NCAA®

2026 WOMEN'S

COLLEGE CUP®

CARY, NC

HOST OPERATIONS 2026-27 MANUAL

Division I Women's Soccer

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FOREWORD

Congratulations on being selected as a host for the 2026 NCAA Division I Women's Soccer Championship. We appreciate your interest in women's soccer and are looking forward to another outstanding championship.

The purpose of the NCAA Division I Women's Soccer Host Operations Manual is to provide direction and guidance for host institutions as they plan and conduct the events and to supplement the NCAA Division I Women's Soccer Prechampionship Manual. We urge you and your staff to become familiar with both the prechampionship manual and NCAA Bylaw 31, which pertain to the administration of NCAA championship events. These documents 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. The prechampionship manual is now available on the **NCAA website**. Bylaw 31 may be accessed via the **NCAA Legislative Services Database** (LSDBi) or the online version of the **NCAA Division I Manual**.

Although these manuals 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 Women's Soccer Committee or Alyssa Rice at the NCAA national office. The contact information for each of these individuals is located in the key contact section of this manual.

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

NCAA Division I Women's Soccer Committee

WOMEN'S SOCCER COMMITTEE

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

NCAA STAFF	
Alyssa Rice NCAA Assistant Director, Championships and Alliances Phone: 317-917-6627 Cell: 317-294-9616 Email: **arice@ncaa.org**	**Jackie Kawamoto** NCAA Assistant Coordinator, Championships and Alliances Phone: 317-917-6964 Cell: 317-709-2293 Email: **jjkawamoto@ncaa.org**

Current members of the committee can be found at the following link: **web1.ncaa.org/committees/#/reports/roster?committeeCode=1WSOCOC**

INTRODUCTION

This manual outlines the responsibilities of an institution/conference hosting a preliminary or final site round of the NCAA Division I Women's Soccer Championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

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

DEFINITIONS

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

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

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

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

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

ROLE OF GOVERNING SPORTS COMMITTEE

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

ROLE OF HOST INSTITUTION/CONFERENCE

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

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

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

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

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.

Section 1 • Checklists

CHECKLIST FOR PRELIMINARY ROUND HOSTS

Advance Planning Checklist. If chosen as a host site, your institution must perform the following duties prior to the championship competition.

_____ 1. Playing Facility. Confirm use of the playing facility for the competition. No new institutional logos may be printed on the field. Preference is for a neutral field or NCAA logos. Host must have a minimum field size of 70 yards x 110 yards in order to host a preliminary round. All second- and third-round hosts must have acceptable field lighting.

_____ 2. Lodging. Secure team rooms at local hotels. Accommodations must be within 30-45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes may be considered by the championship subcommittee as part of an acceptable bid, but additional information and rationale is required with the bid. Twenty-three (23) nonsmoking rooms with two double beds should be reserved per team. Hotel must include meeting space to accommodate at least 40 people. In addition, room blocks must start two days prior to the game. Be prepared to notify the participating team(s) of hotel(s) location and room rates. Participating institutions are responsible for the rooms reserved by the NCAA and host institutions. **Teams are obligated to stay at the host designated hotel. If an institution does not wish to stay at the designated hotel, it must contact the hotel by 2 p.m. (local time of host) the Tuesday prior to the start of competition (first-round) and by 2 p.m. Monday prior to the start of competition (second/third rounds and quarterfinals) to obtain a written release of the reserved rooms from the hotel management or utilize the rooms for persons accompanying the official traveling party. Failure to do so will result in the cost of the rooms being taken out of the institution's per diem.**

Accommodations must be arranged for the NCAA site representative assigned to the competition and the officials in a hotel separate from the team(s) also within a 30-minute radius. ***(See Lodging section.)***

_____ 3. Practice. Schedule game field for practice sessions. ***(See Championship/Game Management section.)***

_____ 4. Game Management. Make preliminary arrangements for personnel and logistics in the following areas:

_____ a. Drug testing – site coordinator, couriers, facility.

_____ b. Facility Manager – grounds crew, security, field set-up (including painting lines and NCAA logos, and watering field), cleanup, concessions, ushers, traffic control, parking.

_____ c. Ticket Manager – logistics.

_____ d. Game Manager – scorers' table, scorekeeper, announcer, scoreboard operator, timer, ball persons.

_____ e. Sports Medicine – doctor, athletic trainers.

_____ f. Athletic Communication – press box, interview room, programs, pre- and postgame interviews.

_____ g. Promotions and Marketing Director.

_____ h. Webstreaming equipment and personnel.

_____ 5. Schedule. Prepare a tentative tournament schedule, outlining game, practice and meeting times.

_____ 6. Promotions/Publicity. Develop a promotional/publicity plan.

_____ 7. Program. (See ***Programs section***)

_____ 8. Insurance Certificate. For the Division I championship, the insurance certificate should be sent to the national office prior to competition. (See ***Insurance section***)

WEEK OF GAME

_____ 1. Received notification of visiting teams from NCAA.

_____ 2. Contact competing team(s) with information including roster form (**Appendix A**), game times, practice schedule, lodging accommodations, locker room availability, administrative meeting site and uniform colors on the date of notification to the participating teams and the NCAA site representative. Email participant manual to the director of athletics, SWA, sport supervisor (if known) and head coach of each visiting institution.

_____ 3. Arrange an administrative meeting among the coaches and administrators of the competing teams to review other pertinent information. This meeting should occur in-person or virtually on the practice day (day prior to competition).

