to the range for holding the awards ceremony in view of spectators. The host shall provide an awards stand or podium for the presentation of awards.
- l. There shall be an area for post competition interviews. This area 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 cameramen at the back of the room; and (e) providing a sound system (if necessary).
- m. There shall be a media workroom available and should be in close proximity to an area for post-match interviews. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). This workroom should be equipped with internet, electrical outlets and other necessary supplies and should accommodate 10-15 people.
- n. 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, Coke products and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.
- o. An athletic training room in the competition venue, should be stocked with towels, ice and other necessary equipment, and staff it with the appropriate personnel prior to and during the competition and practice sessions.
- p. A room for drug testing that has a waiting area, separate toilet facilities for men and women, and adequate space to hold up to 12 student-athletes and six drug-testing crew personnel.
- q. A space for the gunsmith with tables and chairs.
- r. A head table with space and adequate electricity for the technical directors, web stream crew, public address announcer, music, NCAA staff, NCAA committee and range officers.

Parking

The host institution should provide adequate parking spaces in the parking lots surrounding the competition venue Wednesday-Saturday for the NCAA rifle committee, match officials, NCAA staff and participating teams/student-athletes. Parking map/diagram will be provided in the participant manual.

Range Backstop and Bullet Traps

The NCAA will provide an eight-foot tall range backstop to be setup behind the 26-target set-up for the championships. Bullet traps to go on the back of the targets will also be provided by the NCAA. The materials for the backstop and bullet traps will be shipped by the NCAA to the host institution well in advance of the championships. The host institution will be responsible for building the range backstop and installing the bullet traps in time for training the morning of Wednesday before practice.

Range Materials Inventory (provided by the NCAA)

- Wall (steel and plywood), hardware and stands.
- 26 – Bullet traps.
- 26 – 1’ pieces of plywood to go under traps.
- 26 – coroplast box stands for standing position.
- NCAA Rifle chair covers (34).
- Range numbers (1 – 26) for top of targets.
- 11 – Box fans.

Range Set-Up – Additional Materials (provided by the host)

- 11 – 8’ tables at 10m line need skirting on all 4 sides, space on either end to access down range.
- White backdrop behind bullet traps, side walls can be black.
- Large plastic covering (100’ long) and as many needed to cover 50’ wide/entire range.
- 26 chairs for the competitors; another 15-20 chairs for the coaches off the firing line.
- Gaff tape for firing lines (10m and 50’) & lanes (50’ line only).
 - Red tape is preferred.
 - Place the tape on something that won’t move. Placing it on the plastic or loose carpet or tarps has been problematic.
 - The exact distance should be measured to the side of the tape closest to the athlete.

Range Set-Up – Lead Cleaning

After the championships are completed, the host institution will need to properly clean the range and bullet traps in order to remove the minimal amounts of lead that are left from the smallbore competition. For best practices, on clearing the range from lead, the host institution should contact NCAA rifle rules interpreter, Newt Engle.

The following supplies will be helpful in cleaning the range:

- Hepa filter for shop vac.
- Filter masks.
- Plastic gloves.
- Magnetic roll sweeper.

Space Requirements – Additional

- Gunsmith: power, 2 – 8’ tables, 2 chairs.
- Equipment checks: power, 3 – 8’ tables.
- Post-event equipment checks: 1 – 8’ table (needs to be in an area off-range, out of public view).
- Dry Fire/aiming/holding area: 10’ x 10’ space just off range or near team area.
- Range Officers: 3 – 8’ tables, one at either end of range and one in middle for chief range officer.
- Head Table (if space allows):
 - CMP (2), power, cat5.
 - Web stream (2-3), power, cat5.
 - PA announcer (1), mic.
 - Marketing/Fan Experience (1), power for music.
 - NCAA staff (2).

- Committee (7).

SECTION 11 – Financial Administration

Approval of the Budget

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

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

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not-for-profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

Financial Report

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "documents" tab as documentation supporting their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within five business days of the report being approved by the NCAA finance and accounting department.

Audit

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

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

and competition venue rental agreement. The documentation should support all information on the host financial report.

Drug-Testing Expenses

The budget should be completed only if you have been notified that there is drug testing 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](#).

