



# **HOST OPERATIONS 2024-25 MANUAL**

# Division I Men's Soccer

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# Division I Men’s Soccer

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## FOREWORD

Congratulations on your selection as a host for the 2024 NCAA Division I Men's Soccer Championship. We appreciate your interest in men's soccer and are confident that your institution will do an outstanding job of administering the competition.

The purpose of the NCAA Division I Men's Soccer Host Operations Manual for preliminary-round and Men's College Cup competition is to provide direction and guidance for the host institutions as they plan and conduct the events and to supplement the NCAA Division I Men's Soccer Prechampionship Manual. We urge you and your staff to become familiar with both the prechampionship manual and Bylaw 31 of the **2024-2025 NCAA Division I Manual**, which pertain to the administration of NCAA championship events. These publications will provide information about the general policies governing all aspects of NCAA competition, while the host operations manual is designed to provide more specific information and details regarding their implementation. You may access the prechampionship manual by clicking [here](#).

Although this manual and the prechampionship manual attempt to cover all phases of championship competition, some questions may arise before or during the event. Please contact a member of the NCAA Division I Men's Soccer Committee or the NCAA soccer championship manager, if you have any questions. The contact information for each of these individuals is in the Key Contact section of this manual.

Thank you again for your efforts on behalf of the NCAA and men's soccer.

NCAA Division I Men's Soccer Committee

### INTRODUCTION

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

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

### DEFINITIONS

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

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

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

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

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

### ROLE OF NCAA

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

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

### ROLE OF GOVERNING SPORT COMMITTEE

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

## MEN'S SOCCER COMMITTEE

The NCAA Division I Men's Soccer Championship is under the control, direction and supervision of the NCAA Division I Men's Soccer Committee, subject to such requirements, standards and conditions as may be prescribed by the Association's bylaws and NCAA Executive Committee.

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<p><b><u>East Region</u></b></p> <p>Carlos Somoano Head Men's Soccer Coach University of North Carolina, Chapel Hill P.O. Box 2126 100 Perimeter Road Chapel Hill, North Carolina 27515 Phone: 919-619-7016 Email: <a href="mailto:csomoano@unc.edu">csomoano@unc.edu</a></p>	<p><b><u>South/Southeast Region</u></b></p> <p>Brian Mackin Director of Athletics The University of North Carolina at Greensboro 101 Wentworth Drive Greensboro, North Carolina 27408 Phone: 205-908-0477 Email: <a href="mailto:bwmackin@uncg.edu">bwmackin@uncg.edu</a></p>
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<p><b><u>NCAA Championships Manager</u></b>  Micaela Liddane  Assistant Director, Championships and Alliances  Phone: 317-917-6513  Cell: 317-292-1356  Email: <a href="mailto:mliddane@ncaa.org">mliddane@ncaa.org</a></p>	<p><b><u>NCAA Administrative Support</u></b>  Sadie Redburn  Assistant Coordinator,  Championships and Alliances  Phone: 317-917-6468  Email: <a href="mailto:sfoster@ncaa.org">sfoster@ncaa.org</a></p>
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<p><b>Mailing/Shipping Addresses for NCAA Staff</b></p> <p><b><u>Mailing</u></b>  NCAA  P.O. Box 6222  Indianapolis, Indiana 46206-6222</p> <p><b><u>Shipping</u></b>  NCAA  1802 Alonzo Watford Senior Drive  Indianapolis, Indiana 46202</p>	

## 2024 CHAMPIONSHIP DATES AND SITE AND TOURNAMENT DIRECTOR

### Men's College Cup

Town of Cary, University of North Carolina, Chapel Hill  
WakeMed Soccer Park  
Dec. 13-16

David Crotts  
201 Soccer Park Drive  
WakeMed Soccer Park  
Cary, North Carolina 27511  
Phone: 919-858-0464  
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## ROLE OF THE MEN'S SOCCER 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 THE HOST

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 preserve the mission of the championship. 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.

## TOURNAMENT PERSONNEL

Each host shall appoint staff members to assume the positions of tournament director, tournament manager and media coordinator. Responsibilities of the staff members are as follows:

**Tournament Director.** This individual shall be the director of athletics or designee at the host institution and shall maintain ultimate responsibility for the local operation of the event.

**Tournament Manager.** The tournament director shall appoint a knowledgeable person to serve in this position, preferably with experience in tournament administration and game management. The function of the tournament manager is to ensure the policies of the committee and the Association are observed.

Specific responsibilities include, and are not limited to, 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 operations manual for hosts.

The tournament manager also will provide the NCAA with a postchampionship report, which shall include the following:

1. A compilation of vital statistics/data, such as number of tickets sold, attendance figures, postgame recap, issues, unsportsmanlike conduct, etc.
2. Suggestions for future conduct of the championship.

**Media Coordinator.** This individual, preferably the sports information director of the host institution, shall ensure that the men's soccer committee's policies regarding media are observed.

Responsibilities may include credentialing, planning and supervision of media work areas, coordination of all media conferences, lodging and transportation, statistical services, communications, hospitality and entertainment.

The media coordinator shall assist the tournament manager with the compilation of the post championship report.

## LOCAL ORGANIZING COMMITTEE (MEN'S COLLEGE CUP)

**Authorization.** Administration of the NCAA Division I Men's Soccer Championship is under the authorization of the NCAA Division I Men's Soccer Committee, which is subject to the final authority of the NCAA Division I Championships/Sports Management Cabinet. All activities and events associated with the men's soccer championship are to be administered and approved by the appropriate committee.

**Host Institution/Conference.** The official host of the NCAA Men's College Cup shall be a member institution/conference of the NCAA. The Local Organizing Committee (LOC) shall have strong leadership and direction from the host institution/conference.

**Administration.** The host institution should consider forming a LOC to act as the group responsible for making arrangements for fulfilling the obligations of the university and the surrounding communities and to provide to the NCAA certain services and assistance in connection with the various activities related to the championship.

A LOC would encourage the involvement of various members of the local community in the development of the championship who, by their involvement, would promote the championship by providing a greater awareness of the championship within the community.

In addition, the LOC could help the university tap the volunteer resources available within the community. This would be accomplished by involving various segments of the community in the planning process of hosting the championship, thereby making members of the community aware of the volunteer opportunities inherent in the administration of the event.

The LOC should designate individuals to act as members of the LOC Executive Committee by representing the following areas:

*Director of the Local Organizing Committee.* The host should designate a director of the LOC who shall maintain the ultimate responsibility for the operation of the championship. This director coordinates the administration of the championship and the efforts of the LOC committees within the guidelines and procedures of the NCAA. The LOC director should be the director of athletics of the host university, or his or her designee, and shall maintain ultimate responsibility for the local operation of the event.

*Game Management Liaison.* The LOC director shall appoint an individual who is familiar with the management of athletics contests at the institution. In addition, knowledge and experience in NCAA championships administration is important. The function of the game management liaison is to work with the various staff members and the NCAA staff to ensure that the championship policies are observed. Specific responsibilities may include the following:

Game Day Operations. This area includes ushers, parking, security, field setup, press box, locker rooms, interview room, hospitality, etc.

Campus, Municipal and State Services. Responsible for security, traffic control and cleanup. This committee will be responsible for ensuring the university, city and state are putting forth their best image for hosting the championship. In addition, this committee is charged with the public safety effort, traffic control, security inside and outside the stadium, police escorts, special permits, parking assistance, NCAA trademark protection, etc. The committee will work closely with the tournament director, ticket manager, competition site coordinator, participant services committee and transportation committee.

Ticket Sales. Responsible for the sale of tickets. Coordinate the efforts of staff and other entities in developing and implementing advance ticket sales efforts. Coordinate game day ticket sales.

*Public Affairs Liaison.* The LOC director shall appoint an individual to coordinate the various communication aspects of the championship. These areas should include the following:

Corporate Relationships. Establish relationships with NCAA corporate champions, corporate partners and local contributors. This committee must understand the NCAA policies and procedures governing corporate contributors.

Community Relationships. Establish relationships with the local chamber of commerce, visitor's bureau, local sports commissions and any other community group that may be involved in the championship.

Publicity. Develop and implement comprehensive publicity plans for the local and regional communities. This committee can develop plans for regional and national dissemination of information. The entity should form a committee of media relations specialists and media who will serve as liaisons on each of the LOC committees.

The publicity committee shall consider the following:

*Print/Internet Campaign.* Will target local publications inclusive of daily and weekly newspapers, magazines, and specialty publications. Will generate news releases and/or feature stories to post on the NCAA and host institution's websites. The men's soccer media coordinator shall distribute the information to various soccer constituents.

*Newspapers.* Will arrange meetings to discuss local newspaper involvement in heightening community and visitor awareness about championship events.

*Local Publications.* Will arrange meetings to discuss community newspapers, magazines and other publications becoming involved in the promotion of the championship.

*Radio and Television.* Will arrange for interviews and/or mentions during all athletics radio broadcasts.

*Press Conferences.* Will assist the NCAA staff in arranging press conferences throughout the championship. May also arrange press conferences prior to the event for publicity purposes.

*Media Kits.* Will design and distribute media kits that highlight the host city, the state, college soccer and any special events surrounding the championship.

*Miscellaneous Correspondence.* Will correspond informally with the media, committee members and others in the community to keep them up-to-date at all times with championship activities and events.

*Promotions.* Develop comprehensive programs to notify all surrounding businesses and develop the “championship look” with participating hotels, provide NCAA banners at each hotel.

*Hospitality.* Coordinate VIP and officials’ hospitality events at the stadium and media hospitality. This committee will work closely with the volunteer services committee.

*Souvenir Program.* Assist IMG College with the sale of local advertisements. Coordinate the sale of programs during the championship.

*Special Events.* Develop concessions and other activities and market them to spectators.

*Championship Merchandise.* Coordinate the sale of championship merchandise with the NCAA official merchandiser, Event 1.

*Youth Outreach.* Develop network of information and services (e.g., transportation, tickets, food) for the youth in the surrounding area of the championship.

*Volunteer Liaison.* The director of the LOC shall appoint an individual to serve as the volunteer liaison that is familiar with the needs of the championship, both in advance and on game days. This person will develop a network of volunteers and coordinate their efforts to assist in the implementation of the LOC goals.

*Participant Services Liaison.* The director of the LOC shall appoint a person to provide host and support services for each of the special groups visiting the community. These groups include NCAA staff and committee members, participating teams, university presidents, coaches and athletics directors, media, officials, VIPs, and fans. Specific responsibilities may include the team host program, the championship banquet and other meals, entertainment, and championship participant awards.

*Sample Local Organizing Committee Structure.* A sample structure follows as a guideline for the Men’s College Cup.

1. NCAA
2. Host Institution
3. Game Day Management
  - a. Game day operations
  - b. Ticket sales (game day)
  - c. Field maintenance and stencils
  - d. Campus, municipal and state services (security)
  - e. Championship merchandise and programs (game day)
  - f. Concessions
  - g. Fan Fest
  - h. Signage
4. Public Affairs
  - a. Corporate relationships
  - b. Media coordination
  - c. Publicity
  - d. Promotions
  - e. Hospitality

- f. Youth outreach
  - g. Special events
- 5. Volunteers
  - a. Acquisition
  - b. Training
  - c. Assignment
  - d. Uniform
- 6. Participant Services
  - a. Team host program
  - b. Meals
  - c. Entertainment
  - d. Participant awards
  - e. VIP entertainment
- 7. Lodging
  - a. Teams
  - b. Spectators
  - c. NCAA
  - d. Media
  - e. Hospitality

## REFERENCE SOURCES

There are three reference sources that the host should use in its preparations for and actual conduct of the championship. The resources are (a) the NCAA Division I Manual; (b) the 2024 NCAA Division I Men's Soccer Prechampionship Manual; and (c) the 2024 NCAA Division I Men's Soccer Championship Host Operations Manual.

**NCAA Manual.** The NCAA Manual contains the Association's constitution, bylaws, interpretations and executive regulations. Specifically, the host institution should become familiar with the following regulations: (a) Principles for the Conduct of Intercollegiate Athletics, Article 2; (b) Eligibility Rules for NCAA Championships, Bylaw 14; and (c) Conduct of National Championship Meets and Tournaments, Bylaw 31.

**2024 NCAA Division I Men's Soccer Prechampionship Manual.** The NCAA Division I Men's Soccer Committee publishes a prechampionship manual that serves as a resource for institutions to prepare for the championship. The prechampionship manual is available on the NCAA website ([ncaa.org](https://www.ncaa.org)) by hovering over the "Division I" heading, selecting "Championships" then selecting "Soccer (M)" on the left-hand side, then "Prechampionship Manual".

If you have difficulty accessing or printing a copy of the prechampionship manual, please email Sadie Redburn at the NCAA national office ([sfoster@ncaa.org](mailto:sfoster@ncaa.org)).