_____ 4. Have packets ready to distribute on practice day to teams, officials and NCAA representative(s) on arrival. Packets should include tournament information, parking passes, NCAA forms, NCAA patches and team credentials.

_____ 5. Obtain names and contact information of appointed officials from the NCAA. Follow up with officials and provide directions, hotel information and confirm date, time and location of pregame meeting and game. All officials are required to be at the site of the competition at least two and one-half hours prior to the start of the game for a meeting with the tournament director and the NCAA site representative. The regional official assignor may indicate an evaluator will be present. Provide the evaluator with a credential.

_____ 6. Obtain necessary certificate of insurance, per NCAA Bylaw 31.7.4.

_____ 7. 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 Drug-Free Sport, LLC. If drug testing is confirmed for your site, you will be notified as early as possible during the week.

_____ 8. Arrange for appropriate credentials for each institution (travel party), NCAA representative(s) and officials.

_____ 9. Obtain name of and follow up with NCAA site representative assigned to the game to determine hotel needs, provide directions, participant manual, etc.

_____ 10. Field arrangements.

_____ a. Proper markings in accordance with NCAA rules (NCAA Women's Soccer Rules book) and policies.

_____ b. Check goals and nets; remove goals after warmup. Check that all equipment (scoreboard, lights, PA system, etc.) is operational.

_____ c. Ensure seating or standing arrangements at the field. Allow spectators no closer than 10 feet, but preferably 20 feet, from touch lines and goal lines. There must be a retaining barrier between spectators and the playing field.

_____ 11. Receive notification from NCAA promotions staff regarding online order of promotional materials. Place order immediately.

_____ 12. Arrange for the following equipment at game site: adequate public address system, two watches, two compressed air horns, game balls provided by Wilson, officials' headsets (notify Alyssa Rice and Jackie Kawamoto if you need NCAA to provide), 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.

NOTE: *Make sure Wilson game balls have been received. If not, please contact Jackie Kawamoto (**jjkawamoto@ncaa.org**; 317-917-6964) immediately.*

_____ 13. Arrange for halftime refreshments for teams and officials.

_____ 14. Ensure the field is enclosed to control ticket sales.

_____ 15. Arrange for working area for media.

_____ 16. Arrange for interview area away from the field, preferably indoors. If an outdoor space is used, it must be protected from the weather.

_____ 17. Arrange for proper game management personnel including, but not limited to: medical personnel, ticket sellers, ticket takers, security personnel, PA announcer, statistician, concessionaires, merchandising personnel.

_____ 18. Arrange for drinking cups, ice and water for players at each bench during both practices and games. The NCAA will only provide cups, water coolers and water bottles at the site of the finals. DASANI water or BODYARMOR 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.

_____ 19. Inventory NCAA championship souvenir merchandise.

_____ 20. Have names of teams on scoreboard (if possible); if not, use "Home" and "Visitor."

_____ 21. Assign locker rooms for the teams and have dry-erase boards and markers, soap, towels and hospitality in each room. Sites that do not have any locker rooms should have tents available. Portable restroom facilities must be provided nearby.

_____ 22. Assign a locker room for the officials for pregame, halftime and postgame purposes; supply soap, towels and hospitality.

_____ 23. Arrange for at least eight (8) experienced ball persons, at least 10 years of age, and dress them in neutral clothing that is bright in color and contrasts with the participating teams' and officials' uniform colors and devoid of any commercial identification, team name or logo.

A nine ball rotation shall be used. It is recommended that the ball persons do not hold the ball during play, but rather place the balls at the following locations:

1. One ball on each sideline of each half of the field (four balls total).
2. At least one ball placed on each goal line next to the goal post.
3. One ball placed at the Official's/Scorer's Table

_____ 24. Assign scorers, timers, statisticians and announcer. It is recommended there be one scorer and two official timers (one designated for each competing team) and a recorder for penalty administration, goals, assists, etc. Spell out duties of each official.

_____ 25. Arrange for the following security needs:

_____ a. Officials (pregame, halftime and postgame).

_____ b. Teams.

_____ c. Bench area (pregame, halftime and postgame).

_____ d. Spectator areas.

_____ e. All entry gates.

_____ f. Area behind goals.

_____ g. Press box entry.

_____ h. Merchandise areas.

_____ i. Concession areas.

_____ 26. Arrange for an athletic trainer and training facilities to be available for a doctor to be present and provide teams with information regarding hospital facilities. Advise teams of the athletic training supplies, equipment, modalities and facilities that will be available or provided.

_____ 27. Arrange for pregame music. Ensure that music does not contain any inappropriate or profane lyrics.

_____ 28. Have the Wilson balls that were delivered for the game available at practice.

_____ 29. Make necessary arrangements and request permission for webstreaming the competition.

Day Prior to Game (Practice Day)

_____ 1. Meet with the NCAA site representative, coaches and other key personnel day prior to the game. Choice of uniform is to be decided earlier in the week in consultation with the site representative. Home team (higher seed) will have choice of uniform color with visiting team choosing a contrasting color. Confirm bench assignments. Site representative will chair meeting and cover other relevant topics.

_____ 2. Teams should be allowed to practice on the game field the day prior to competition for 75 minutes. If weather conditions are adverse, site reps need to work with coaches on site to make the determination if the field is available for practice. The site rep will make the call after checking with the host institution. The site rep will also contact the NCAA staff member to make sure everyone is informed and understands. Alternate practice facilities should be available for each team. Teams should be accommodated for practice times by the host institution minimizing the amount of missed class time.