Lodging Expenses

Range Officers (4). Room and tax shall be direct billed to the host institution and be budgeted for accordingly in the online proposed budget. Officials will be responsible for their own incidentals.

Gunsmith (1). Room and tax shall be direct billed to the host institution and be budgeted for accordingly in the online proposed budget. The gunsmith will be responsible for his/her own incidentals.

Rifle Committee (6) and Rules Interpreter (1). Room and tax shall be direct billed to the host institution and be budgeted for accordingly in the online proposed budget. The committee and the rules interpreter will be responsible for their own incidentals.

NCAA Staff (1). Room and tax shall be paid directly by the NCAA staff member.

Participating Institutions Expense Form

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

SECTION 12 – Game Management

The host institution shall be responsible for providing, directly or indirectly, all personnel, facilities, equipment and material required for efficient operation of the championships.

The following persons are required to conduct the championships:

1. Match director/tournament manager. (Host)
2. Sports information director. (Host)
3. Chief range officer. (1 – assigned by NCAA Rifle Committee)
4. Assistant range officers. (3 – assigned by NCAA Rifle Committee)
5. Technical directors. (CMP)
6. Volunteers to direct incoming competitors, assist with registration, messengers, target carriers, etc.
7. Athletic trainer/physician on call. (Host)
8. Games committee and jury. (NCAA Rifle Committee and Rules Interpreter)
9. Services of a gunsmith should be available, if possible.
10. Information technology for electronic targets. (Host)
11. Equipment check volunteers. (NCAA Rifle Committee, range officers and NCAA staff)
12. Range changeover volunteers. (Host)

Games Committee

The games committee (appointed by the rifle committee) shall actively supervise the conduct of the championships. The games committee may act at any time regarding violations of rules or conduct of the match. The games committee shall consist of the chair of the rifle committee, who shall serve as chair; the director of athletics of the host institution or appointed representative, and other members of the rifle committee present at the championships. Additional members may be appointed at the discretion of the chair.

A committee room separate from the hospitality area should be available for the use of hearing protests. The games committee shall be the final authority in acting upon protests concerning the conduct of the championships subject to the provision of NCAA Bylaw 31.2.2 pertaining to individual eligibility questions.

Jury

The jury shall:

- a. Be composed of at least three members of the games committee. If a games committee member has a competitor(s) involved in any decision, that member shall be disqualified from the discussion.
- b. Make all technical decisions with regard to protests and infractions of the NCAA rifle rules.
- c. Receive and resolve all challenges of scores in accordance with the rule book.

Match Director/Tournament Manager

Match Director/Tournament Manager. The match director/tournament manager is the individual who shall coordinate and direct the organizing of the championships. In this capacity, the match director shall:

- a. Maintain contact with NCAA championships staff liaison and chair of the rifle committee. The match director is not responsible for the selection of competitors. This is a rifle committee function.
- b. Maintain liaison with Newt Engle, rules interpreter of the rifle committee, concerning inspection of the ranges to ensure that they meet the required standards.
- c. Arrange payment for accommodations for range officers, gunsmith, CMP staff, MegaLink staff and web stream announcer for the championships.
- d. Maintain contact with the director of athletics and the business office of the host institution. The business office shall be responsible for disbursing funds to pay for game and entertainment expenses necessary for the championships that include material for range improvements, other required material and equipment, banquet expenses, etc. The NCAA will reimburse the host institution to the extent of the approved budget.
- e. Maintain liaison with the sports information director of the host institution. If the host institution does not have a sports information director, the match director shall assume these responsibilities. (See responsibilities of the sports information director.)
- f. Make sure that the awards, banners, DASANI/PowerAde product and equipment have arrived well in advance of the championships.
- g. Provide the following information for the participant manual: maps of the local, campus and range

areas, parking, registration, and directions from airport to hotels and hotels to venue. Arrange for parking on campus near the venue and provide parking permits if necessary.