**2024 NCAA Division I Men's Soccer Championship Host Operations Manual.** This manual has been developed to provide the host institution with the specific information and details that are not contained in the NCAA Manual or prechampionship manual. The host instruction manual is an effort to summarize the many rules, regulations and committee policies that have been developed to administer the championship. This manual is updated annually and provided to the host institutions prior to the championship. Any institution considering a bid to host the championship may request a copy of the tournament manual to assist in its bid process.

## CHECKLIST FOR PRELIMINARY-ROUND HOSTS

Week of Game

- \_\_\_ 1. Receive notification of opposing team from NCAA.
- \_\_\_ 2. Email visiting team guide to the athletics director and head coach of the visiting institution. The guide should include hotel information, ticket prices, practice times and locations, directions, administrative meeting location (date and time), etc.
- \_\_\_ 3. Obtain names and addresses of appointed officials via the NCAA. Follow up with officials and provide directions, hotel information and confirm date, time and location of pregame meeting and game.
- \_\_\_ 4. Obtain and submit necessary certificate of insurance, per NCAA Bylaw 31.7.4.
- \_\_\_ 5. If selected for drug testing, submit the drug-testing budget immediately after notification and make other preparations. If notification is received, implement drug-testing procedures, including competition site and personnel requirements, as detailed in information from The National Center for Drug-Free Sport, Inc. If drug testing is confirmed for your site, you will be notified as early as possible during the week.
- \_\_\_ 6. Obtain name of and follow up with NCAA site representative assigned to the game to determine hotel needs, provide directions, etc.
- \_\_\_ 7. Make sure seating or standing arrangements at the field allow spectators no closer than 10 feet, but preferably 20 feet, from touch and goal lines. There must be a restraining barrier between spectators and playing field.
- \_\_\_ 8. Field arrangements.
  - \_\_\_ a. Proper markings, including coaching and photographer's boxes, in accordance with NCAA rules (see the 2023 and 2024 NCAA Men's and Women's Soccer Rules book) and policies.
  - \_\_\_ b. Check goals and nets.
- \_\_\_ 9. Receive notification from NCAA promotions staff regarding online marketing system. Immediately review system and develop promotional items.
- \_\_\_ 10. Arrange for the following equipment at game site: adequate public-address system, two watches, two compressed air horns, game balls provided by Wilson, scoreboard, pencils and a properly displayed American flag. NCAA banners shall be displayed to create a championship atmosphere. Arrange for the singing or playing of the national anthem.
- \_\_\_ 11. Arrange for halftime refreshments for teams and officials.
- \_\_\_ 12. Arrange for drinking cups, ice and water for student-athletes at each bench during both practices and games. The NCAA will provide cups, water coolers and water bottles at the site of the finals only. DASANI water or POWERADE is preferred at preliminary-round sites, but it is acceptable to use a different unmarked product instead. Please note NCAA policy on commercial identification on cups and coolers.
- \_\_\_ 13. Have names of teams on scoreboard (if resources are available); if not, use "Home" and "Visitor."

## DIVISION I MEN'S SOCCER

- \_\_\_ 14. Assign locker rooms for the teams and have blackboard and chalk (or dry-erase boards and markers), soap and towels in each room. Sites that do not have any locker rooms should have tents and portable heaters (if inclement weather) available, if possible. Portable restroom facilities must be provided nearby.
- \_\_\_ 15. Assign a locker room for the officials for pregame, halftime and postgame purposes; supply soap, towels, DASANI, POWERADE and hospitality.
- \_\_\_ 16. Arrange for competent and experienced ball runners and dress them in neutral clothing that is bright in color and contrasts with the participating teams' and officials' uniform colors. A minimum of four ball runners must be used for each game.
- \_\_\_ 17. Assign scorers, timers, statisticians and announcer. It is recommended there be two timers and a recorder for substitutions, goals and penalty kicks. Spell out duties of each official.
- \_\_\_ 18. Arrange for the following security needs:
  - \_\_\_ a. Officials.
  - \_\_\_ b. Teams.
  - \_\_\_ c. Bench area (pre- and postgame).
  - \_\_\_ d. Spectator areas.
  - \_\_\_ e. All entry gates.
- \_\_\_ 19. Arrange for medical and athletic training coverage.
- \_\_\_ 20. Arrange for pregame music. Ensure that music does not contain any inappropriate or profane lyrics.
- \_\_\_ 21. Assign student manager to the visiting team.
- \_\_\_ 22. If possible, arrange for a welcoming committee to meet the team.
- \_\_\_ 23. Have a practice field available the day before (or night, if game is under lights). All teams should be allowed equal practice on the game field. Ice and water must be available at practice sites and athletic training facilities must be accessible to all teams. Teams will be allowed a 30-minute walkthrough on game day (no cleats/1 ball).
- \_\_\_ 24. Have practice balls available, if needed.
- \_\_\_ 25. Advise team of the athletic training supplies, equipment, modalities and facilities that will be available or provided.
- \_\_\_ 26. Arrange for streaming of match. (Review all requirements needed at [ncaa.com/media](https://www.ncaa.com/media).)

**Game Day**

- \_\_\_ 1. Meet with the NCAA site representative, coaches and other key personnel at least two hours before the game. Choice of uniform is to be decided earlier in the week in consultation with the site representative. Normally, home team wears white or light-colored jerseys and socks, and visitor's dark jerseys and socks. Colors must be contrasting. Confirm these arrangements and bench assignments. Site representative will chair meeting and cover other relevant topics.
- \_\_\_ 2. Review critical incident response/emergency plan.
- \_\_\_ 3. Provide team roster form and distribute as indicated.
- \_\_\_ 4. Make available new balls; game balls to be sent from Wilson (six balls will be shipped to each preliminary-round site).
- \_\_\_ 5. Distribute an information sheet providing the times, assignment of officials, method of introduction, time between games, color of uniforms, benches, etc. Distribute to coaches, press, and radio and television personnel.
- \_\_\_ 6. Communicate process for tournament host and officials' evaluation at the administrative meeting.
- \_\_\_ 7. Distribute officials' communication devices and vanishing spray.
- \_\_\_ 8. No complimentary tickets allowed (except for children 2 years of age and younger if facility policy permits). Provide credentials (use NCAA logos) to each team based on the official travel party policies.
- \_\_\_ 9. Have site representative complete expense form in the [NCAA Travel Expense System](#) (TES).
- \_\_\_ 10. If scheduled at your site, implement postgame drug-testing procedures as instructed by the NCAA national office and the on-site crew chief.

**Postgame**

- \_\_\_ 1. In some instances, the officials' communication devices will need to be shipped back to the NCAA or company by the host.
- \_\_\_ 2. Provide copy of game video to visiting team.
- \_\_\_ 3. Submit online financial report to the NCAA within 60 days. Host should keep the following items on file in the event an audit is conducted:
  - \_\_\_ a. Hotel bills.
  - \_\_\_ b. Miscellaneous receipts, if applicable.
- \_\_\_ 4. Conduct game within expenses indicated on your proposed budget. Expenditures in excess of your budget must be approved in advance by the NCAA national office.

- \_\_\_\_ 5. Submit reconciliation and settlement sheets directly to Event 1 within 10 days after the competition.
- \_\_\_\_ 6. Host should contact Liz Wacienga regarding the submission of stats. A packed file for the game must be sent to [lwacienga@ncaa.org](mailto:lwacienga@ncaa.org) at the NCAA national office.

### **Checklist for Site Representative and Tournament Director (Preliminary Rounds)**

- \_\_\_\_ 1. Inspect playing area (benches, scorer's table, audio equipment, public-address system, national anthem, field markings and goals, coaching and photo boxes, crowd control, locker rooms, and player entrance).
- \_\_\_\_ 2. Review schedule of all activities for the competition.
- \_\_\_\_ 3. Review critical incident response/emergency plan.
- \_\_\_\_ 4. Review time schedule for pregame activities (welcome, introductions, etc.). See Appendix L.
- \_\_\_\_ 5. Review game time(s).
- \_\_\_\_ 6. Review uniform colors and bench assignments.
- \_\_\_\_ 7. Check that Wilson balls have arrived and are available and properly inflated.
- \_\_\_\_ 8. Ensure that participant awards (medallions) (for squad size of 22) have arrived and determine method for distributing them to the nonadvancing team postgame (on field or in locker room).
- \_\_\_\_ 9. Review procedures for ticket sales and parking.
- \_\_\_\_ 10. Review procedures for security (escort for officials and teams). Officials shall be escorted off the field immediately after the conclusion of the game.
- \_\_\_\_ 11. Review policy on crowd control, including section on alcoholic beverages and tobacco products. Also, security to prevent fans from accessing the field postgame.
- \_\_\_\_ 12. Review medical and athletic training arrangements.
- \_\_\_\_ 13. Review policies regarding photographers (e.g., permissible areas, no flashes).
- \_\_\_\_ 14. Review procedures governing videotaping and filming. Equipment shall be tested prior to taping. If possible, have backup equipment available. Ensure camera remains pointed at field/bench areas postgame rather than at fan celebration.
- \_\_\_\_ 15. Review streaming of match. Go to [ncaa.com/media](http://ncaa.com/media) for any details.
- \_\_\_\_ 16. Review policies and plans for postgame interviews and designate an interview area (winning coach and student-athletes interviewed first).
- \_\_\_\_ 17. Review procedures for sending results to the NCAA national office.
- \_\_\_\_ 18. Review reimbursement procedures for site representative.

# Section 1 • Awards

## CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

These items can be covered through the operations budget, as well as the LOC budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-917-6790 or [narkins@ncaa.org](mailto:narkins@ncaa.org). Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

## CHAMPIONSHIP AWARDS

The NCAA shall provide all awards for participation in an NCAA championship. The championship manager will provide a manifest of the awards being shipped to your site. You should inventory each box and award ensuring the appropriate quantity and label for the event.

The championship manager will also describe how the awards will be distributed during the championship event.

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

### Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the nonadvancing team's squad size (22) to the tournament director before competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

### Finals

MTM, Inc., the NCAA national office awards supplier, 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 retaped, closed and secured in a limited-access area.

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

## ELITE 90 AWARD PRESENTATION

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their

championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Olivia Baumhoer or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's 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 semiformal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

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

The recipient of the Elite 90 Award for Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

### Presentation at the student-athlete banquet

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

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

### In-venue presentation

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

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which they are participating, so that their fans are in attendance (videoboard and/or PA read recognition).
- 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 at which all participating student-athletes are in attendance and fans are encouraged to attend.

### Other in-venue recognition

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

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

The recipient of the Elite 90 Award for the 2024 NCAA Division I Men's College Cup, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *John 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. Olivia Baumhoer will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

- Host or NCAA championships manager should ensure that a photo of the presentation is taken and emailed to [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

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

## **PARTICIPATION**

### **Preliminary Rounds**

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

### Finals

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

## Section 2 • Band/Spirit Squads and Mascots

### GENERAL INFORMATION

Preliminary Rounds. A maximum of 25 band members, including the director, 12 uniformed spirit squad members, and one costumed mascot will be admitted free of charge. Each institution's administrator must submit a typewritten list to the tournament manager and NCAA site representative at the administrative meeting prior to the competition.

Men's College Cup. A maximum of 25 band members are permitted and must purchase tickets. Uniformed spirit squad members and a costumed mascot, not to exceed 12 in number, shall also be admitted via a gate list. This list must be provided to the NCAA championship manager at the administrative meeting.

All Rounds.

*Seating.* There will be designated seating for each team's band. Bands shall be seated in rows so as not to interfere with spectators, photographers or teams, subject to the approval of NCAA staff.

*National Anthem.* The host institution is responsible for arranging the playing of the national anthem.

*Electronic Amplification.* Bands may not use electronic amplification equipment.

Warm-Up Music. The host institution shall provide appropriate pregame warm-up music for all games, all rounds. There shall not be a split between the host and the visiting team. Pregame music containing inappropriate or profane language is impermissible and any violation of this policy will be subject to a misconduct penalty.

### NOISEMAKERS/NONPERMISSIBLE ITEMS

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

Selected artificial noisemakers to be allowed during play (cowbells, drums, thunder sticks, etc.). Whistles, air horns and electric amplification are still prohibited. During NCAA postseason play, the permitted noisemakers will be allowed unless the venue has prohibited these items. Additionally, any artificial noisemakers that event management staff deems as interfering with spectator's ability to enjoy or watch the game will be removed. The tournament director is responsible for enforcing these provisions.

## Section 3 • Banquet/Entertainment (Men's College Cup)

### BANQUET (TEAM TRIBUTE)

Arrangements should be made for a Team Tribute to be held Thursday night (approval must be obtained from the NCAA championship manager) prior to the semifinals for the official travel party of 28 persons from each of the four participating teams. A buffet format is preferred. Teams should have the opportunity to purchase additional tickets for institutional representatives (dependent on space availability). Any additional attendees shall be paid for by the institutions. Teams wishing to purchase additional tickets must notify the host by noon the Tuesday prior to the championship. Other individuals who should be on the guest list include members of the NCAA Division I Men's Soccer Committee, NCAA staff, additional host institution personnel (i.e., president, faculty athletics representative and workers greatly involved in the conduct of the championship) and community dignitaries.