_____ 3. Review critical incident response/emergency plan.

_____ 4. Provide team roster form to NCAA site representative at administrative meeting.

_____ 5. Communicate process for tournament host and officials' evaluation at the administrative meeting and distribution of participant awards.

_____ 6. Locker room accommodations.

_____ 7. Laundry.

_____ 8. Practice field is set up; goals have proper nets; field is properly marked.

_____ 9. Training staff accommodates any needs of visiting team(s).

_____ 10. Each team shall be provided an opportunity to practice with the Wilson championship soccer balls.

Game Day Administration

_____ 1. The game field should be set up and ready for inspection by the officials two and one-half hours prior to game time.

_____ 2. The site representatives should be seated at the scorer's table or in the immediate vicinity during the competition.

_____ 3. Arrange for two air horns at the scorer's table.

_____ 4. The games committee will consist of the NCAA site representative, the table official, the director of athletics/senior woman administrator, or designated representative of each institution. Competing coaches should not serve on the games committee.

_____ 5. Wilson Vivido soccer balls, the official ball for the NCAA championships, will be sent from the manufacturer to all sites (nine balls per game). Please make certain that each ball is inflated properly. The visiting team should receive one game ball after the game.

_____ 6. Finals only. Twenty-eight (28) complimentary programs are to be provided to each team.

_____ 7. Completed box scores should be provided for each team, including half-time statistics, if available.

_____ 8. Ensure clocks count down from 45:00 each half.

_____ 9. Make available new balls; game balls to be sent from Wilson [nine (9) to first-round sites; 12 to second-/third-round sites; nine (9) to quarterfinal sites].

_____ 10. Distribute officials' communication devices (headsets).

_____ 11. No complimentary tickets allowed (except for children two years of age and younger if facility policy permits).

_____ 12. If scheduled at your site, implement postgame drug-testing procedures as instructed by the NCAA national office and the on-site crew chief.

_____ 13. Five (5) copies of the Lineup Form with the 28 eligible participating student-athletes (with starters) are to be given to the opposing team, scorer's table, official and the NCAA site representative as early as possible, but not later than 15 minutes before the game.

Postgame

_____ 1. Conduct postgame press conference for both teams. It is **mandatory** for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. (See Section 23)

_____ 2. If headsets are requested from the NCAA, provide officials' communication devices (headsets) to advancing team for use at next round. The NCAA championship manager will notify the host if this item should be shipped back to the NCAA.

_____ 3. Provide copy of game video to visiting team.

_____ 4. 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 (officials and site representative/committee).

_____ b. Miscellaneous receipts, if applicable.

_____ 5. 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.

_____ 6. Submit reconciliation and settlement sheets directly to Event 1 (merchandise) and IMG College (programs) within 10 days after the competition.

_____ 7. Host shall use Genius Stats program to submit statistics.

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 substitution/penalty areas, 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 schedule for pregame activities (welcome, introductions, etc.).

_____ 5. Review game times.

_____ 6. Review uniform colors and bench assignments.

_____ 7. Check that Wilson balls have arrived, are available and properly inflated.

_____ 8. Ensure that 22 participant awards (medallions) have arrived and determine method for distributing them to the nonadvancing teams postgame (preferably in the locker room).

_____ 9. Review procedures for ticket sales and parking.

_____ 10. Review procedures for security (escort for officials and teams).

_____ 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).

_____ 14. Review procedures governing videotaping and filming. Equipment shall be tested prior to recording. If possible, have backup equipment available.

_____ 15. Ensure that teams followed game tape exchange policy and confirm that videos have been uploaded (beginning with third-round opponent).

_____ 16. Review policies and plans for postgame interviews and designate an interview area (nonadvancing coach and student-athletes interviewed first in all tournament games followed by the winning coach and student-athletes).

_____ 17. Review procedures for sending results to the NCAA national office.

_____18. Review location of press conferences (may occur on field or in formal press conference room).

Section 2 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Beer, wine, spirits and other alcoholic beverages (e.g., hard seltzers) may be sold and dispensed at NCAA Division I, II and National Collegiate championships 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 Portal.

General

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

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

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

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

TOBACCO PRODUCTS

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

Section 3 • Americans With Disabilities Act

The Americans with Disabilities Act (ADA), Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. Per NCAA policy, the host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site and ancillary event sites will be in compliance as of the dates of the championship and ancillary events. If the host institution/conference becomes aware that a competition site hosting an NCAA championship or an ancillary event site will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

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

Section 4 • Awards

CHAMPIONS LOCKER ROOM PROGRAM

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 94 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in the championship-specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (**jared.hunt@unrivaledteamwear.com**) and Tyler Gliens at Zephyr for hats (**tyler.glines@blue84.com**). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions, **dclendenin@ncaa.org** or 317-917-6496.

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 22 official NCAA participant medallions for each nonadvancing team to the tournament director prior to 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.

Quarterfinal Sites

All quarterfinal sites will receive a team trophy and 28 mini trophies from MTM Recognition that should be awarded to the winning team of the quarterfinal contest.

Finals

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

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

ELITE SCHOLAR-ATHLETE AWARD

The NCAA Elite Scholar-Athlete award was created to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member school is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Olivia Baumhoer or another member of the NCAA communications staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager. The winner's name should not be released to the public until after the student-athlete is publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, the coach should not inform the student-athlete. Baumhoer or a member of the NCAA communication staff will typically send a template of a release and the logo to the sports information director of the winner's school the morning of the announcement to allow the school time to prepare. In addition, the information will be given to the NCAA social media staff to prepare a graphic which will post shortly after the announcement.