- h. The competing teams are responsible for confirming or canceling their hotel reservations. Air transportation must be arranged through the NCAA travel service, Short's Travel at 866-655-9215.
- i. Arrange for registration packets of competitors to include:
 - Participant and coach credentials – NCAA
 - Labeled with names and institution – Host
 - NCAA patches – NCAA
 - One per student-athlete
 - Schedule of events – Host
 - Squadding form – NCAA
 - Participant bibs – NCAA
 - Student-athlete and coach locker magnets – NCAA
 - Copy of participant manual – Host
 - Mandatory coaches meeting agenda – NCAA
 - Championship Program flyer – NCAA
 - Extra equipment check form – NCAA
 - Championship poster (optional) – Host
 - Map showing campus facilities – Host
 - PowerAde water bottle for each participating student-athlete – NCAA
- j. Arrange for equipment check to include the room, equipment and personnel. Equipment may be checked on Wednesday afternoon before practice day in accordance with the published team equipment check schedule. In the event of travel issues or extenuating circumstances it may be necessary to conduct a limited number of equipment checks in the early morning on Thursday.
- k. Arrange for competitor practice on Thursday to include range, equipment and personnel. See Section 19 for more information on practices.
- l. Assign person to stock, monitor and restock liquid refreshments throughout the event for all operating staff and participants.
- m. Upon consultation with the chair of the rifle committee and NCAA staff liaison, arrange for the pre-championship banquet to include the menu, a printed banquet program and selected speakers. Coordinate with speakers as to time allotted and to ensure they will be present. NCAA signage should be displayed at the banquet as well as table banners indicating team seating.
- n. Upon consultation with the chair of the rifle committee and NCAA staff liaison, arrange for volunteer/officials' apparel.
- o. Arrange for the games committee meeting on Wednesday. The match director, technical director and chief range officer should be at this meeting, as well as the NCAA Men's and Women's Rifle Committee.
- p. Arrange for the mandatory coaches/administrative meeting on Wednesday between practice sessions.
- q. Arrange for opening and closing of the range each day. The range must open one hour prior to the

match. Competitors may not move to the range more than 30 minutes before the start of competition.

- r. Arrange for the storage of rifles, equipment and ammunition. The storage area must be a secure area. It is recommended that the storage area be available as teams arrive.
- s. Arrange for the on-call services of an athletic trainer, physician, and if necessary, ambulance service.
- s. Arrange for the awards ceremony location to include tables and awards stand or podium (See "Awards" section of manual).
- t. Arrange for host volunteers or staff to assist with range changeover.

Chief Range Officer and Assistant Range Officers

There shall be a chief range officer and three additional range officers, one of whom will be present on each range when in use. Fees and per diem will be paid by the NCAA. Additionally, each range officer will have their hotel room and taxes paid for by the host institution.

The range officers' duties shall include:

- a. Supervise conduct of finals.
- b. Be responsible for the safe and efficient operation of the ranges.
- c. Be knowledgeable of range procedures and rifle rules.
- d. Admit competitors with their equipment to the range in accordance with the squadding list.
- e. Set the range clock and control the firing time.
- f. Give range commands. (See Men's and Women's Rifle Rules)
- g. Announce to the competitors the preparation time allowed, the position to be fired, and the time allotted for that position just after calling the competitors to the firing line.
- h. Be present at the games committee and coaches meetings and give a detailed account of how the range will operate, noting any peculiarities.
- i. Observe the competitors during practice and competition, being alert to unsafe acts and rules violations.
- j. Rule on problems arising during the course of fire. The jury shall rule on all questions of legality with regard to positions, procedure or interpretations of the NCAA rifle rules. **When such questions arise, the range officer shall notify a member of the games committee immediately.**
- k. Be briefed by the rules interpreter with respect to items "h" and "i" of this section.
- l. Respond to competitor requests as permitted by the rules.
- m. Be involved in both the pre-competition and post-competition equipment checks.

Sports Information Director

The sports information director of the host institution shall:

- a. Coordinate with the match director and NCAA staff liaison on all activities pertaining to the championships.
- b. Arrange for pre-championships publications (news releases).
- c. Request notification from all media representatives of their intent to be present to cover the championships (newspapers, radio, television and USA Shooting).
- d. Arrange for coverage during the championships to include coordination with media representatives, providing copy as necessary, arranging interviews, maintaining current scores for the media, compiling and releasing daily statistics and compiling and releasing final statistics.
- e. Distribute complete final results to coaches after the awards ceremony.
- f. Arrange for advertising and promotions. Coordinate with NCAA championships manager. For details regarding promotional materials provided by the NCAA, refer to the NCAA Championships Promotions Guidelines.
- g. The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 championships. Souvenir merchandising policies and procedures are outlined in the promotions assistance guidelines.
- h. IMG College will design and produce the championship program electronically.