Emcee. The host is responsible for identifying an appropriate emcee. NCAA staff must give final approval of the emcee.

Guest Speaker. The host may identify a guest speaker whose message provides added value to the event. Any speaker must be approved by NCAA staff.

Format. It is recommended that the agenda include short welcoming statements by representatives of the host institution, community and the men's soccer committee chair. The format should be determined in concert with NCAA staff. The format will be described in the information packet sent to each participating coach.

Media. Members of the media should NOT be invited to the team tribute, unless approved by the NCAA committee.

Championship Merchandise. Championship merchandise should be available for sale to the participants at the team tribute.

No Alcohol. Alcohol must not be available for consumption in connection with an NCAA championship.

Officials. Game officials shall NOT be included in any social event involving the participating coaches or student-athletes.

Seating. Usually the participating teams prefer to sit together, so you may want to designate team tables using school colors, the team name and/or team mascot. Members of the NCAA Division I Men's Soccer Committee should have designated seats at a table near the front of the room, possibly sitting with other key university or community representatives. If one of the committee members is affiliated with a participating team, he or she may sit with the team.

Setup.

*General Seating.* Rounds of eight or 10 are preferred.

*NCAA Invitation List.* The NCAA invitation list will include the following: committee members (10) and NCAA staff members (eight to 10). In addition, five other invitations should be reserved for NCAA corporate champions/partners and the official ball supplier.

*Banners.* Provided NCAA championship signage should be hung behind the podium.

Showcasing of Awards. The host may want to have the four team trophies available for viewing at the team tribute. If so, security measures should be taken.

Video/Still Photographs. The NCAA will produce a championship video to be included as part of the team tribute program. In addition, still photographs highlighting the season shall be displayed.

## HOSPITALITY

VIP Hospitality. A tournament hospitality area should be available. The NCAA will coordinate hospitality opportunities with the host. Hospitality areas shall have a view of the game field wherever possible. Specifically, hospitality will be provided for the following groups:

Participating teams	4 per team
NCAA committee and staff	18
Wilson/CCPs	10

You may be able to get refreshments donated; however, sponsors' banners are not allowed in an on-site hospitality room.

Coca-Cola, an official NCAA corporate champion, will provide DASANI water and POWERADE to the championship site. The host shall take delivery of the product from the local distributor. Use of a competing company's product is not permitted.

Alcohol must not be available for sale at the site of an NCAA championship; on approval of NCAA staff and in accordance with NCAA policies alcohol may be provided in certain hospitality areas.

## Section 4 • Broadcasting/Internet

Please log on to [ncaa.com/media](http://ncaa.com/media) for information regarding broadcast/Internet rights.

# Section 5 • Championship Format

## GAME MANAGEMENT

### Game Times.

Preliminary Rounds. The committee established the following game times for the 2024 championship:

First Round	Nov. 21	Thurs. noon-7:30 p.m.
Second Round	Nov. 24	Sun. noon-7:30 p.m.
Third Round	Nov. 30 or Dec. 1	Sat./Sun. noon-7:30 p.m.
Quarterfinals	Dec. 6 or 7	Fri. 6-7:30 p.m., Sat. noon-7:30 p.m.

Men’s College Cup. The national committee, in conjunction with ESPN, shall determine starting times for the semifinal and final games.

Pregame Time Schedule. Pregame timing schedules are provided in Appendix L. Copies should be provided to the officials and teams during the administrative meeting and at the scorer’s table.

Team Introductions. The following format must be used in all NCAA Division I men’s soccer tournament games:

Teams and officials line up on the touch line and walk out together to midfield (all in a single line). As players are introduced, they take one step forward and acknowledge the crowd. After the national anthem and introductions, the visiting team will walk across and shake hands with the home team, followed by shaking hands with the game officials. Head coaches must also shake hands at the scorer’s table, while players return to the bench area. For all rounds of the championship, only the starters will be introduced and take the field.

### Games Committee.

*Members – Preliminary Rounds.* For preliminary rounds, the games committee shall include the director of athletics of the host institution (or designated administrator, other than a member of the men’s soccer coaching staff), the NCAA representative (who shall serve as chair) and a designated administrator from the visiting school. The NCAA Division I Men’s Soccer Committee will designate the NCAA representative for each site.

*Members – Men’s College Cup.* Members of the committee, as well as a representative of the host institution, shall comprise the games committee. The chair of the NCAA Division I Men’s Soccer Committee will chair the games committee, and the NCAA championship manager will work with the committee in an advisory capacity.

*Games Committee Duties.* The games committee actively will supervise the conduct of each championship session.

Ball Persons. It is the responsibility of the host institutions for all rounds of competition to provide an adequate number of ball retrievers. Ball persons will be dressed in a uniform style and color, devoid of any commercial identification, team name or logo. Ball persons must have sufficient prior experience and an appreciation for the importance of their role at this NCAA competition. The tournament manager will emphasize to the ball persons the importance of the event and their duties and responsibilities. Specifically, it is each person’s duty to act as a retriever to avoid delay of the game. All ball persons shall be instructed on their role and appropriate behavior during competition and are under the direct supervision of the game officials. **They are expected to stay neutral (i.e., no cheering) and remain off the field during any part of the competition, including overtime and penalty kicks. Ball persons should be at least 12 years of age.**

Competition Site Readiness. For preliminary-round competition, the field should be set up for competition at least two hours prior to each game time and 15 minutes prior to each practice session. For the Men’s College Cup, the game field and at least one other field meeting all rules specifications must be available exclusively beginning Wednesday, Dec. 6, at 8 a.m.

### Insurance.

#### **If event is held on-campus:**

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage

cannot exclude liability arising from athletic participation, spectators, alcohol or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

### **If event is held off-campus:**

Host institution must maintain and provide proof of at least \$1 million of 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).

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

### **Notes:**

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

## **SAFETY AND SECURITY**

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

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 for Venue Safety and Security](#) 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 with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing your bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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

The tournament manager and NCAA representative shall review procedures for circumstances requiring emergency evacuation of the competition site or interruption of the competition. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to student-athletes and credentialed individuals.

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

**Game Days - Crowd Control.** Uniformed security or game management personnel must be provided for the team benches, teams' and officials' locker rooms, working press area, postgame interview room, hospitality areas, and any other area for which a credential is required or where crowd control is necessary. Officials must be escorted off the field immediately after the game. The NCAA site representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area).

## SECURITY/CROWD CONTROL

The tournament manager and NCAA representative shall review procedures for circumstances requiring emergency evacuation of the competition site or interruption of the competition. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to student-athletes and credentialed individuals.

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

**Game Days - Crowd Control.** Uniformed security or game management personnel must be provided for the team benches, teams' and officials' locker rooms, working press area, postgame interview room, hospitality areas, and any other area for which a credential is required or where crowd control is necessary. Officials must be escorted off the field immediately after the game. The NCAA site representative 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.

The responsibility for crowd control rests with the tournament director or designated representative of the host institution. The directors of athletics of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. An effective game management plan shall be executed to manage negative behaviors including having the stadium public-address announcer read the Crowd Control Statement in Appendix C at least once during each championship session.

**Team Bench Areas.** A uniformed security officer or game management personnel should be stationed behind or at the end of each team bench to protect players from spectators, if necessary, and to accompany the teams to and from the locker room.

**Behind Goals.** If fans are seated behind the goals, the host must ensure that uniformed security is present in this area.

Spectators shall not be permitted to enter the field area before, during or after a contest.

## WEATHER

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

### Lightning and Weather Detection Service

To facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to all rounds of competition for outdoor championships. It is expected that the host institution will identify one or more tournament staff members who will have designated responsibility for weather monitoring and timely communication about all monitoring system and other weather updates and that the site representative and responsible host tournament staff will submit relevant email and/or cell phone contact information as part of system set-up to enable timely receipt of all system weather updates. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place. The tournament director should also consider contacting a local meteorologist to further facilitate weather and environmental monitoring as part of each event.

## **DIVISION I MEN'S SOCCER**

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

# Section 6 • Championship Merchandise/Licensing

## ADMINISTRATION

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

## AVAILABILITY

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

## GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. Everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations.
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.

- Restocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
  - Calling Event 1, Inc. to request reorders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
  - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
  - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
  - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

## DIVERSE SUPPLIERS

The NCAA strongly encourages the participation, directly or indirectly, when possible, by diverse businesses in providing goods and services in support of NCAA championships and requests local organizing committees/hosts to explore opportunities for diverse businesses to provide any necessary goods and services for awarded championships. At the NCAA, diverse suppliers are defined as entities that are majority (at least 51%) owned, managed and controlled by ethnic minorities, women, LGBTQ people, people with disabilities or veterans. At a minimum, we encourage local organizing committees/hosts to ensure that at least 10% of the suppliers invited to participate in the championship are diverse suppliers.

# Section 7 • Commercialism/Contributors

## SPACE REQUIREMENTS

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

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

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

## PREMIUMS GUIDELINES

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

**Laser Pointers.** Laser pointers of any kind.

**Noisemakers.** See page 19 for more information on noisemakers.

**Promotional Items.** Promotional items (e.g., cups, shakers, flags) with commercial slogans or identification other than those from NCAA Corporate Champions and Partners, are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

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

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

### NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

For more information and a current list of corporate champions and partners, please click on the following link:

[NCAA Corporate Champions & Partners](#)

### LOCAL CONTRIBUTOR PROGRAM

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

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

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

### NCAA TRADEMARKS

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

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

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

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

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

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

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

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

**NCAA logo use by commercially named venues**

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

The following conditions apply to this NCAA logo use:

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

**NCAA trademarked protection language:**

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Asia Thompson at [athompson@ncaa.org](mailto:athompson@ncaa.org) or 317-917-6521.

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

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

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

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

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

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

**NCAA Licensed Trademarks:**

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

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

**Helpful Links:**

[NCAA Trademarks](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Partners | ncaa.com](#)

## OFFICIAL CHAMPIONSHIPS/LICENSEES AND SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, [NCAA Licensing – ncaa.org](#).

## ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. Professional and collegiate signage/marks/pennants/banners/retired numbers/etc. may continue to be

displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. **Covering Existing Signage/Product Branding.** Regarding any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. **Official Sticker and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. **Fan Promotional Materials.** 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. **Digital Inventory.** At no charge, the NCAA will have full access to use and control 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 all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

# Section 8 • Competition Site, Equipment & Space Requirements

## COMPETITION SITE USE/EQUIPMENT

The competition site must be exclusively available for practice and competitive sessions throughout the competition.

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.

Facility Use Dates. Game and practice facilities must be reserved and given first priority for the tournament commencing 8 a.m. the day prior to the start of competition, until three hours after the conclusion of the tournament. Alternate facilities must be available in severe weather situations.

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

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

## General

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

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

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

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

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

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

Backup Game Clocks. A visible clock should be provided. A backup clock is mandatory and should be synchronized with the visible clock. The official clock must be operational from the scorer's table. An air horn and secondary timepiece (for timeouts) also must be available at the scorer's table.

Balls. The Wilson Vivido (Official NCAA Championship Match Ball) will be used in all NCAA tournament games. The soccer balls will be sent, by the manufacturer, to the tournament manager at the host institution for each round of competition. Each participating head coach and center referee should be given a game ball postgame. Any remaining game balls may be distributed after the games by giving them to the participating teams, by donating them to a local youth group, using as a promotional giveaway, etc.

In the event of potential inclement weather, optic orange game balls may be provided. Please contact the championship manager at the NCAA national office to request them.

**Preliminary Rounds.** Each preliminary-round site will receive six soccer balls. Practice balls should be made available, if needed.

**Men's College Cup.** Wilson will ship 60 balls. All balls should be used for the practice sessions the day prior to the semifinals. On game days, 20 balls shall be provided to each team for pregame warmup. Six balls shall be delivered to the officials' locker room and used as game balls.

A six-ball rotation will be used for all rounds of the championship. One ball will be in play; one ball will be on each sideline of each half of the field (four balls total) and one ball will be at the scorer's table. If due to extenuating circumstances six balls are not available, the 2024 and 2025 NCAA Men's and Women's Soccer Rules stipulate that not fewer than five balls must be available for use in a game, and the balls shall be identical in size, make, grade and color. Otherwise, the official will not start the game.

Banners. The display of host institutional banners is subject to the approval of the games committee. Noninstitutional banners may not be displayed. Banners may not be affixed to the stadium.

Barriers. A host whose competition venue does not have a permanent barrier separating the playing field from spectators shall create a barrier that is more secure than a rope separating the two.

Benches. Benches should be set up on either side of the scorer's table for a minimum of 33 people per team.