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

Award Presentation

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

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

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

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

In-Venue Presentation

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

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which the individual is participating so that the school's fans are in attendance (video board and/or public address read recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, the student-athlete may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

If the Elite Scholar-Athlete award winner is not introduced live inside 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) will need to provide Van Wagner the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite Scholar-Athlete award for the 2026 NCAA Division I Women's Soccer Championship, with a cumulative grade-point average of (GPA) in (major of study), is (winner and school*: Jane Doe of State University*).

Press Release

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

Social Media

The NCAA X account (formerly known as Twitter) will promote the winners after the on-site announcement has been made. Olivia Baumhoer will work with social media staff to make sure they have the appropriate information, including photo to make the graphic and timing of when to post.

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

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

PARTICIPATION AWARDS

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

Section 5 • Band/Spirit Squads and Mascots

ADMISSION/MAXIMUM NUMBER

Band members (including the director), not to exceed 25 in number, and spirit team members, not to exceed 12 in number, and one costumed mascot, shall be admitted, if in uniform and performing, via the gate list furnished to the host institution. Each institution's administrator must submit this list to the tournament director and NCAA representative at the administrative meeting prior to the competition.

Live animal mascots are not permitted.

Bands may not use electronic amplification equipment.

DESIGNATED AREAS

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 the committee liaisons.

Cheerleaders and mascots will be permitted only in their team's designated area at all times. Additionally, mascots are not permitted on the field at any time.

Finals Site. Participating institutions must notify the host whether or not it will bring a pep band, spirit squad and/or mascot to the competition during the administrative videoconference on the Monday prior to the championship in order to plan for space.

FIGHT SONGS/WARM-UP MUSIC

The host institution shall provide appropriate pregame warm-up music for all games, all rounds.

Only band(s) and DJ music will be used. If a team does not have a band present, it may provide a copy of the institution's fight song to be played.

NATIONAL ANTHEM

The national anthem will be played just before the introduction of the starting lineups after the officials and all members of each team have made their way to the middle of the field. The anthem will be played before the first contest of each session.

Preliminary Rounds. The host institution is responsible for arranging the playing of the national anthem.

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 facility shall encourage patrons to return nonpermissible items to their automobiles.

Per NCAA soccer rules, select artificial noisemakers shall 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.

Megaphones may be used for voice amplification, but they shall not be used as a distraction.

PLAYING RESTRICTIONS – BANDS

Bands, or any component thereof, are allowed to play at any time during the game.

In the event there is more than one band, time will be divided equally between the two and coordinated accordingly on site, with the visiting team playing first. The band MAY NOT interfere with the announcer.

Section 6 • Banquet (Finals Site Only)

In lieu of a banquet, the host must arrange a private dining space at local restaurants for each team, accommodating up to 40 people. Team dinners will be held the Wednesday evening prior to the semifinals for the official travel party of 28 persons from each of the four participating teams, with flexible timing to fit teams' schedules. A buffet or select menu format is preferred.

Teams should have the opportunity to purchase additional tickets for institutional representatives (dependent on space availability), not to exceed 40 people. Any additional attendees outside of the official travel party shall be paid for by the institutions. Teams wishing to purchase additional tickets must notify the host by noon local time, the Monday prior to the semifinals.

The Elite Scholar-Athlete Award will be presented during the team dinner of the winning student-athlete.

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

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.

Section 7 • Broadcasting/Internet

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

INTERNET POLICY

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

The NCAA and its partners own the Internet rights to all of its 91 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 or 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**).

TELEVISION

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

ESPN has exclusive rights to televise the semifinals and final.

Meal Area. The TV production crew requires a meal area for 35 people at the field.

Rights. The NCAA retains all rights to the television broadcast or cablecast of the championship. The host institution will waive any television rights fees normally charged for events staged in the facility.

Services and Personnel. The NCAA and any other televising entity will pay only for services and personnel it deems necessary for the telecast of the event. Any other charges must be paid by the host institution.

Power, Lighting and Parking. The host institution will not charge the NCAA, or any other televising entity, a fee in connection with the use of the facility's power, lighting or parking facility. Adequate television facilities will be available at the facility, and the host institution will make space available to provide for a satisfactory telecast of the championship. In order to install and set up the necessary technical equipment, the engineering crew must have free access to the facility where camera/audio cables are to be run 36 hours before the event.

Facility Requirements. The host institution verifies that the facility will meet the following requirements 36 hours before the event, and any expenses incurred to meet these requirements are the host institution's responsibility:

1. Two dedicated services of power (both 3 phase, 200 amp per leg, 208 volts) for mobile units and satellite uplink truck will be available.
2. An area for parking the mobile unit will be available within 150 feet of the power service in an area closest to the anticipated camera positions. This designated area should provide enough room for a production truck 60-feet long by 18-feet wide. There must be room for a second vehicle (uplink truck) approximately the same dimensions to park alongside the TV production truck.
3. The minimum requirements for an outdoor or indoor event should measure 150 foot candles of evenly distributed light on the playing surface. The perimeter of the playing surface should have sufficient spill light into the spectator areas. The color temperature of this lighting shall read 3200 degrees Kelvin.

Kill Seats. Should it be necessary to eliminate seating to provide for adequate television coverage, permission will be granted. There will be no admission charge to the television network unless the NCAA's contract with said television network provides for such a charge.