Technical Directors – Brad Donoho and Katie Harrington

There shall be co-technical director for the championships. Brad Donoho and Katie Harrington from the Civilian Marksmanship Unit (CMP) will serve in these roles for the 2021 championships. The NCAA will pay CMP a fee and per diem for CMP staff working the championships. If necessary, NCAA staff will also reimburse CMP the actual, reasonable and documented costs of transporting the CMP equipment to and from the championships site.

The technical directors' duties shall include:

- a. Manage electronic targets and all aspects related to them.
- b. Secure scoring system with displays for live scoring.
- c. Supervise tabulating and posting of scores and correct any erroneous entries on the scoreboard.
- d. Supervise ranking of individual scores first through sixth and team scores first through third to include breaking of ties (necessary only in determining individual places first through sixth and team places first through third).
- e. Make available to the SID a copy of the tabulated scores as soon as competition is completed. All competitors will be listed in rank order by score.
- f. Ensure that the scores of the top four teams and the top 10 individuals are checked before the awards ceremony.

- g. Coordinate online activities (score updates/webcasts).

Gunsmith

A gunsmith should be available on site to assist with any gun maintenance issues that arise. NCAA staff will identify and invite a gunsmith to work the championships.

If a gunsmith is used the NCAA will provide a fee, per diem and transportation expenses. The host institution will be responsible for hotel room and tax for the gunsmith.

SECTION 13 – Insurance

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

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

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

SECTION 14 – Lodging

The NCAA will enter into agreements and secure hotel accommodations for (a) the participating teams; (b) match officials/personnel; (c) NCAA committee members; (d) NCAA staff members; and (e) the drug-testing crew. Two separate hotels will be used. One will be designated as the participating team hotel and all others will be housed at the designated headquarters hotel.

Drug-Testing Crew

The NCAA will reserve four rooms for members of the drug-testing crew at the headquarters hotel. The rooms may be canceled the week before the championship should drug-testing not occur at the championships.

These reservations will be part of the NCAA's room block/contract with the headquarters hotel.

Room and Tax. The drug testing crew will be responsible for room rate, taxes and incidentals for all four for their rooms.

Officials (Range Officers) and Gunsmith

The four range officers and the gunsmith will have a hotel room at the headquarters hotel for the duration of their stay.

These reservations will be part of the NCAA's room block/contract at the headquarters hotel.

Room and Tax. The host institution will be responsible for room rate and taxes for all five rooms for the range officers and gunsmith. Once the range officers/gunsmith have been identified and confirmed, the tournament manager will work with the headquarters hotel to add the room and taxes for each range officer

to the host institution's master bill. These expense should be budgeted for as an expense on the host institutions proposed budget.

Officials are responsible for their incidental charges.

Rifle Committee

Each NCAA rifle committee member (6) and the Rules Interpreter (1) will have a hotel room at the headquarters hotel for the duration of their stay.

These reservations will be part of the NCAA's room block/contract with the headquarters hotel.

Room and Tax. The host institution will be responsible for room rate and taxes for the rifle committee and rules interpreter. Once the travel arrangements have been finalized NCAA staff will provide the host institution with a list of lodging needs for committee and staff. The tournament manager will then work with the designated headquarters hotel to add the room and taxes for each committee member and the rules interpreter to the host institution's master bill. These expense should be budgeted for as an expense on the host institutions proposed budget.

Committee/NCAA staff are responsible for their incidental charges.

Miscellaneous Championship Personnel

Additional miscellaneous championship personnel will have a hotel room at the headquarters hotel the duration of their stay.