Concessions. The host must ensure that an adequate number (i.e., based on anticipated attendance) concession stands are open throughout the competition. Food and beverage prices shall be no higher than similar events or primary tenants in the competition site. The host shall retain all receipts from concession sales.

Cups, Coolers, Water Bottles, Sideline Equipment. The host must provide water to the teams during all practice and game sessions.

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

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

**For the Men's College Cup 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.

### **Hydration Program**

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

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

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

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

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

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

If you have any questions regarding any of this information, please contact Micaela Liddane (317-917-6513; [mliddane@ncaa.org](mailto:mliddane@ncaa.org)).

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

Equipment. Ensure that the following equipment is at the game site: adequate public-address system, two watches, two working compressed air horns, properly inflated game balls provided by Wilson, scoreboard, pencils and an American flag properly displayed. NCAA logos also should be displayed.

Field Markings. The field must be properly marked, including coaching and photographer's boxes, in accordance with NCAA rules and policies. Special field stencils have been prepared for the Men's College Cup. The Men's College Cup logo will be placed in the center circle. Refer to Appendix B.

**Field Specifications.** The field must meet the specifications outlined in Rule 1 (Field of Play) of the 2023 and 2024 NCAA Men's and Women's Soccer Rules book.

**Games Committee Area.** A room at the competition site shall be designated for use by the Men's Soccer Committee and NCAA staff.

**Officials' Communication System and Vanishing Spray.** The officiating crews for all rounds of the championship will be provided on-field communication systems and vanishing spray. First-rounds hosts will receive the spray holster directly. Hosts should utilize their own officials communication devices if possible. If a host does not have access to a system, they should contact the NCAA to assist in securing a set. At a certain point, a host school will be asked to ship the communication devices back to the NCAA or providing company. The vanishing spray will be shipped directly to each site.

**Parking.** The host will provide complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA Division I Men's Soccer Committee (i.e., NCAA site representative, game officials, CC/Ps, media, broadcast). The visiting institution will receive a select number of parking passes (if applicable), which will be distributed at the administrative meeting.

**Scorer's Table.** The table should be skirted and offer a clear view of the entire playing field. It is imperative that the personnel at the scorer's table be able to communicate with the press box, if applicable. If possible, the table should be elevated or, at a minimum, be placed on pieces of plywood or tarping. All game personnel should be appropriately dressed (no jeans) and report to the table no later than 30 minutes prior to game time.

**Preliminary Rounds.** There should be enough seats at the table for at least eight individuals, including the official scorer, scoreboard clock operator, announcer, home team scorer, visiting team scorer, tournament manager, NCAA representative and alternate official.

**Men's College Cup.** Provide seating at the table for the following 18 individuals: men's soccer committee representative(s); official scorer and recorder for cautions and substitutions; tournament manager; broadcast personnel; and alternate official. An exception to this may be approved by the Men's Soccer Committee. Only the official scorer should wear an official's striped shirt in order to be easily identifiable to players checking into the game.

**Spectators.** Make sure seating or standing arrangements at the field allow spectators no closer than 10 feet, but preferably 20 feet, from touch and goal lines. **There must be a secure and effective barrier separating spectators from the playing field.** Under the direction of the NCAA, the Men's College Cup host shall seat all fans on one side of the stadium if poor attendance is expected.

**Time Clocks.** The game clock should be operational at practice sessions to aid in communicating the allotted time.

## NEUTRALITY

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of student-athletes on promotional materials and host institutional signage should not be used to create a "home" atmosphere. Further, all scorer's table personnel must refrain from cheering for either team.

## SPORTSMANSHIP/CROWD CONTROL

Host institutions shall be responsible for providing a positive environment during all rounds of the men's soccer championship. Negative fan and/or unsporting behaviors will not be tolerated. Hosts shall put in place procedures that manage negative fan behavior by placing administrative staff in student sections, arranging for uniformed security presence (especially behind goals), distributing positive cheer sheets and encouraging head coaches to meet with student cheer groups. In addition, hosts also shall institute an effective game management plan that ensures spectators are prevented from accessing the field at any time, including postgame.

Failure to adhere to policies may disqualify an institution for a period of time from serving as a host institution for NCAA men's soccer championship matches.

## DECORATING AND ADVERTISING

**Signage.** There may be no commercial advertising, signs or displays of any kind, including those of NCAA corporate champions/partners, hung, posted or displayed anywhere within the stadium proper (i.e., any area from which the field can be seen, including the scoreboard) during any session of the tournament.

**Exceptions.** The following are exceptions to this policy: approved NCAA and radio/television banners and permanent, previously existing contracted advertising displays that were accepted by the NCAA at the time the site was selected. However, such displays shall not be illuminated and should be covered if at all possible.

**Television/Radio Banners.** At televised games, only the NCAA and television and radio banners (as approved) may be hung (one banner per network). The banner may not be located in any location opposite the main television cameras.

**Electronic Messages.** No electronic board advertising of any kind or messages promoting non-NCAA events at the facility may be displayed during practice or competition. This includes promotion of upcoming events at the competition site. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA championship merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. All other messages must be approved in advance by the championships administrator or the NCAA site representative.

**Video Boards.** If a videoboard is available, they may be used at the competition site's expense. Replays of any game official's calls are not permissible; however, replays of goals scored are permissible. Video boards may not display advertising.

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

**Directional Signs.** Directional signs should be posted in all areas used by the participants and the media (e.g., locker rooms, hospitality etc.).

**Table Banner.** The NCAA will provide one banner for the scorer's table. The NCAA staff will consult with the tournament director to determine the dimensions for the banners. No other ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with skirting or other appropriate material if the banner does not cover the entire table.

## SPACE REQUIREMENTS

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

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

**Backdrop.** The NCAA will provide a backdrop with the NCAA logos to be hung behind the media dais (Men's College Cup only).

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

**Locker Rooms.** Two equitable, spacious locker rooms with showers must be available for teams. Signs with the teams' names must be affixed to each respective locker room door. The host institution will determine the locker room assignments; the home team will be permitted to use its original locker room.

Locker room space for a minimum of four (seven for the Men's College Cup) game officials also must be available. Only the officials assigned to a contest, designated representatives of the Men's Soccer Committee and the tournament director will be permitted in the officials' locker room before, during and after the game, as needed.

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

**Player-Guest List Entrance.** A gate must be identified and space available to administer the Player-Guest list.

**Supplies.** Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, and a chalkboard and chalk (or a dry-erase board and markers) for all practices and games. The men's soccer representative will inspect the locker rooms prior to the first practice.

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

## **PARKING**

There should be enough parking spaces adjacent to the stadium for the NCAA site representative, team personnel, officials and media. In addition, designate an area for a team bus to drop off and pick up passengers.

## **VIDEOTAPING**

Videotape. The host is responsible for videotaping all games and providing copies to the participating teams immediately after the game (see Appendix F for a detailed checklist). The host also shall designate (in conjunction with NCAA committee member or representative) a videotaping area for participating teams. This area shall be shown to the participating team(s) during the assigned practice time. Teams may videotape only their own games; videotaping for scouting purposes by any representative of athletics interest (e.g., parents, boosters) is not allowed. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes.

## **VIDEO REVIEW**

Video Review. Per rule 5.7 in [2024 and 2025 NCAA Men's and Women's Soccer Rules and Interpretations](#), video review will be used if the referee confirms with the host game management that video review equipment is available. (See Rule 5.5.1.10) Video review is permissible in four specific situations. Those five are: determining whether a goal has been scored; identifying players for disciplinary matters; determining whether a fight occurred and identifying all participants; determining whether violent conduct occurred and identifying all participants; and correcting timing errors, which must be corrected at the next stoppage of play and before the next restart.

# Section 9 • Credentials

## CREDENTIALS

For all preliminary rounds, the host is responsible for printing credentials. Each credential type should be a different color for each access level (i.e., all access; games committee and host institution staff; volunteers; media). Conditions placed on the use of credentials (see Appendix A) shall be printed on the back of the credentials. NCAA representatives must be identified by name and affiliation. Credentials shall be neutral and reflect the spirit of an NCAA championship event.

Media. Requests for media credentials should be handled by the host's sports information contact. Subject to limitations of space, media credentials shall be assigned in accordance with the following priorities: (a) campus media certified by the director of athletics and/or sports information contact of each participating and host institution; (b) certified media from the immediate locale of the championship or the immediate locale of the competing teams; and (2) other certified media.

Other conditions for obtaining media credentials may be implemented based on the circumstances at the championship site. These conditions must be approved before the competition by Liz Wacienga, media coordinator for the men's soccer championship.

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 NCAA Division I championship competition are subject to the Association's enforcement procedures if the media coordinator disregards this policy.

Participants. The host will provide and distribute credentials for the members of the bench limit (roster plus 12 nonathletes). These will be provided to each participating team's administrator or coach at the administrative meeting.

A pass list identifying the bench limit individuals who shall receive admittance to the game shall be provided to the NCAA site representative at the administrative meeting. The NCAA must approve any exceptions to this list.

Each team is limited to their roster plus 12 nonathletes (must include one administrator and one medical) on its bench. Of the bench list, 22 student-athletes are to be designated eligible for play and the official game roster is to be submitted and exchanged 15 minutes before game time.

Team Physician. A medical credential may be issued to a team physician as requested. This credential will provide access to the venue; therefore, a ticket will not need to be purchased. This credential would be a part of the 12 nonathlete credentials from the bench list.

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 five nonmedia seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament director at each site by the national office staff. (Credentials should be titled event management or medical.)

Men's College Cup. The NCAA will produce all credentials and credential boards for the Men's College Cup. Credentials will be coordinated by NCAA staff. The credential boards are intended to advise security personnel at the competition venue which credentials provide access to which parts of the venue. For credentials that do not permit access to a specific area, use a black marker to cross out the credentials not permitted.

## CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

Men's College Cup. 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](http://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). 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, parking and any other pertinent information.

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

# Section 10 • Critical Incident Response/Emergency Plan

## PREPARATION

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

Each host will be asked to provide the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident commander (second in command).
  - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – review plan with competition site manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorist actions.

In the event of a critical incident, contact the NCAA site representative/championship manager immediately before any decisions are made.

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

**Scorer's Table.** Assure that the official time of the game along with all statistics, substitutions, fouls, timeouts, ball possession, score and on-field players at the time of suspension are accurately recorded.

**Student-Athletes and Coaches.** These individuals should proceed to their respective benches, on instruction from the NCAA championship manager, committee members or site representatives, retire to the locker rooms or to another locale to await further instructions.

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

**Responsibility.** Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if competition is otherwise disrupted. The NCAA suggests that law enforcement personnel attempt to communicate with the leaders of the group occupying

the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

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

Meeting. The committee chair, NCAA championship manager and game-management staff (competition site manager, game management liaison and senior law-enforcement officer) should assemble immediately at the scorer's table to assess the situation.

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

Resumption of Competition. As soon as possible, competition shall be resumed from the point of suspension with adequate warmup time allotted. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's Player-Guest list, other individuals designated by each institution's director of athletics and required competition site operations personnel. Also, the games committee has the authority to reschedule the competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the necessary NCAA specifications.

Spokesperson. The committee chair or NCAA staff, working with the competition site management, the NCAA and, when appropriate, city, county, state and federal law enforcement agencies, will serve as spokesperson in the event of an emergency.

## Section 11 • Drug Testing

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

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

# Section 12 • Financial Administration

## AUDIT

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the approval of financial reports, but reserves the right to audit a site up to one year 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 documentation requested could include: 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; competition venue rental agreement; and any other documentation to support all information reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

## APPROVAL OF THE BUDGET

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

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

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of championship tickets made by both 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). An automated email will be generated notifying the host of the final, approved settlement to the payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by the NCAA staff and receipt of the automated email noted above. 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 "Summary" tab as documentation supporting each line of their revenue and expense figures.

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

## DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) (ncaa.org/Student-Athlete Programs/Health and Safety).

### PARTICIPANTS

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

### SITE REPRESENTATIVES

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

### TRANSPORTATION

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

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

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

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

### NCAA Championship Travel Policies

## Section 13 • Health & Safety Considerations

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

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

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

### **Ambulance Service**

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

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

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

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

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

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

### **Portable Immersion Tubs**

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

# Section 14 • Hydration Product

## POWERADE

### Equipment Information

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

### Cups, Coolers and Water Bottles

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

### Hydration Program

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

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

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

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

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

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

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

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

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

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

## Section 15 • Lodging

### **NCAA Nonpredetermined Preliminary-Round Competition**

The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate while remaining sensitive to daily divisional per diem allowances. Prospective hosts shall secure 23 double/double, nonsmoking rooms for each team along with adequate team meeting space for 30 people. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. A letter of intent template is provided by the NCAA for the host to use to confirm the hold with the hotels(s).

Championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

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

If an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

### **MERCHANDISING**

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

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

# Section 16 • Meetings

## MEETINGS

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

Preliminary Rounds. The NCAA site representative, assisted by the tournament director, should chair the meetings.

Officials Meeting. The host institution will coordinate a time for the games committee to meet with officials. This meeting should take place before the administrative meeting, if possible.

Administrative Meeting. The administrative meeting must be conducted at least two hours prior to the game. The purpose of the meeting is to review policies and procedures governing the conduct of the championship, and to introduce the games committee. For first- and second-round matches, the head coach and athletics director (or designated representative) of each team must be present, as well as the officiating crew (center referee at a minimum), tournament staff and site representative. Attendance of each team's sports information director is recommended. Assistant coaches and other institutional representatives may attend. For third-round and quarterfinal competition, institutions may choose to have the head coach attend or designate another member of the coaching staff. All other individuals listed above shall be in attendance, including an administrator. (Appendix I) Virtual meetings are acceptable.

Men's College Cup. The chair of the men's soccer committee, assisted by the NCAA championship manager and the tournament director, should chair the meetings.

Administrative Meeting. An administrative meeting will be conducted virtually on Monday. The purpose of the meeting is to review policies and procedures governing the conduct of the championship and to introduce the games committee. The head coach and athletics director (or designated representative) of each team must be present, as well as tournament staff. Attendance of each team's sports information director is recommended. Assistant coaches and other institutional representatives may attend. This meeting takes the place of the Thursday meetings from past years.

Officials Meeting. An officials meeting shall be conducted with the Men's Soccer Committee Friday morning of the semifinals, to review NCAA policies and procedures, to coordinate assignments and responsibilities, and to explain expense and reimbursement procedures. (Appendix H)

Men's Soccer Committee Meeting. The NCAA championship manager will coordinate the NCAA committee meeting schedule and arrangements with the host institution.

# Section 17 • Media Services

## GENERAL INFORMATION – PRELIMINARY ROUNDS

**Press Area.** Set up a secondary working press area as close as possible to the playing field without interfering with student-athletes and officials. The main working press area shall be in the press box or adjacent room.

**Interview Room.** An interview area should be available. “Dress” the room appropriately to reflect the prestige of the event by (a) placing NCAA seals and logos on the podium and walls; (b) using draping on the tables and other areas as necessary; and (c) setting up a platform for the interviewees and moderator. A security officer should be stationed outside the room to check credentials; game officials should not be allowed in the interview room.

Hosts should refrain from conducting on-field press conferences. All press conferences should be conducted in either the press box or another appropriate location that reflects the prestige of a championship event.

**Media Hospitality Area.** Arrange for appropriate press hospitality.

**Microphones.** The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

**Telephone Lines.** Permit news media to use telephones on a first-come, first-served basis. Installation of additional telephones is not a permissible item of game expenses and must be paid for by the appropriate news agency.

**Radio/Internet Audio Coverage.** Radio broadcast rights and made for internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to [ncaa.com/media](http://ncaa.com/media).)

**Press Interviews.** Arrange for press interview with both coaches and players after a 10-minute cooling-off period.

1. The timetable for each team’s 10-minute cooling-off period begins when the head coach enters the locker room immediately after the game.
2. At the end of the 10-minute cooling-off period, sports information representatives should escort the nonwinning head coach and two student-athletes (minimum) to the interview area. The nonwinning head coach will be interviewed first. The winning head coach and student-athletes should be escorted to the “holding” area.
3. The “holding area” should be near the interview room and is to be used by the nonwinning coach and student-athletes as they wait. They must be escorted to the press conference area as soon as the first team is finished. It is important that the winning coach has left the interview room and/or corridor before bringing in the nonwinning coach.
4. It is very important to get the winning coach and student-athletes to the postgame interview area quickly after the 10-minute cooling-off period has ended.
5. The nonwinning coach and two student-athletes will open the interview session. The session with the nonwinning team should be limited to 20 minutes.
6. The winning coach and a minimum of two student-athletes will follow. The session with the winning team should be limited to 10 minutes.

## GENERAL INFORMATION – MEN’S COLLEGE CUP

**Press Area.** All members of the working press shall be housed in the press box.

**Press Conference Setup.** The host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should be set for 50 persons and have a public address system and an elevated head table.

The media coordinator should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number)
- Risers or an area with an unobstructed view for television cameras
- Table for a minimum of 4-6 interviewees
- Sufficient electrical outlets
- Sufficient lighting for dais and workspaces
- Mult box
- Wireless microphones

An NCAA backdrop will be provided to be hung behind the press conference dais. A security officer should be stationed outside the room to check credentials; game officials should not be allowed in the interview room. This room should be set and prepared by Wednesday evening. A media meet-and-greet will be held in conjunction with a team's Thursday walk-through on the game field.

Media Hospitality Area. Arrange for appropriate press hospitality.

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto [ncaa.com/media](http://ncaa.com/media) then click "Quick Reference Guide to Broadcast Rights."

Press Interviews. Arrange for press interviews with both coaches and student-athletes after the 10-minute cooling-off period. After the championship final only, the 10-minute cooling-off period for both teams does not begin until the nonwinning coach enters the locker room. For all rounds, the nonwinning team shall be interviewed first, followed by the winning team. Any coaches and student-athletes requested by the media shall be made available for interviews. If a team or an individual is participating in an awards ceremony, the cooling-off period will begin immediately after the presentation. Locker rooms shall be open to the media after the cooling-off period has expired.

Press Conference Moderator.

1. The press conference moderator should give pertinent game statistics to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
2. Media coordinator representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for his opening statement.
4. After the coach's comments, the moderator should invite questions from media.
5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
6. Limit the losing team to 10 minutes and the winning team to 20 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Obligation of Coach. The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or Westwood One, but not school radio stations) before the press conference

following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

**“Selected Media” Policy.** Coaches cannot make themselves available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, open their locker rooms and/or report to the interview area before the cooling-off period ends, and make themselves available to all media representatives staffing the championship. Should a coach permit one media agency to enter the locker room before the 10-minute cooling-off period has ended, the locker room shall be opened to all other media representatives desiring access to the area. NCAA championships have an “open locker room policy,” which is administered by the media coordinator on site.

All coaches and student-athletes must be made available for postcompetition interviews after the cooling-off period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference.

**Student-Athletes and Coach.** The sports information director representing each participant shall escort the coach and student-athletes to the interview area.

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

## INTERNET POLICY

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

Please visit [ncaa.com/media](http://ncaa.com/media) for updated NCAA championship internet policies.

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 postevent footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

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

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

Once it is determined that neither the NCAA nor the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a nonexclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

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

## WEBCASTING

Continuing with the 2024 championships, all preliminary rounds of the men's and women's soccer championships will be streamed on ESPN+. Schools will be required to provide the broadcast to ESPN to host on ESPN+. This broadcast will need to meet the minimum technical specifications. ESPN will not be on site producing the event nor will the hosts be reimbursed for the production. The technical requirements for the live stream can be found on the sport landing page here. Host institutions must meet those requirements to host preliminary round competition. The video must be free of charge and have no commercials. Additional information regarding live video streaming rights can be found at [ncaa.com/media](http://ncaa.com/media). It is highly encouraged that the event manager discuss these requirements with its technical department to make sure the expectations can be met.

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

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

Please reference Appendixes M and N for additional guidelines.

## MICROPHONES

The placement of microphones on a team coach or in team huddles and bench areas is prohibited at all NCAA championships.

## PHOTOGRAPHY

1. Restrict photographers to the side opposite the team benches and the photographers' lines in the goal area. **Do not allow anyone directly behind the goals.** "Prime" positions should be rotated among members of the media
2. Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please see Appendix G for further information regarding photography done at the championships.
3. Hand-held video cameras may be permitted in the stands as long as they do not obstruct the view of other spectators. Tripods and large video cameras may not be used by spectators.
4. On approval from the NCAA media coordinator, institutional media representatives (sports information director or assistant sports information director) may videotape portions of their competition/warmups/award ceremonies from designated areas. Those serving in dual roles will be issued a media credential and photographer armband.

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

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

Images for use by NCAA member institutions are available at a special rate and are bound by the following rights:

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

For internal member institution use, please contact Clarkson-Creative at [info@ncaaphotos.com](mailto:info@ncaaphotos.com) with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Howie Burke ([howie.burke@gettyimages.com](mailto:howie.burke@gettyimages.com)).

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

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

## TELEVISION

For the 2024 Championship, all preliminary rounds of the men's soccer championship will be streamed on ESPN+. Schools will be required to provide the broadcast to ESPN to host on ESPN+. This broadcast will need to meet the minimum technical specifications. ESPN will not be on-site producing. The technical requirements for the live stream are noted in Appendix H. Host institutions must meet those requirements to host preliminary-round competition. The video must be free of charge and have no commercials. Additional information regarding live video streaming rights can be found at [ncaa.com/media](https://ncaa.com/media). It is highly encouraged that the event manager discuss these requirements with its technical department to make sure the expectations can be met.

The NCAA will host a call specific to broadcast-streaming requirements prior to the bid deadline to ensure all interested hosts have an opportunity to ask questions and understand the process. (To be added to this call, please submit contact information using [this form](#). All questions related to video streaming should be directed to Tommy Barrett, NCAA Championships and Alliances - Broadcast ([tbarrett@ncaa.org](mailto:tbarrett@ncaa.org)).

**New in 2024, a production stipend of \$5,000 per game will be provided to assist each host who meets the minimum streaming requirements, detailed within the manual and bid checklist. Broadcasting production costs (staff, equipment, etc.) will not be submitted through the host budget system. The stipend will be provided to hosts that meet all the requirements postchampionship when finalizing the final championship financials.**

### WORKING PRESS ROOM

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

1. Wireless Internet Access. Must be available at all championship rounds for media use. The host institution may NOT assess an additional “hookup fee” to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

Phones also may be installed in the press box as determined by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants its own phone line, it shall be charged the exact cost of the installation. The host institution may NOT assess an additional “hookup fee” to any press agency. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.

2. Sports Information Director Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team’s arrival.
3. Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute shall be available. The competition site will be responsible for the installation, service costs and paper for these machines for the competition. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. Equipment operators and technicians also shall be available for all days of competition as scheduled by the NCAA.
4. Printers. At least one high-speed printer with collating capabilities shall be available in the media area.

### SECURITY

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

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

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

- a. Game officials.
  - b. Timers, official scorer, statisticians, etc.
  - c. Official travel party.
  - d. NCAA staff, site representative and Men’s Soccer Committee.
  - e. Tournament director/event management staff/host personnel.
  - f. Athletic trainers/physician.
2. In order to ensure the safety of and best competitive atmosphere for the competitors, field credentials should be provided to only participants, officials and other authorized personnel. No one should be allowed to enter the field without a credential. (Refer to CREDENTIALS.)
  3. Security should be prepared to keep media representatives in the area(s) reserved for them and out of the stands and the team bench areas.

## STATISTICS REPORTING TO THE NCAA

Each host should make sure the XML file for each contest is uploaded into the NCAA system. On the final day, the email should include the all-tournament and Most Outstanding Offensive and Defensive Player selections.

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, [ncaa.com](http://ncaa.com). At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary.

Institutions should send all information as follows:

Email the information to [NCAA-Editorial@warnermedia.com](mailto:NCAA-Editorial@warnermedia.com).

- Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

## CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](http://ncaa.org) - [ncaa.org/sports/2021/2/9/statistics.aspx](http://ncaa.org/sports/2021/2/9/statistics.aspx).

# Section 18 • Officials

## CONFIDENTIALITY

For all rounds of the championship, the host tournament director will receive the officials' names, contact information and game assignments via the NCAA. Participating teams will be advised of the officials assigned to their matches at the administrative meeting. The committee representative will meet with the officials (separately from the administrative meeting) to review their responsibilities, explain that payment will be processed via RQ+ Pay and distribute the NCAA patches.

## FEES AND EXPENSES

Payment of all fees and expenses for the officials will be made by the NCAA via RQ+ Pay.

For your information, the fees shall be as follows per game: referee - \$350; assistant referee - \$260; and alternate official - \$145.

## MISCELLANEOUS

Admittance. Officials will be provided credentials for field access and admittance to their locker room areas.

Arrival to Site. For preliminary-round sites, the head official is required to arrive at the site in time to attend the officials meeting which should occur two hours before game time. For the Men's College Cup, the officials must arrive the evening prior to the start of the tournament.

Communication Devices. The three on-field officials will receive electronic communication devices. For first-round sites, the systems will be shipped from the NCAA offices; for subsequent rounds, the advancing teams will hand-carry them to their next site.

Lodging. See Lodging section of this manual.

Parking. A maximum of four (seven for the Men's College Cup) parking spaces will be reserved for game officials. The location and access will be communicated to the officials by the host institution.

Tickets. Tickets for each game may be reserved for each official. These are not complimentary tickets. All tickets must be purchased.