Stadium Alterations. Construction of platforms and other stadium alterations requested by the network will be done at its own expense. The necessary electrical power will be available to operate the related television equipment at the facility. The televising network will have the right to install, maintain in and remove from the facility and the surrounding premises such wires, cables and apparatus as may be necessary for the telecast of the championship, provided; however, that such items will not interfere substantially with the use of the stadium or with any of the means of ingress or egress thereof.

Tickets. If the televising entity requests game tickets, it must purchase all-session tickets at the full price.

WEBSTREAMING

For the 2026 Championships, all preliminary rounds of the 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 technical requirements for the live stream are noted in Appendix K of the Host Operations Manual. 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**. It is highly encouraged that the event manager discuss these requirements with their 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. All questions related to video streaming should be directed to Jarom McLiver, NCAA Championships and Alliances – Broadcast (**jmcliver@ncaa.org**). Please fill out the broadcast survey included in the bid portal.

A production stipend of $5000 per game will be provided to assist each host who meets the minimum streaming requirements, detailed within the manual and bid checklist. Broadcast production costs (staff, equipment, etc.) will not be submitted through the host budget system. The stipend will be provided to the hosts that meet all the requirements, post championship when finalizing the final championship financials.

Section 8 • Championship Equipment

The NCAA will provide certain championships equipment (sideline hydration product, sideline hydration equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each championship will receive information from the NCAA pertaining to any equipment that will be provided.

GAME BALLS

The Wilson NCAA Vivido Match Soccer 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.

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 nine balls are not available, the NCAA Men's and Women's Soccer Rules stipulate that no fewer than five balls must be available for use in a game, and the balls will be identical in size, make, grade and color.

The game balls may be distributed after the games by giving them to the participating teams, using them as promotional giveaways during the game or by donating them to a local youth group.

Preliminary Rounds. The balls must be used for all games. At the completion of the game, one ball shall be given to each team. If the soccer balls do not arrive on time, please contact Jackie Kawamoto (**jjkawamoto@ncaa.org**); 317-917-6964). Host sites will receive the following quantities:

- First round – nine (9) balls each.
- Second/third round – 12 balls each.
- Quarterfinals – nine (9) balls each.

Women's College Cup. Wilson will ship 80 balls. All balls should be used for the practice sessions the day prior to the semifinals. On game days, 20 balls will be provided to each team for pregame warmup. Nine (9) balls will be delivered to the officials' locker room and used as game balls.

BODYARMOR

Equipment information. The NCAA will provide certain championships relevant equipment (sideline hydration, 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, WATER BOTTLES

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches (if applicable) for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

SIDELINE EQUIPMENT HYDRATION PROGRAM

Finals Site Only

All final-round sites will receive BODYARMOR branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA.

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

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

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

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

The BODYARMOR branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The BODYARMOR and water products must be made available in any/all areas as referenced above.

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

The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

Preliminary-Round Sites NOT Receiving BODYARMOR Branded Equipment and Product

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

Use of NCAA-Provided Coolers from Previous Years

The host may use previously supplied equipment from the NCAA, specifically red POWERADE equipment; however, 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 Alyssa Rice (317-917-6627; **arice@ncaa.org**).

OFFICIALS' COMMUNICATION DEVICES

The officiating crews for all rounds of the championship will be provided on-field communication systems, if requested in advance. If needed and requested, first-round hosts will receive the communications headsets directly; for subsequent rounds, the advancing teams will hand-carry the headsets to their next contest, if necessary. At a certain point, a host school will be asked to ship the communication devices back to the NCAA (if they requested to have a set shipped to them).

TABLE BANNERS

The NCAA will provide one banner for the scorer's table. No other ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with drape or other appropriate material if the banner does not cover the entire table.

Section 9 • Championship Facility

FACILITY USE/SETUP

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

Banners. At the preliminary rounds, the display of host institutional banners is subject to the approval of the games committee. Noninstitutional banners may not be displayed. At the site of the finals, any banners other than the approved NCAA and television and radio banners may not be posted on the arena walls without the permission of the NCAA Division I Women's Soccer Committee. Hand-held team banners are permissible as long as they do not interfere with the competition or spectators' views and they do not contain any commercial identification. Banners advertising equipment or manufacturers are prohibited.

Benches. Benches or chairs for 38 people per team should be set up on either side of the scorer's table.

Facility Readiness. 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.

Facility Use Dates. Game and practice facilities must be reserved and given first priority for the tournament commencing at 8 a.m. the day prior to the game. Alternate facilities must be available in severe weather situations. For the finals site, game and practice facilities must be reserved exclusively for the tournament commencing 8 a.m. Tuesday through the conclusion of the championship game.

Field Markings. The field must be properly marked, including coaching and photographers boxes, in accordance with NCAA rules and policies. Special field stencils have been prepared for the Women's College Cup. The College Cup logo will be placed in the center circle. Stencils and paint will be supplied by the NCAA.

The field must meet the specifications outlined in Rule 1 (Field of Play) of the NCAA Men's and Women's Soccer Rules Book. The field surface shall be lined in accordance with NCAA Women's Soccer Rules by the beginning of practices (including all practice fields) for the preliminary rounds, and by Wednesday prior to the semifinals at the finals site. It is the preference of the women's soccer committee that there be women's soccer lines only and when not available, the women's soccer lines be the most prominent color on the field.

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

Game Clocks (Backup). 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. Air horns (2) and secondary timepiece (for timeouts) also must be available at the scorer's table.

Horns. Two working air horns must be at the scorer's table.