These reservations will be part of the NCAA's room block/contract with the headquarters hotel:

- NCAA staff – 1 room
- Technical Directors/CMP – 2 rooms
- MegaLink – 1 room

Room and Tax. The host institution will be responsible for room rate and taxes for the miscellaneous personnel. Once the travel arrangements have been finalized NCAA staff will provide the host institution with a list of lodging needs for committee and staff. The tournament manager will then work with the designated headquarters hotel to add the room and taxes for these individuals to the host institution's master bill. These expense should be budgeted for as an expense on the host institutions proposed budget.

Miscellaneous personnel are responsible for their incidental charges.

Team Hotels

Double-double non-smoking rooms will be reserved for the participating student-athletes and coaches at a special rate. These room reservations will be part of the NCAA's room block/contract with the designated team hotel beginning Wednesday, March 11.

Starting on Tuesday, February 23, coaches of teams and individuals selected to participate in the 2021 NCAA Rifle Championships can begin making their hotel reservations at the designated team hotel with the sale. Rooms in the official NCAA participant block at the designated team hotel should only be reserved for participating student-athletes and coaches. Family and others will not be allowed to reserve rooms in the NCAA participant block.

SECTION 15 – Meetings/Schedule of Events

Administrative/Head Coaches Meeting

The committee will conduct a mandatory administrative meeting on practice day to review championship matters. It is mandatory that each institution's athletics director or senior woman administrator (or designated administrator other than a member of the coaching staff) if on site and the head coach attend the meeting.

This meeting will take place Thursday, March 11 at 12:15 p.m.

Schedule of Events

The NCAA Rifle Committee will approve the schedule of events. [Appendix B]

SECTION 16 – Media/Credentials

Credentials

The NCAA will produce all credentials for the championships. Team credentials will be provided to each participating team's administrator or coach at registration. The host should label all credentials with name and institution of student-athlete(s) and coaches.

Credentials for the championships should have two different access points. All access credentials that allows access to all areas of the championships. Including entrance into the venue, the firing line, hospitality area, team areas, etc. These all access credentials should be given to student-athletes, coaches, important team personnel, key host institution event management staff, NCAA staff, NCAA committee, range officers and other key championship personnel as determined by the NCAA rifle committee.

A limited access credentials should also be created. These would allow the credential holder entrance into the venue and the stands but does not provide them access to any other areas.

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.

Credentials List. Prior to the championships, the media coordinator must submit a list to the NCAA liaison including all individuals and visiting organizations (CMP and USA Shooting) receiving credentials.

Drug-Testing Team. In the event of drug testing, plastic credential badges will be issued for the drug-testing team by The Center for Drug Free Sport staff. A minimum of 10 non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.

Media credentials shall be issued according to the press criteria at ncaa.com/media.

Rifle Committee. Representatives of the rifle committee should be issued a credential that gives them total access to the facility.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved

in event management.

Final Site Media Credential Request. 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 site media coordinator who doesn't know how to use the system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

Credential Boards. The NCAA will provide credential boards to all final sites. These are to advise security personnel at the competition venue which credentials are allowed into 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.

Photography

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

All photographers will agree to the NCAA Championship Photography Terms and Conditions upon requesting a credential. Photo sales on site are strictly prohibited.

Images for use by NCAA member institution 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 Andy Krause (Andrew.Krause@gettyimages.com).

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

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

Press. Subject to limitations of space, photography credentials shall be assigned in accordance with the following priorities:

1. One photographer, certified by the director of athletics and/or the sports information director of each participating institution, who will represent all campus-related publications and departments.
2. A press agency or a television station at the site of the championship.
3. A daily press agency or television station from the locale of a participating institution which has staffed its competition on a regular basis throughout the season and tournament.
4. Other press agencies or an individual or crew designated by a national television network or cable system.

Sports editors or directors shall request all photography credentials. It is best to have highly visible credentials for photographers (such as an armband).

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.

Post-match Interviews

All coaches and student-athletes must be made available for post-competition interviews following the 10-minute “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

The timetable for the cooling-off period begins after the completion of the awards ceremony. The head coach may choose to forgo the “cooling-off” period. All participating student-athletes and coaches shall be available to the media in the designated media area for 15 minutes after the conclusion of the respective cooling-off periods.