Vanishing Spray. Each host will receive a container of vanishing spray and holster, which referees use to mark the place locations for free kicks and the defensive wall.

## PATCHES

NCAA patches will be sent to the host institution by the NCAA national office for officials to affix to their uniforms. They shall be worn on the upper left front of the shirt. No other patches or emblems are permitted on the officials' uniforms. This policy includes the alternate officials' hand-held flags.

## SELECTION

The NCAA Division I Men's Soccer Committee, in collaboration with the national coordinator and regional advisors, will assign three officials and an alternate official for each preliminary-round game.

For the Men's College Cup, a subcommittee of the NCAA Division I Men's Soccer Committee, in collaboration with the national coordinator and regional advisors, will assign seven officials to officiate the semifinal matches and championship game.

## TRANSPORTATION

Officials who must fly to the site must make their travel arrangements through the NCAA travel service, Short's Travel Management. The NCAA will not be responsible for payment of airline tickets purchased through other sources. Officials who use ground transportation will be reimbursed by the NCAA at a rate of 67 cents per mile round trip from their home to the site (but not including local mileage while at the site), not to exceed 400 miles one way. In the event two or more officials carpool, only the person whose vehicle was used to drive to the site of the championship shall receive mileage reimbursement.

Unless prior approval has been granted by the NCAA, rental cars for officials are not reimbursable.

## Section 19 • Practices

### Preliminary Rounds.

*Practice Day.* The day before a preliminary-round game, both teams will be permitted to practice on the game field for 60 minutes, weather permitting. The practice will be restricted from penalty box to penalty box. Portable goals shall be available for the practice. These practices are closed to the public and media representatives.

*Game Day.* On game day, the pregame warmup will be limited to 60 minutes on the game field. Teams will have full access to the field. Initial goalkeeping warmup is encouraged outside the goal box. A gameday walkthrough is allowed for each team (no cleats/1 ball) lasting 30 minutes.

*Artificial Surfaces.* For artificial surface fields, teams shall be allowed full access to the field during both the 60-minute practice the day before the game and during the warmup on game day.

*Practice Schedule.* The NCAA regional chair and NCAA championship administrator, in consultation with the host institution, have final approval of the practice schedule.

*Practice Balls.* Teams should be prepared to provide their own practice balls.

### Men's College Cup.

*Practice Field.* A practice field, comparable to the game field, must be made available Wednesday and Thursday prior to the semifinals and Saturday before the final. The participating teams shall be allowed to conduct a walk-through on the game field Thursday. Unless coaches permit otherwise, these practices are closed to the public; however, the NCAA's broadcast partner will be permitted to watch and gather footage.

*Practice Schedule.* The Men's Soccer Committee chair, in conjunction with the NCAA championship manager, is responsible for approving all practice schedules.

*Practice Balls.* The NCAA ball supplier (Wilson) will provide practice balls.

Scoreboard. The scoreboard clock should be used to time practice sessions.

Championship Practices. Per NCAA Bylaw 17.1.6.6.1.1 (Exception). At any conference or NCAA championship, student-athletes from the team representing the host institution shall be permitted to miss class time to attend practice activities conducted the day before the competition.

## Section 20 • Participants Information

### **PARTICIPANT PACKET – PRELIMINARY ROUNDS**

Preliminary-round hosts shall prepare an information packet for the participating teams' directors of athletics, head coaches, sports information directors and athletic trainers. The following information should be included: lodging information; meeting times and location; practice times; game times; uniform color; tickets; parking for teams and fans; videotaping; directions; restaurant information; names and contact information of the host's key personnel (athletics director; tournament director; sports information director and athletic trainer).

In addition, hosts should obtain arrival date/time/flight information from the visiting teams.

### **PARTICIPANT MANUAL – MEN'S COLLEGE CUP**

The host institution will be provided a template of the participant manual. Specific areas will need to be completed by the host. This manual shall include pertinent information regarding the event and will be provided to the four participating teams.

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

## Section 21 • Programs

The preliminary rounds of 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.

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

### **Content/Editorial**

#### **LEARFIELD Responsibilities**

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

#### **Host Responsibilities**

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

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

### **Digital Program 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.

The NCAA and LEARFIELD encourage all participating schools to promote the digital publication link on athletics and school-affiliated websites and social media outlets. The NCAA and LEARFIELD also encourage all participating schools to share with student-athletes, faculty, alumni organizations or any other group that may have interest, as well as local media outlets.

All digital programs available can be found at [ncaa.com/gameprograms](http://ncaa.com/gameprograms).

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

**Program Vending and Complimentary Programs**

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

**LEARFIELD Responsibilities**

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

**Host Responsibilities**

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

### Program Vending Standards

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

### Questions

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

# Section 22 • Promotions, Marketing and Fan Engagement

## CONTACTS

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

## EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results postchampionship to share with your NCAA marketing contact.

## MARKETING PLAN

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA championship marketing contact. All marketing plans, marketing budgets and collateral must be approved by the championship marketing contact prior to implementation.

## MARKETING COLLATERAL

NCAA Online Marketing Website. The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at [NCAA Champs Promotions - Brand-to-Local Marketing Platform | SproutLoud](#).

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

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

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

### PRINT

- Poster
- Flyer
- Print ad

- Table tent

### DIGITAL

- Email blast
- Banner
- Social media graphics
- Video board

### OUTDOOR

- Billboard
- Banner

### RESOURCES

- Marketing best practices
- Social media guidelines
- Special artwork requests

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

All requests – 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.

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

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

### **:30 Video/Television Spot**

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

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

**:30 Radio Spot**

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

**SOCIAL MEDIA GUIDELINES**

The official NCAA social media pages and official hashtags can be found here: [ncaa.org](https://www.ncaa.org) - [ncaa.org/sports/2021/3/3/digital-social-media.aspx](https://www.ncaa.org/sports/2021/3/3/digital-social-media.aspx)

**Host Promotion of Championships**

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on X (formerly known as Twitter) (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships associate director of social media, [cdion@ncaa.org](mailto:cdion@ncaa.org).

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

**Top considerations when planning for social media event marketing:**

1. **Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. **Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. **Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. **Be concise.** This is required on X (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
6. **Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On X, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. **If you hesitate about posting something, you probably shouldn't.** There are no redos in social media. A "delete" doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, [cdion@ncaa.org](mailto:cdion@ncaa.org), or send ideas or news to the general box, [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

### IN-VENUE ENTERTAINMENT

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

Break in Action contests or Promotions. Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased/nonsponsored promotions to use during NCAA championships. Entertainment can also include local performance groups or youth scrimmages. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No links or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted.

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

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

Enhanced Team Introductions. Examples of this could include using special music, smoke machines, flame units, on-field fireworks, team banners/flags, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced etc. Guidelines and ideas for consideration:

- No bias toward or against any participating team and should be equally executed for all participating teams.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must be appropriate and in good taste.
- Should be discussed with the NCAA point person in advance.

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

**Affiliated Award Recognitions.** If appropriate, award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award, coaches' association player of the year). Please consult with the NCAA point person to determine appropriateness. Sponsored awards should not be incorporated without approval from an NCAA Corporate Relations staff member.

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

# Section 23 • Ticketing

## TICKET PRINTING

**Host Responsibility.** Hosts are responsible for printing and distributing all tickets within the policies and procedures outlined in this section. Printing expenses are considered permissible games expenses. For on-campus hosts, processing and distribution expenses also are permissible.

**NCAA Approval.** Based on the policies and procedures included in this section, the items noted below should be submitted to the NCAA national office prior to any advertisement or implementation. If at all possible, the following items should be submitted at the same time for review.

***Ticket Plans.*** Specific plans for ticket sales and distribution (i.e., general admission, preferred seating, reserved seating, timetable) to all groups not determined by the NCAA (e.g., general public, host institution constituencies) shall be submitted for approval. Additionally, copies of order forms and ordering instructions should be submitted for approval.

***Design/Printing.*** Printing of tickets is a permissible game expense for all sites. Proposed ticket designs (front and back) must be submitted for approval. Hosts should use only the NCAA championship logo in their ticket design. Host institution logos may be included only on the back of the ticket and only if the NCAA logo also is included. The host institution logo may not exceed the NCAA logo in size.

**Computerized Tickets.** Computerized ticket agencies may be used for ticket sales only with NCAA approval.

***Service Charges for Mail and Telephone Orders.*** A maximum ticket agency service charge of \$2.50 per all-session ticket sold by mail or telephone, plus a \$1 per all-session handling fee, may be charged to the consumer. It is suggested that hosts negotiate a more favorable rate if possible, based on the rate charged for other sporting events in the locale.

***Service Charges for Box-Office Purchases.*** No service charge or handling fee may be charged for box-office purchases.

***Special Groups.*** The ticket agency service charge and handling fee shall not be applied to group ticket sales (e.g., participating teams, ESPN, NCAA corporate champions/partners). The host institution may negotiate with the ticket agency to exclude other groups from the charges.

***Reporting of Receipts and Expenses.*** All service charges and handling charges collected by the ticket agency must be budgeted and reported as receipts on the championship financial report.

***Ticket-Related Expenses.*** If a computerized ticket agency is used, the host may not include costs associated with ticket operations or distribution as games expenses.

**Price(s).** Minimum ticket prices are \$8 for adults and \$5 for students with ID cards. Children 12 years of age and younger may be admitted to any game for \$5; children 2 years of age and younger may be admitted free of charge with a ticketed adult to any game (if facility policy allows). Proposed prices must be submitted to the NCAA on the host's budget form and may not be changed without NCAA approval.

For the Men's College Cup, minimum ticket prices are as follows:

	Single Session	All Session
Adult: Reserved	\$40	\$60
Adult: General Admission	\$25	\$40
Youth: General Admission	\$20	\$30
Hospitality	\$15	\$20
Group: General Admission	\$20	\$30

Proposed prices must be submitted to the NCAA on the host's budget form and may not be changed without NCAA approval. Any special plans or prices (for senior citizens, youth groups, etc.) must be approved in advance by the NCAA national office.

**Credit Card Payments.** Credit cards may be accepted as a form of ticket payment, and commissions paid to credit card companies shall be budgeted and reported as receipts on the championship financial report.

**Complimentary Tickets.** No complimentary tickets shall be issued. Children two years of age or younger may be admitted free of charge (if competition site policy allows) if accompanied by a ticketed adult.

## SEATING

The NCAA championship manager, prior to the printing, selling or distribution of tickets, must approve the location of all team tickets and seating for bands and spirit squad.

### Participating Institutions.

*Players/Coach Admittance.* The team roster members of the participating institution's bench limit plus 12 non-student-athletes will be admitted via pass list provided to the NCAA representative at the administrative meeting.

*Player-Guest Ticket(s) Purchase.* Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which then are treated as complimentary tickets for student-athlete guests. Tournament managers should establish a "pass gate" for the involved individuals. A designated individual from each participating institution will be responsible for submitting the names to the appropriate individual (to be identified by the tournament manager) at the competition site. The individuals will proceed through the pass gate to a nearby area (to be determined by the tournament manager) with a table or booth that will accommodate one individual from each institution. At the table, each individual will be identified by a representative of the appropriate participating institution. Each individual will be given a ticket stub and directed to his or her seat.

The host shall administer the player-guest tickets unless the participating institution wishes to take this responsibility.

- An institution may provide each student-athlete who participates in or is a member of a team participating in a postseason event (e.g., conference championship, NCAA championship, National Invitation Tournament, bowl game) with six complimentary admissions to all intercollegiate athletics events at the site at which the student (or team) participates. (Bylaw 16.2.1.1.1 Exception—Postseason Events—Complimentary Admissions and Ticket Benefits)
- Complimentary admissions may be provided to members of the institution's team for all intercollegiate athletics events in a tournament in which the team is participating, rather than only for the games in which the institution's team participates. However, the contests must be at the site at which the institution's team participates. (Bylaw 16.2.1.1.2 Tournaments—Complimentary Admissions and Ticket Benefits)
- Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. (excerpt Bylaw 16.2.1.2 – General Regulations)
- The individual using the complimentary admission must present identification to the person supervising the use of the pass list at the admission gate. The individual then shall be provided a ticket stub or other identification of a specified reserved seat or seating area or treated as a general admission ticket holder. (Bylaw 16.2.1.2.1 – Issuance Procedures)

*Bands/Spirit Squads/Mascots.* Band members, not to exceed 25 in number, and spirit squad members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform and performing, via the gate list furnished to the host institution. The host shall inform each participating institution of the location of seats that have been designated for band members and/or spirit squads.

*Payment.* Full payment for tickets must be forwarded to the tournament manager within 30 days of the last date of competition at the site. Hosts are required to include their vendor identification number on each ticket invoice to allow the participating institutions to expedite payment. If there are any outstanding payments on the 30th day after the competition at that site, the tournament manager should notify the NCAA national office with details regarding this delinquency on the same date.