Scorer's Table. The scorer's table must be skirted and elevated to 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. All game personnel should be appropriately dressed (no jeans) and report to the scorer's table no later than 30 minutes prior to game time.

Preliminary. There should be enough seating at the field table for at least seven individuals, including the official scorer, three statisticians, clock operator, one representative from each school, NCAA site representative and table official.

Women's College Cup. There should be enough seating at the field table for 20 individuals, including the official scorer, statisticians, clock operator, one representative from each school, four NCAA representatives, broadcast liaisons and the alternate official.

Spectators (Finals Site Only). 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. Under the direction of the NCAA, the Women's College Cup host shall seat all fans on one side of the stadium if low attendance is expected.

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 may be hung (one banner per network). The banner may not be located in any location opposite the main television cameras. No local/school radio banners are allowed.

Banners Inside Facility. The following banners are permissible inside the facility:

1. ESPN banners.
2. NCAA Radio Banner (*NOTE: This banner may be used to cover nonpermissible signage).*
3. NCAA Banners.

Alcohol and Tobacco. No advertisements denoting, publicizing or promoting the sale of alcoholic beverages, tobacco products, gambling publications or services, or any professional sports organizations or teams shall be hung, installed or displayed anywhere within the main seating area during the championship, unless the host is obligated to do so under contract(s) entered into prior to submitting its bid proposal to the NCAA.

Institutional Signage. Institutional signage does not need to be covered. Championship banners may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

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

Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. This includes promotion of upcoming events at the facility. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA 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 championship administrator or the NCAA site representative.

Video Boards. If videoboards are available, they may be used at the facility's expense. Replays of any game official's calls are not permissible; however, replays of goals scored are permissible.

Section 10 • Championship/Game Management

ANNOUNCER

A member of the NCAA Game Presentation staff will coordinate PA protocol and provide script info to tournament directors directly.

BALL PERSONS

It is the responsibility of the host institutions for all rounds of competition to provide an adequate number of ball persons. At least eight (8) ball persons are required for each game and should be on the field one-half hour before the game time.

Uniforms. Ball persons shall be dressed in a uniform style and color, devoid of any commercial identification, team name or logo. The host shall purchase NCAA championship merchandise (e.g., sweatshirts with the event logo) for the ball persons in order to provide a consistent and appropriate "look." These expenses may be included as a games expense in the Financial Report (under "Personnel") submitted after the competition.

Qualifications. Ball persons shall have sufficient prior experience and an appreciation for the importance of their role at this NCAA competition and the prestige of the event. It is preferred that the same eight individuals work all games. The tournament director will emphasize to the ball persons the importance of the event and review their duties and responsibilities. Specifically, they will be instructed to remain neutral, serve both teams equally and refrain from kicking soccer balls on the field during timeouts, half-time and before or after games.

Age Restrictions. While there is no specific age restriction on ball persons, it is suggested they be between the ages of 10 and 13 in order to avoid potential problems with them as prospective student-athletes. However, if the host institution has a preexisting relationship with a ball person age 14 or older (i.e., she has been working in that capacity before the tournament and before becoming a prospect), it is permissible to select this individual.

Ball Persons Responsibility During Play. A nine-ball rotation shall be used. It is recommended that the ball persons do not hold the ball during play, but rather place the balls at the following locations:

1. One ball on each sideline of each half of the field (four balls total).
2. At least one ball placed on each goal line next to the goal post.
3. One ball placed at the Scorer's/Official's Table.

CHAMPIONSHIP HOST/LOC PERSONNEL

Director of the Local Organizing Committee. This individual should be the director of athletics of the host institution or his/her designee and shall maintain ultimate responsibility for the local operation of the event. This individual coordinates the administration of the championship and the efforts of the LOC within the guidelines and procedures of the NCAA.

Facility Management. Depending on the facility, the number of people needed in each category will vary and are as follows:

- Adequate security with at least one uniformed security person
- Ticket sellers
- Ticket takers
- Ushers
- Concession workers
- NCAA merchandise sellers
- Clean-up crew

Game Management Liaison. This individual will be familiar with the management of athletics contests at the host 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 the championship policies are observed. Specific responsibilities may include the financial administration of the championship, supervision of facility arrangements, ticket sales, security, traffic control and NCAA trademark protection.

Official Scorer. The tournament director is responsible for securing one scorer.

Game Personnel. In addition to the scorer, the following are required for each game:

- Experienced scoreboard operator
- Public address announcer
- Qualified statistician(s)
- An adequate number of grounds crew persons who can prepare the field for practices and before, during and between games must be on-site at all times so that the game schedule can be maintained.

Head Trainer. The head trainer should be able to explain the medical procedures at the coaches' meeting, noting training room hours and services.

Plan for a trainer to be at every practice.

Arrange for a physician to be on call for all games and practices.

Arrange for medical supplies, towels, water and ice for all practices and games. Provide transportation to field if training room is not on site. If the training room is not located at the competition facility a temporary training room should be set up at the competition facility.

Key Institutional Personnel. The tournament director is responsible for recruiting personnel to assist with performing hosting duties. The personnel may vary depending on the facility and the institution.

In addition to the tournament director, the SID and athletic trainer play key roles in the tournament's success. Duties should be reviewed with each person before the institution's notification as a tournament site.

Lodging Liaison. The director will appoint an individual to coordinate the lodging requirements established by the NCAA for the NCAA, teams, officials, spectators, media and coaches association. In addition, this individual will be responsible for the coordination of hospitality in the hotels.