Dressing Rooms. The dressing rooms **WILL NOT** be open to the media.

Electrical Outlets and Internet Access. Electrical outlets and internet access will be required in the working press area to assist representatives using transmission equipment requiring electricity.

Equipment. The host institution shall provide all the necessary equipment (microphones, mult box, adequate lighting) for the interview room.

Facility Coordinator. Host media coordinators must designate an interview room/area at the facility and an individual to coordinate the activities in it.

Obligation of Coach. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a post-match interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in a special interview.

Players and Coach. The SID representing each participant shall escort the coach and players to the interview

area.

Quotes. Typed quotes shall be distributed to the media immediately following each news conference. It is recommended that one person be assigned to each team so that news conferences are covered in their entirety.

Team Films/Videotapes

Each participating team is permitted to tape all matches at the site in which it is participating with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping. The host institution shall reserve space for four videotape cameras to shoot at one time.

Noncommercial Usage. Films or videotapes of any of the games of the championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Restricted Space. On completion of the competition being filmed/videotaped, the representative will be required to immediately depart the area in order for other videographers to establish their shooting positions.

SECTION 17 – Medical Procedures

Medical Procedures

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

SECTION 18 – Merchandise

Administration

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

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.

Exclusive Rights

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. For NCAA event merchandising policies and an official licensee list, go to <http://www.ncaa.org/championships/marketing>.

Merchandise Sellers

While championship merchandise will be provided by the NCAA and Event 1, the host institution will be responsible for providing individuals to sell the merchandise at the championships.

Team Orders

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.

Once a team is selected, a memo will be sent to each participating institution with information on how to preorder championship apparel.

SECTION 19 – Participating Teams

Admittance to Facility

Participating institutions must submit a list of their official travel party (participating student-athletes and non-athlete coaches) to the rifle committee by the Monday after selection. This list will be used to produce credentials for those in the official travel party. Credentials will be distributed at registration Wednesday on site.

Participant Manual

The NCAA shall make available a participant manual to all schools under consideration for selection. The manuals shall provide details for the championships and will be posted on the NCAA's website.

The tournament director will send a draft of the participant manual to the NCAA for review by February 8.

SECTION 20 – Promotions and Marketing

Banners

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

Championships Online Marketing Website

The NCAA Championships Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Championships Online Marketing Website can be accessed at www.NCAAchampspromotion.com.

Championship hosts should customize and download all necessary artwork to promote the championship from the online marketing website. Hosts should make every effort to use the artwork provided, produce

the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship round you are hosting.

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

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

- Print
 - Poster.
 - Flyer.
 - Print ad.
 - Table tent.
- Digital
 - Email blast.
 - Banner.
 - Social media graphics.
- Outdoor
 - Billboard.
 - Banner.
- Resources
 - Marketing best practices.
 - Social media guidelines.

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

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

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

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

Championship Logos. The official NCAA championship logo is available at www.ncaalogos.com. New users are required to register for the site. Once access is granted, users can search the site as needed for logos and applicable style guides. Questions regarding the logo library can be directed to Durenka Robie at drobie@ncaa.org or 317-917-6825.

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

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

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

NCAA staff will work with the host institution on a signage plan for the competition venue.

SECTION 21 – Practices

Organized practice times will be limited to qualified competitors. Only one practice session is permitted for each competitor for each event (smallbore and air rifle) on Thursday before competition. The rifle committee will assign all squadding assignment for practice.

Range officers shall be on the range for safety reasons and to control access to the range.

There shall be no practice on the competition range by competitors invited to the championships, other than members of the team of the host institution, starting two weeks before the championships.

SECTION 22 – Programs (Digital)

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

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

Content/Editorial

Learfield IMG College Responsibilities

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

Host Responsibilities

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

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

Promotion

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

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

Best Practices

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

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.

- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

Supplemental Handouts

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

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

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

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

Questions

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

SECTION 23 – Safety and Security

Best Practices

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

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

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

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

Please submit your final safety and security plan, which would be inclusive of the NCAA championships safety and security team contact information form to the championships manager.

Personnel

Adequate uniformed security for the championships. The championships manager will discuss with the

tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Emergency Meeting. The NCAA championships manager and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems and discuss the emergency/evacuation plan.