**Game Officials.** Tickets may be reserved for each game official and alternate official to purchase for all sessions at the site.

**Spectators.** Under the direction of the NCAA, the Men's College Cup host shall seat all fans on one side of the stadium if poor attendance is expected.

**Media.** Seating for media representatives must be designated and be away from the scorer's table.

**Scouting Seats.** Scouting seats shall be reserved only for official members of the coaching staffs of the teams participating in the tournament. Press box (or other appropriate) seats (a minimum of two each for the two teams participating) shall be reserved during the semifinal contests for each of the participating institutions for the purpose of scouting potential opponents. These seats should be located at either end of the press box.

**Will Call.** Will call for the general public shall be in a location separate from the pass gate. Hard tickets may be distributed at will call.

### TICKET BACKS

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

1. **Computerized Tickets.** Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.
2. **Coupons.** Under no circumstances may a "coupon promotion" be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

**Ticket Back Disclaimer Language.** The NCAA's standard ticket back language is posted online at [ncaa.com/ticket-terms](https://www.ncaa.com/ticket-terms). The ticket back language should be placed on the back of all ticket stubs, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

### TICKET BLOCKS - MEN'S COLLEGE CUP

<b>2024 NCAA Men's College Cup</b> Anticipated Ticket Allocations (additional tickets may be requested beyond those indicated below)	
<b>GROUP</b>	<b>TICKETS</b>
NCAA	300 tickets (P2 - General Admission)
Host	100 tickets (P1 - Reserved)
Teams	1,200 (300 per team - General Admission)
Medical/Drug Testing	0 tickets
Bands	50 tickets
Nonparticipating team seating	54

# Section 24 • Volunteers

## GOAL AND RECRUITMENT

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

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

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender 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.

## WAIVERS

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

## APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2024-25 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ inches square.

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

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

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

## Section 25 • Items to be Shipped to Host Sites

### PRELIMINARY ROUNDS

<u>Item</u>	<u>Ship Date</u>	<u>Quantity</u>	<u>Post Championship</u>	<u>Comments</u>
Signage	Day After Selection	Various	Instructions will be provided w/ shipment	Details regarding signage package forthcoming - keep until eliminated from championship.
Game Balls (Wilson)	Day After Selection	6		6 balls per game
Championship Merchandise	Day After Selection		Return remaining to Event 1	
Officials Patches	Day After Selection	4		One per official
Officials Communication System	Day After Selection OR Host Secured	1 (set of 3)	Provide to advancing team to hand-carry; NCAA will provide shipping labels for any remaining sets	Used by on-field officials
Vanishing Spray w/ holster	Day After Selection	1	Official may keep spray/ return holster to NCAA (with communication system) or to advancing team	Provide to center referee
Participant Awards (Medallions)	Day After Selection	22		For squad size of nonadvancing team

\*Institutions that host multiple preliminary-round contests will receive one signage package only. Table banners will be provided for each round. Preliminary-round contests will not receive game programs for sell to the public. Information will be provided regarding Digital Game Programs.

### MEN'S COLLEGE CUP

(TENTATIVE - Contact NCAA for updated)

<u>Item</u>	<u>Ship Date</u>	<u>Quantity</u>	<u>Post Championship</u>	<u>Comments</u>	<u>Item Received</u>
Awards					
Signage		Various	Instructions will be provided w/ shipment	Details regarding signage package forthcoming	Signage
POWERADE		30 cases 24/case		Use for participant refreshments, hospitality, committee, etc.	
DASANI water		50 cases 24/case		Use for participant refreshments, hospitality, committee, etc.	
POWERADE Powder Mix		2 cases/12 pkts per case		For student-athletes	

POWERADE Cups		4,000		Use in team bench area, media area, interview area and hospitality.	
POWERADE Ice Chests		8	Keep		
POWERADE Water 10-Gallon Coolers		8	Keep	For team benches during games and locker rooms	
Squeeze Bottles		150		25 per team	
Squeeze Bottle Carriers		24		Distribute evenly among each team	
Cooler Carts		2		Use in team bench area	
Souvenir Programs			Return remaining to IMG College		
Championship Merchandise			Return remaining to Event 1		
Officials Patches		14		Two per official	
Game Balls (Wilson)		60		For practices and games; 6 balls per game	
Ball Bags (Wilson)		10		For storing practice and game balls; evenly distribute based on practice sessions and games. Be sure to collect and store	
Scrimmage vests (Wilson)		100 lime green 40 orange		Green vests - team use Orange vests - ball retrievers	
T-shirts (grey) (Wilson)		100 (various sizes)		For volunteers	
Student-Athlete Gifts Backpacks (Wilson)		Various items		Coordinate distribution with championship administrator; coordinate and distribute at each practice	
Mini Balls (Wilson)		300			
Banquet Attendee Gifts (Wilson)		200		Banquet gifts	
Youth Initiative (Wilson)		150 items	Use to promote event	Mini neon soccer balls	
Marketing Items (Wilson)		225 items	Use to promote College Cup	125 neon mini balls 100 T-shirts	

**NOTE: The above chart outlines basic items that will be shipped to the site. A more comprehensive list will be provided at a later point. Adjustments are possible.**

# Appendixes

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## Appendix A • Conditions Placed on Use of Credentials



### NCAA MEDIA COORDINATION AND STATISTICS CONDITIONS PLACED ON USE OF CREDENTIALS

Each individual ("Bearer") using this credential for access to any NCAA championship game or related events including, without limitation, a practice, press conference, interview, or other activity associated with such NCAA championship (the "Events"), on behalf of his or her employer or assigning news organization ("Employer"), agrees to the following:

#### GENERAL

Each Bearer must be and hereby represents that he or she is acting on a specific assignment for an accredited media agency and has a legitimate working function in conjunction with the Event attended. The credential is not transferable and may be revoked at any time with or without cause.

The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents. Bearer shall not, at any time, display, post, or otherwise reproduce the credential image on any digital platform, including online social media sites or applications (e.g., Facebook, Twitter, Instagram, Snapchat). Additionally, Bearer may not broadcast, telecast, film, record, transmit, display, or otherwise distribute, or allow any other party to distribute, footage or content of the Events on a live basis, including via any real-time online streaming application (e.g., Periscope, Meerkat).

Bearer assumes all risks incidental to the performance by the Bearer of Bearer's services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting, or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys' fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer's breach of any term of the credential. With respect to

### Conditions Placed on Use of Credentials Page No. 2

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any claim that might give rise to liability of the Bearer as an indemnitor, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without its consent, to participate in any settlement of such claim.

### **MEDIA**

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for rights for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.

If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Footage Usage and Licensing Policies.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any Event is exclusive to the NCAA's website and/or any other website designated by the NCAA and its rightsholders. "Real-time" is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may not produce in any form a "real-time" description of the Event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an Event, other than periodic updates of scores, statistics or other brief descriptions of the Event). If the NCAA deems that Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity's publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell

## Conditions Placed on Use of Credentials

### Page No. 3

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photos taken at the Events to third-party entities, including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.

Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the NCAA Audio Policies.

## **NCAA CHAMPIONSHIP VIDEOGRAPHER**

The NCAA Championship Videographer policy is intended to protect the broadcast rights sold to the NCAA media partners, while providing NCAA member institutions the ability to capture and utilize championship footage.

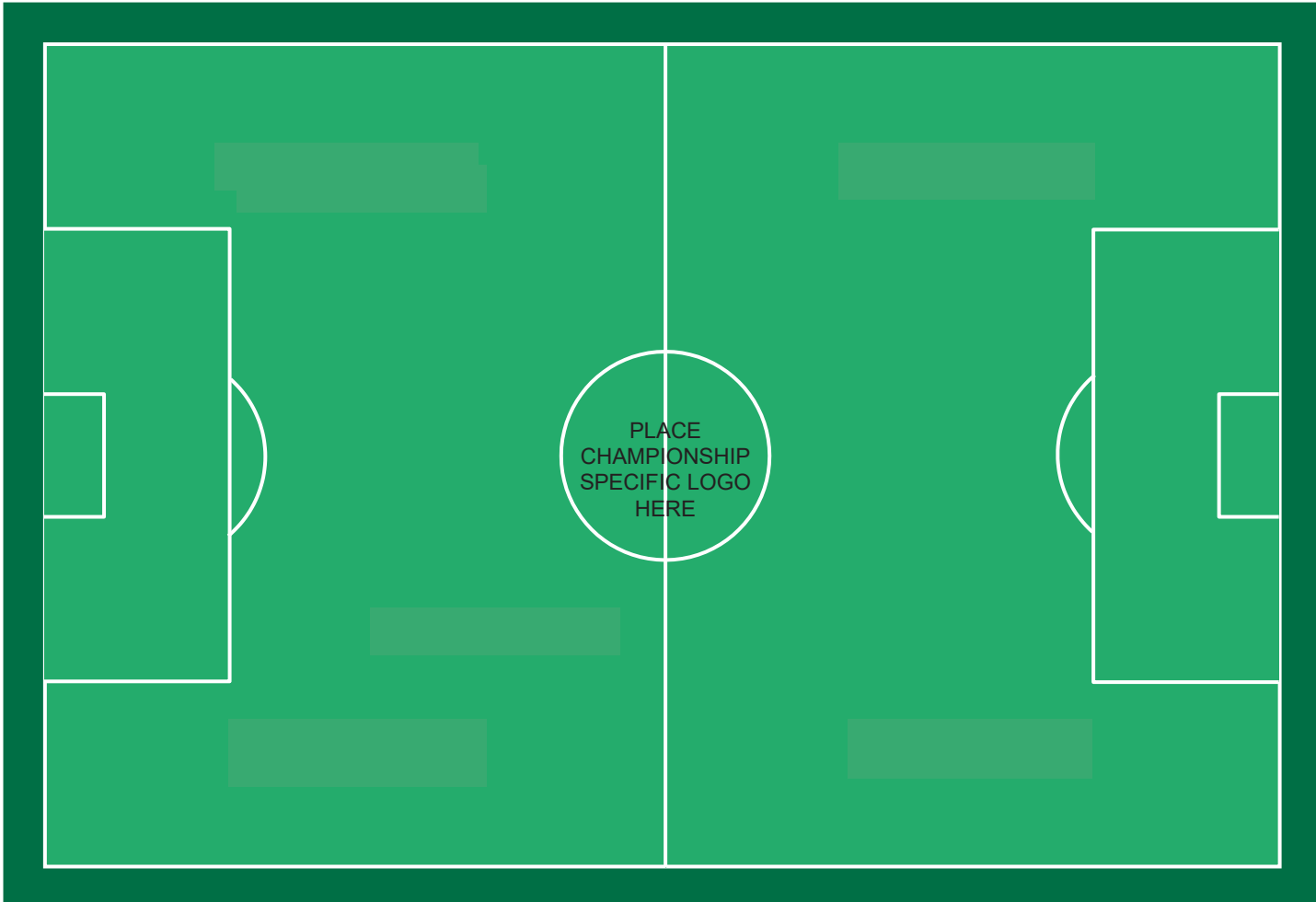
Institutional videographers will be permitted to capture competition footage from the still photographer areas. These areas are designated by the championship sports committees in conjunction with the championship media coordinator. Each institution will be permitted to have one videographer for this purpose and will only be permitted to capture footage of events/contests in which it is participating. In addition, institutional videographers will be permitted inside the locker room, with approval of the institution's head coach, during periods that are off limits to general media. The team videographer for the winning team will be allowed on the competition area to film the postgame celebration and awards ceremony, if applicable.

The NCAA will grant the institution permission to videotape this NCAA championship event for non-commercial uses only. Bearer agrees to the terms and conditions of the NCAA Championships Team Videographer Policy.

Appendix B • Field Layout and Stencils

Division I Men’s Soccer Field Layout (Finals Site Only)

APPENDIX B



NCAA logo stencils = 15 feet diameter    Men’s College Cup logo stencil must fit inside 30 feet diameter





## **National Intercollegiate Soccer Officials Association Alternate Official Game Log**

Additional Comments/Notes:

## Appendix D • Ticket Back Disclaimer

### **2024-25 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

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

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

## Appendix E • Media Checklist

1. Pretournament publicity.
  - a. Ticket information.
  - b. Press release on participating teams.
  - c. Recap of tournament action.
2. Media credentials.
  - a. Design shall be neutral and reflect the NCAA championship.
  - b. Seating assignments.
    - (1) Print media.
    - (2) Radio/TV.
    - (3) Others.
  - c. Media parking.
  - d. Distribution.
3. Lodging recommendations (should be able to receive team rate).
4. Facility communications.
  - a. Internet access (wireless)/DSL lines.
  - b. Electrical outlets.
  - c. Telephone(s).
5. Media accommodations at facility.
  - a. Seating.
    - (1) Seating arrangements.
    - (2) Electrical outlets, if they plan to work from seat.
    - (3) Telephone(s).
  - b. Working pressroom, if necessary.
    - (1) Equipment.
    - (2) General office supplies.
    - (3) Area for photographers.
  - c. Hospitality (probably same room used by VIPs).
    - (1) Room/hours.
    - (2) Refreshments.
    - (3) Staffing.
  - d. Interview room.
    - (1) Microphone.
    - (2) Podium.
    - (3) Chairs.