Participant Services Liaison. The director of the LOC will appoint a person who is knowledgeable of the needs of the participating teams, VIPs, fans and the NCAA. Specific responsibilities may include the team host program, the championship banquet and other meals, entertainment, and championship mementos.

Public Affairs Liaison. This individual will work with the various staff members to coordinate the areas for which he/she is responsible involving sports information, promotions, marketing, ticket office, the local chamber of commerce and/or visitors' bureau, the local sports commission, etc.

Transportation Liaison. This individual will be appointed by the director to coordinate the courtesy car program and assist in the acquisition of team and spectator buses as needed.

Volunteer Liaison. The director of the LOC will appoint an individual to serve as the volunteer liaison who is familiar with the needs of the championship, both in advance and on game days, and who can coordinate the efforts of the volunteers needed to successfully administer the championship.

CONCESSIONS

Food and beverage prices will be no higher than similar events or primary tenants in the facility.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the seating areas, except before games begin, between halves and between games. During competition, selling is restricted to the stadium concourse and established selling locations. The facility is expected to be in compliance with all applicable city, state or Federal regulations concerning access and seating for disabled persons.

ELECTRICAL REQUIREMENTS/LIGHTING

In order to host finals site competition, a lighted facility is required. (Minimum lighting requirement for television is 125 foot-candles.)

GAMES COMMITTEE

The games committee actively will supervise the conduct of each championship session.

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 women's soccer coaching staff), the NCAA site representative (who shall serve as chair) and a designated administrator from the visiting school. The NCAA Division I Women's Soccer Committee will designate the NCAA site representative for each site.

Women's College Cup. Members of the women's soccer committee, as well as a representative of the host institution, shall comprise the games committee. The chair of the NCAA Division I Women's Soccer Committee will chair the games committee, and the NCAA representative will work with the committee in an advisory capacity.

GAME TIMES (PRELIMINARY)

Unless otherwise approved by the women's soccer committee, start times for all preliminary-round games shall be as follows:

First Round	Friday	Between 2 p.m. and 7:30 p.m.
	Saturday	Between noon and 7:30 p.m.
	Sunday	Between noon and 2 p.m.
Second and Third Rounds	Friday	Between 2 and 7:30 p.m.
	Monday	Between 2 and 7:30 p.m.
Quarterfinal	Saturday	Between noon and 7:30 p.m.

NOTE: A waiver will be required to conduct games on Sunday during the first round. The host team is required to compete in the second game during the second round.

**Institutions must have lighted facilities to host second-/third-round competition.*

GAME TIMES (FINALS)

Game Times – Finals Site. Game times for the 2026 semifinals are 6 and 8:30 p.m. Eastern time. The championship game is at 7 p.m. Eastern time.

Pregame Time Schedule. See Appendixes for sample pregame schedules. Copies should be provided to the officials and teams during the administrative meeting.

HOSPITALITY

Preliminary Rounds. Hospitality areas are encouraged, at minimum snacks and drinks throughout the games. Any media hospitality must be separate from the participating teams and officials.

Women's College Cup. 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 credentials will be provided for the following groups:

Participating teams	40 (10 each)
NCAA committee and staff	20
National Soccer Coaches Association of America	May have own tent and hospitality
Television	Provides own
Officials	8
Wilson	10
Family Gathering Area (Finals only)	44 per team (88 total)

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 and BODYARMOR to the championship site. The host shall take delivery of the product from the local distributor. Coca-Cola product must be served for all NCAA-sanctioned events.

Alcohol must not be available for consumption at the site of an NCAA championship unless it meets the requirements outlined in the host reporting system forms to request alcohol sales.

Player/Team. If player hospitality is provided, the area should be stocked with healthy snacks served at the appropriate time of day during the competition. Food served in the hospitality area is not designed to replace a team meal. Alcohol must not be available for consumption at the competition site.

Media. Media meals and hospitality are strongly encouraged, and media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items will be guided by the budget that was originally submitted by the tournament manager and approved by the committee. Budgets cannot be changed without the approval of the committee. Media hospitality must be separate from the participating teams and officials.

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.

Administrative Meeting. 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, director of athletics (or designated representative) and sports information director of each team must be present. Assistant coaches and other institutional representatives may attend. Coaches must turn in the team roster form and official travel party list to the NCAA site representative at this meeting. If adjustments to the meeting date need to be made, contact Alyssa Rice (**arice@ncaa.org**) at the NCAA national office.

Preliminary. The NCAA site representative, assisted by the tournament director, should chair the meetings, which shall be conducted on the practice day either in-person or virtually. (**Appendix D**)

Women's College Cup. The chair of the women's soccer committee, assisted by the tournament director, should chair the meetings, which shall be conducted virtually Monday.

Officials Meeting. The purpose of the meeting is to review NCAA policies and procedures, to coordinate assignments and responsibilities, and to explain expense and reimbursement procedures.

Preliminary Rounds. The host institution will coordinate a time for the games committee to meet with the officials which shall take place at least 90 minutes prior to game time.

Women's College Cup. An officials meeting shall be conducted with the national coordinator and a member of the women's soccer committee the Friday afternoon of the semifinals. (**Appendix E**)

PARTICIPANT INFORMATION

Preliminary Rounds. Preliminary-round hosts shall prepare a manual for the participating teams that includes the following: 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 (director of athletics; tournament director; sports information director and athletic trainer).

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

Women's College Cup. The host institution is responsible for the creation of a participant manual for all institutions advancing to the championship. A template will be provided by the NCAA.

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 restaurants.