Local Spokesperson. The host institution, working with facility management and Federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Prohibited Items

The tournament manager and facility staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return prohibited items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

Alcohol. Alcoholic beverages shall not be brought to the site during the championship.

Laser Pointers. Laser pointers are not permitted.

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

Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, trainers, managers) during practice sessions and game competition, as well as during other championship activities (e.g., banquets, autograph sessions, press conferences, postgame interviews, etc.).

Distribution of Materials

No person or group may distribute any materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA. Examples would include, but are not limited to: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

SECTION 24 – Transportation

Team Transportation

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

Range Officers' Transportation

Travel expenses for the officials will be paid according to the actual mode of transportation and are not to exceed jet coach airfare or mileage. Local mileage while at the site cannot be included. Rental cars are not reimbursable unless approved by the NCAA championships manager prior to the rental.

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; and
- Contribute to the general excitement surrounding the championship.

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

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

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

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

Volunteer Apparel

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

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

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

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

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

APPENDIX A



Voluntary Equipment Inspection

Start Number: _____

Name: _____ Institution: _____ Date: _____

Rifle(s)	Make	Serial Number	Weight	Approved
Smallbore:			8kg	
Air Rifle:			5.5kg	
Spare:				

			Approved				Approved
Jacket	Logos	2		Air Rifle Template			
	Thickness	2.5mm		Smallbore Template			
	Overlap	100mm		Sling	Width	40mm	
	Buttons	70mm		Kneel	Length	25cm	
	Length	Fist		Roll	Diameter	18cm	
	Stiffness	n/a			Size	20cm sq	
Trousers	Thickness	2.5mm		Heel Pad	Thickness	10mm	
	Belt Loops	7		Blinder(s)	Rifle width	30mm	
	Butt Rubber	No			Rifle Length	100mm	
	Belt (or) Braces	4mm thick 40 wide			Glasses width	None	None on side bars
Shoes	Thickness	4mm		Visor	Length	80mm	
	Sole extension	5mm			Logos		
	Sole Thickness	10mm		Friendly reminders: >Safety First - ECI (smallbore) CBI (Air Rifle) is Mandatory >See Rules Mod, #9 regarding authorized apparel >Stiff leg walking is prohibited, (shoes must bend) >Random Post-Competition equipment checks will take place >Change clothing in designated areas.			
	Flexibility	n/a					
Glove	Closure	Loose					
	Thickness	12mm					
Under Clothing	Thickness	2.5mm					

RTS final review: _____

APPENDIX B

2021 NCAA RIFLE CHAMPIONSHIPS SCHEDULE The Ohio State University

Tuesday, March 9

4 p.m. NCAA staff, committee chair and rules interpreter facility walkthrough – *French Field House*

Wednesday, March 10

2:30 p.m. Games Committee Meeting (tournament director, range officers, rules interpreter, technical directors, NCAA rifle committee, NCAA staff) – *French Field House*

3:15 – 7 p.m. Open Registration – *French Field House*

3:30 – 7 p.m. Voluntary Equipment Check (teams scheduled at specific times) – *French Field House*

Thursday, March 11

9 a.m. – 12:15 p.m. Air Rifle Practice – *French Field House*

Prep Relay #1: 9 a.m.

Relay #1: 9:15 – 10:30 a.m.

Prep Relay #2: 10:45 a.m.

Relay #2: 11 a.m. – 12:15 p.m.

12:15 p.m. Mandatory Coaches Meeting – *French Field House*

1 – 4:15 p.m. Smallbore Practice – *French Field House*

Prep Relay #1: 1 p.m.

Relay #1: 1:15 – 2:30 p.m.

Prep Relay #2: 2:45 p.m.

Relay #2: 3 – 4:15 p.m.

Friday, March 12

8:30 a.m. Doors open – *French Field House*

9:30 a.m. – 4:30 p.m. Smallbore Individual and Team Competition with Finals – *French Field House*

a.m. Relay #1: Call to the line: 9:30 a.m.; Prep/Sighters: 9:45 a.m.; Competition: 10 – 11:45

Relay #2: Call to the line: 12:15 p.m.; Prep/Sighters: 12:30 p.m.; Competition: 12:45 –

2:30 p.m. Individual Finals: Call to the line: 3 p.m.; Prep/Sighters: 3:15 p.m.; Competition: 3:30
– 4:30 p.m.