- e. Results/statistics compilation areas.
  - (1) Equipment.
  - (2) Paper.
  - (3) Backup services.
- 6. Interviews/Press Conferences.
  - a. Postcompetition.
  - b. Locker room policy.
  - c. Quotes.
  - d. Features procedure.
- 7. Personnel.
  - a. Statistics.
  - b. Runners.
  - c. Copy-machine operators.
  - d. Records keeper.
  - e. Press workroom staff, if necessary.
  - f. Photo monitors, especially at field level.
  - g. Security.
  - h. Press conference moderator.
  - i. Press conference runners (get student-athletes/coaches).
  - j. Quote takers.
- 8. Meetings.
  - a. Games committee chair.
  - b. Team SIDs, if necessary.
  - c. Photographers (review where they can be field level and postgame).
- 9. Publications.
  - a. Programs (IMG College).
  - b. Team media guides/up-to-date statistics, reports.
  - c. Press packets.
  - d. Seat assignment cards.
- 10. Miscellaneous.
  - Game photographer, if possible.

Appendix F • Box Score Form

APPENDIX K

OFFICIAL NCAA® SOCCER BOX SCORE FORM

DATE

WEATHER

ATTENDANCE

VISITOR

RECORD FOLLOWING GAME

HOME

RECORD FOLLOWING GAME

OFFICIALS

REF.

AR 1

AR 2

ALTERNATE

SHOTS\*

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

CORNER KICKS

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

GOALKEEPER SAVES

1 2 3 4 5 6 7 8 9 10

FOULS

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

OFFSIDE

1 2 3 4 5 6 7 8 9 10

SHOTS\*

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

CORNER KICKS

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

GOALKEEPER SAVES

1 2 3 4 5 6 7 8 9 10

FOULS

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27 28 29 30

OFFSIDE

1 2 3 4 5 6 7 8 9 10

SUBS

In

Out

Time^

SUBSTITUTES

No.

Pos.

First and Last Name

Shots

G

A

GOALKEEPERS

No.

Pos.

First and Last Name

Saves

Goals

Min.

GOALKEEPERS

No.

Pos.

First and Last Name

Saves

Goals

Min.

\*A shot is an attempt that is taken with the intent of scoring and is directed toward the goal. Note: A cross is not a shot. A cross is a long kick from a wide position into the penalty area in front of the goal. The intent of a cross is to set up a scoring opportunity for an attacking player. A goalkeeper who intercepts a cross is not credited with a save. To receive a save, the goalkeeper must have stopped a ball that otherwise would have gone into the goal. Each shot results in one of five possibilities: a goal, a save, it hits the post, it is blocked by a defender, or it is high or wide.

GOAL BY:

TEAM

TIME^

ASSIST(S)

DESCRIPTION

CAUTIONS/EJECTIONS

Player

Y/R

Offense

Time^

CAUTIONS/EJECTIONS

Player

Y/R

Offense

Time^

REFEREE'S SIGNATURE

I verify the final score, cautions and ejections to be accurate.

AR 1

AR 2

ALTERNATE

NCAA 67847-08/08 ^Time indicated is total minutes and seconds into the game.

## Appendix G • Pregame Timing Sheets

<p align="center"><b>NCAA Division I Men's Soccer Championship</b>  <b>Pregame Timing Sheet - Round - Site Location</b></p>	
---	--

Match: TBD vs. TBD  
(Visitor) (Home)

Date: Sunday, November 17, 2024

Time to Kickoff	Local Time	Scheduled Event
60:00	1:03:00 PM	Teams may begin warm-up on the field in front of their bench.
15:00	1:48:00 PM	Match rosters submitted and exchanged.
14:00	1:49:00 PM	Captains and Officials meet.
10:00	1:53:00 PM	Teams clear field.
9:00	1:54:00 PM	Starters and officials lined up.
8:30	1:54:30 PM	Starters and officials head to midfield.
7:30	1:55:30 PM	National Anthem.
6:00	1:57:00 PM	Team introductions.
:00	2:03 PM	Match begins.

***15-minute Halftime (start once teams have exited field)***

<b><i>Overtime Procedure</i></b>	
5:00	Intermission following regulation time.
10:00	First overtime period (sudden victory).
2:00	Overtime intermission.
10:00	Second overtime period (sudden victory).
5:00	Intermission prior to penalty kicks.
0:00	Penalty kick procedure

<b><i>Overtime</i></b>
<b><i>Two sudden-victory overtime periods of 10 minutes each shall be played. If the score is still tied, the game shall be recorded as a draw and the tiebreaker procedure of taking kicks from the penalty-kick line or spot shall be used to determine a winner.</i></b>

## Appendix H • Guide to Live Streaming



### NCAA.COM BROADCAST/STREAMING REQUIREMENTS

**Tupelo Honey** is responsible for video content and live production at hundreds of events annually. Whether it's a network broadcast or single-camera stream, our team aims to provide unparalleled communication and professional results. Since 2010, in partnership with TNT Sports and NCAA.com, Tupelo Honey has provided championship coverage for hundreds of NCAA events.

#### **Network Connection**

To deliver a high-quality video production championship hosts must provide a sustained, symmetrical connection of at least 100 Mbps, dependable QoS, and at least one dedicated wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Tupelo remote support staff utilizes Jump Desktop to diagnose and troubleshoot equipment once on site, therefore, this connection must allow remote support access. It is extremely important that network configuration be addressed early in the planning process; prior streaming from a venue does not guarantee success. Our team will arrive one day prior to the event to test network connectivity. An IT representative from the host venue should be available on site at this time, but must be available by phone to work through any issues during setup and throughout the event. Additional planning discussion and advance configuration between Tupelo and your IT team is strongly encouraged.

#### **Equipment**

The producer and equipment will need to be located within 100' of the host network port. All equipment can be placed on one or two 8' tables in a secure, climate-controlled production space. Please provide at least four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies by sport ([see provided event layout guides](#)). In most cases, the cameras are cabled to the production position. Tupelo Honey will request photos and/or a diagram of the venue during the planning process. The equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V, Non-GFI) at talent and production locations will suffice. If required, camera support (lifts, scaffold) are a host responsibility. If available, an audio feed from the public address system should be provided to the production position on a standard XLR connector.

#### **Equipment Receiving/Shipping**

Broadcast equipment will typically be shipped to the site via SOS Global Express. The shipment will contain up to 20 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. On arrival and throughout the event, the host will need to identify a secure location for working access to and storage of the production equipment. Following the event, our on-site personnel will typically coordinate pickup.

#### **Crew/Announcers**

The production crew and announcers are secured by Tupelo Honey and TNT Sports. If the host institution has existing relationships with local camera operators, a production company or announcers, please pass that information along. We are happy to work with local crews and/or students at host institutions.

#### **Replay/Video Boards**

The NCAA typically contracts DVSPORT to provide official replay services. Tupelo provides camera and program signal handoff (Typically 720P SDI) at the production location and is not responsible for delivering signals elsewhere in the venue. For select events, Tupelo supports limited official review. These situations are handled on a case-by-case basis and must be identified in advance to allow for additional support equipment on site.

A program video output is available for video board display and/or team recording needs. This handoff occurs at the production location and is a straight "dirty" program output, inclusive of graphics and announcer audio. Should Tupelo elect to utilize off-site (REMI or cloud) production methods, this feed may be delayed. Tupelo does not provide any video-board specific support (fan cams, video playback, on-field presentations, etc.). The feed should be utilized only during live competition and video board personnel should be in place to provide appropriate editorial control (i.e., replay screening). Audio from the feed should never be utilized in a PA system or redistributed in any way. Team courtesy feeds are bound by NCAA restrictions. Tupelo is not responsible for any editing, signal conversion or additional support for team needs.

#### **Event Specific Accommodations**

We will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. It is suggested that hosts fill out the [broadcast site survey](#) before planning can begin. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

**For additional information**, please contact Tupelo Honey Senior Director of Production, Remote Andrea Crawford at [andrea.crawford@tupelohoney.net](mailto:andrea.crawford@tupelohoney.net)

## Appendix I • Host Guide to Live Stats

**WARNERMEDIA**



### 2024-25 Host Site Stats Document

#### NCAA LiveStats

NCAA.com is now fully integrated with NCAA LiveStats. Hosts that utilize NCAA LiveStats, a representative from WarnerMedia will contact you to confirm your scoring software. You should not have to do anything differently for these sports.

#### Hosts not Utilizing NCAA LiveStats

WarnerMedia and StatBroadcast will be collaborating this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance is greatly appreciated in making this a success. Transmitting stats to NCAA.com is **REQUIRED** for your hosted event.

#### Downloading NCAA Broadcastr

StatBroadcast's latest version of the Broadcastr software is required for setup. If you have a lower version previously installed, you will need to update in order to continue.

Please visit <http://www.statbroadcast.com/ncaa/setup/> for all information on downloading, setting up, and testing StatBroadcast on your scoring computer.

**Note:** You may need Administrator access to your computer to install this software. If you are receiving errors overwriting files, you may need your Campus IT staff to temporarily unlock your computer.

#### For Hosts Utilizing StatCrew

All hosts using Statcrew will need to have the latest version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Presto Stats, please contact Jason Venson ([Jason.venson@wbd.com](mailto:Jason.venson@wbd.com)), for alternate instructions.

**Please note:** StatBroadcast is not affiliated with any other software.

## Appendix J • Volunteer Waiver Form

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

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

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

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

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

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

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

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

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

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

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

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

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

---

Signature of Participant

Date

---

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

Date

---

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

Date

Appendix K • Travel Party Roster Form



2024 NCAA DIVISION I MEN'S SOCCER CHAMPIONSHIP



Please complete this form for your institution's travel party (28) and additional personnel for bench access. Individuals listed on this form must be an institutional representative and be at the championship in an official capacity. Participating teams will be issued credentials to rostered student-athletes in attendance (even if listed beyond 22) and up to 12 non-athlete personnel. The first 22 are the official squad size who are eligible to participate in the game. List these individuals in alphabetical order. Use lines 23-34 for team personnel (coaches, athletic trainer, physician, manager, video, etc.). Use lines 35-46 for additional non-participating student-athletes listed on school's official roster. If you have more than 12 additional non-participating student-athletes, add additional lines on the back of the form.

INSTITUTION: \_\_\_\_\_

ROUND: \_\_\_\_\_

Administrator/Point of Contact for Travel Party: \_\_\_\_\_ Cell phone: \_\_\_\_\_

OFFICIAL SQUAD SIZE

(1-22 PLAYERS DESIGNATED TO PARTICIPATE)

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

COACHES AND OTHER NON-ATHLETE PERSONNEL TO BE IN THE BENCH AREA:

23.	Head Coach:	Cell phone:	_____
24.	_____	Title:	_____
25.	_____	Title:	_____
26.	_____	Title:	_____
27.	_____	Title:	Administrator*
28.	_____	Title:	Medical*
29.	_____	Title:	_____
30.	_____	Title:	_____
31.	_____	Title:	_____
32.	_____	Title:	_____
33.	_____	Title:	_____
34.	_____	Title:	_____

NON-PARTICIPATING STUDENT-ATHLETES

(on official school roster, eligible to be in uniform, warm up and be in bench area, not eligible to play)

35.	_____	41.	_____
36.	_____	42.	_____
37.	_____	43.	_____
38.	_____	44.	_____
39.	_____	45.	_____
40.	_____	46.	_____

Any amount up to official school roster size. Add lines on the back of form for additional non-participating student-athletes as needed.

## Appendix L • Host Marketing Plan



### NCAA® CHAMPIONSHIPS HOST MARKETING PLAN

#### Host Information.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Host Institution/Entity: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Host Marketing Team.

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

Name	Title	Role	Contact Information

#### Championship Information.

Division: I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ National Collegiate \_\_\_\_\_

Gender: Men's \_\_\_\_\_ Women's \_\_\_\_\_ Mixed \_\_\_\_\_ Sport \_\_\_\_\_

Championship Date(s): \_\_\_\_\_

Venue Name: \_\_\_\_\_ Event Capacity: \_\_\_\_\_

#### Ticket Sales Information.

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

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

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

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

General demographics of your target market:

1.

2.

Specific target markets:

1.

2.

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

## **Host/LOC Resources:**

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

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

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

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

**Marketing Budget.**

Host Marketing Budget from Bid Specs: \$

Total Marketing Budget: \$

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

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

## DIVISION I MEN'S SOCCER

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

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

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

	<div>2.</div> <div>3.</div> <div>4.</div> <div>5.</div>		
--	---	--	--

Thank You!