Saturday, March 13

8:30 a.m. Doors open – *French Field House*

9:45 a.m. – 3:45 p.m. Air Rifle Individual and Team Competition with Finals – *French Field House*

Relay #1: Call to the line: 9:45 a.m.; Prep/Sighters: 10 a.m.; Competition: 10:15 – 11:30 a.m.

Relay #2: Call to the line: 11:45 a.m.; Prep/Sighters: Noon; Competition: 12:15 – 1:30 p.m.

Individual Finals: Call to the line: 2 p.m.; Prep/Sighters: 2:15 p.m.; Competition: 2:30 – 3:45 p.m.

Awards: Upon Completion of Finals

National Collegiate Men's and Women's Rifle Championships
Games Committee Meeting Agenda

1. Introductions.
2. Composition of the jury.
3. Designation and location of rooms.
 - a. Equipment storage area.
 - b. Equipment check area.
 - c. Committee room.
 - d. Coaches' meeting room.
 - e. Hospitality room(s).
 - (1) Coaches/staff.
 - (2) Participants.
 - f. Team locker rooms/preparation area.
4. Procedure for random equipment checks.
5. Technical directors' announcements.
6. Range officer announcements.
7. Tournament manager announcements.
8. NCAA championships manager announcements.
9. Committee announcements
 - a. Duties of committee during equipment check.
 - b. Duties of committee during competition.
 - c. Range check.
10. Other.
11. Adjournment.

APPENDIX D

**NATIONAL COLLEGIATE MEN'S AND WOMEN'S RIFLE CHAMPIONSHIPS
AWARDS CEREMONY FORMAT**

SATURDAY, MARCH 13

INDIVIDUAL CHAMPIONS

SMALLBORE

	<u>Name</u>	<u>Institution</u>	<u>Score</u>
3.	_____	_____	_____
2.	_____	_____	_____
1.	_____	_____	_____

TEAM CHAMPION

SMALLBORE

	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
3.	_____	_____	_____
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	

	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
2.	_____	_____	_____
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	

	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
1.	_____	_____	_____
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	

INDIVIDUAL CHAMPIONS

AIR RIFLE

	<u>Name</u>	<u>Institution</u>	<u>Score</u>
3.	_____	_____	_____
2.	_____	_____	_____
1.	_____	_____	_____

TEAM CHAMPIONS

AIR RIFLE

	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
3.	_____	_____	_____
	_____	_____	
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	

	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
2.	_____	_____	_____
	_____	_____	
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	

	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
1.	_____	_____	_____
	_____	_____	
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	

OVERALL (AGGREGATE)

	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
3.	_____	_____	_____
	_____	_____	
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	
	_____	_____	
2.	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
	_____	_____	_____
	_____	_____	
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	
	_____	_____	
1.	<u>Institution</u>	<u>Competitors</u>	<u>Score</u>
	_____	_____	_____
	_____	_____	
	(head coach)	_____	
	_____	_____	
	(asst. coach)	_____	
	_____	_____	

APPENDIX E

Post-Championship Checklist

Complete	Task	Category
	Send banquet attendee list to championships manager.	After Action
	Send recommendations for future championships to championships manager.	After Action
	Complete final financial report within 60 days of the championships.	Financial
	Complete enhancement fund reimbursement form.	Financial
	Complete online marketing system reimbursement.	Financial
	Return media backdrop, championship flags, blue disk circle, returnable signage to Source One.	Signage
	Reconcile merchandise sales and complete settlement with Event 1.	Financial
	Pay officials and committee hotel master bill at headquarters hotel.	Financial
	Complete inventory form of leftover PowerAde/DASANI product and return to championships manager.	After Action
	Send digital copies of team photos to head coaches (assume hard copies distributed at championships).	After Action
	Send up to 25 volunteer names to receive NCAA volunteer certificates.	After Action
	Ship mobile range back to the NCAA Distribution Center or next host.	After Action