PLAYING RULES

All rounds of the 2026 NCAA Division I Women's Soccer Championship will follow the NCAA Men's and Women's Soccer Rules and Interpretations.

PRACTICES

In order to establish consistency for coaches and student-athletes it is important to adhere to the following practice and warm-up schedules and procedures. The practice and warm-up schedules and procedures should be included in the participant manual.

Any deviation from the schedule must receive approval from the women's soccer committee chair and the NCAA championship administrator.

Practice access to all designated host-site fields by visiting teams is limited to the day before and the day of competition, weather permitting. If this is not possible, a practice field with appropriate women's soccer lines must be available to all teams the day before the game. Host institutions may have access to designated host-site game fields two days prior to championship games provided the site is the team's normal practice facility. All practices held the day before games will be closed to all but credentialed media and credentialed participants. All practices the day of the game will be closed (including to credentialed media). The host institution is required to provide one set of goal cages for each team on the practice field; two sets of goals cages are strongly recommended.

Host Personnel. An institutional representative and/or NCAA committee representative must greet the visiting team(s) on arrival for all practice sessions. An adequate number of host management personnel should be assigned to ensure practices remain closed. They are responsible for ensuring that only those authorized by the coach (excluding media) are allowed in closed practices.

For the national semifinals and final, practice times will be assigned during the prechampionship videoconferences.

No team will be permitted to practice on the game field at any time other than its officially assigned time.

Practice Times (Preliminary). ***Day prior to game*** – Host shall provide a two-hour window of practice time for all teams to each conduct a 75-minute practice. **Note**: The visiting team(s) should be given priority in practice time, with consideration given to its travel arrangements.

Day of game. Each team will be guaranteed a minimum of 60 minutes on the game field for its pregame warmup before the team introductions and national anthem, weather permitting.

Practice Times (Women's College Cup)

Wednesday: 75-minute time slots

Thursday: 45-minute time slots

Friday: 75-minute time slots

Saturday: 75-minute time slots

Sunday: 30-minute time slots

Indoor Practice Facility. Access to an indoor practice facility, with the use of goals, should be available to teams in case of inclement weather.

Practice Balls (Preliminary). Each participating team shall provide its own practice balls in addition to the Wilson balls provided by the host institution.

Practice Balls (Women's College Cup). The NCAA ball supplier (Wilson) will provide practice balls.

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

SCOUT VIDEO COORDINATOR

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

SECURITY/CROWD CONTROL

Crowd Control. Adequate uniformed security 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. The committee liaisons will discuss with the tournament director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director 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. The stadium public address announcer should read the sportsmanship statement that will be provided to all host sites at least once during each championship session.

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

Banners. Signs or banners are not permissible in the stadium.

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 facility's predetermined plan; make announcements, if necessary, and implement plans.

Team Bench Areas. A uniformed security officer should be stationed in the bench area to protect players from spectators, if necessary, and to accompany the teams to and from the locker room.

Severe Weather Policy. In case of severe weather, the host institution's regular severe weather policy will be followed during all practices and games. Institutions with any questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-E, Lightning Safety. Every effort shall be taken to complete the game in the same day that it is regularly scheduled. If a game is delayed, the following warmup times will be allowed before restarting play:

- Up to 45-minute delay – 10-minute warmup
- 45- to 60-minute delay – 15-minute warmup
- More than one-hour delay – 20-minute warmup

The warmup time may be waived if both coaches agree.

In the case of inclement weather or other factors leading the referee to suspend a game, the officials, games committee and coaches shall refer to the NCAA Men's and Women's Soccer Rules. For NCAA championship competition, a game must be played for the full 90 minutes (as opposed to 70 minutes for the regular season) to be considered a complete game.

If a game is suspended or postponed, it will be the decision of the games committee and the referee to determine if the game can be continued that day. If conditions dictate that the game cannot be completed, the NCAA site representative and tournament manager shall contact Alyssa Rice (cell: 317-294-9616). Only after contacting Ms. Rice may a game be suspended until the next day or moved to an alternate site. Teams should be prepared with footwear for any playing surface.

TRAVEL PARTY/SQUAD SIZE/BENCH SIZE

The official travel party is 28 people.

The squad size is limited to 28 eligible players. Teams are limited to the official school roster in uniform for the championship. Only those roster and other authorized, credentialed personnel will be allowed on the field.

During all rounds, a maximum of 12 additional credentials may be issued (**not good for admittance**) to administrative staff, additional noncompeting student-athletes, etc. This will allow access to the team pre- and postgame, the locker room area, the media area and hospitality (not for noncompeting student-athletes). Schools are required to complete the official travel party roster form that lists the individuals who are to receive a credential.

Chairs or seating in the bench area shall be provided for 38 individuals in the championship.

An additional chair may be provided for the host tournament doctor or a security representative.

The number of individuals in the bench area will not exceed the official school roster plus 12 team personnel.

An institution that is advised it is in violation of this regulation and does not promptly conform to it automatically will forfeit the competition. There will be no inordinate delay of the contest to allow a competing institution to conform to the rule.

TRAVEL PARTY/SQUAD SIZE/BENCH SIZE

Each team's roster (as published on their university website) will be allowed in the bench/sideline area. In addition to the entire roster, each team is allowed up to 12 additional non-student-athletes (coaches, managers, athletic trainers, etc.). Within these 12 must be specific spots for one team administrator and one team medical position. It is important to note that the travel party number that is paid for by the NCAA does not change, just the number allowed in the bench area. The travel party is 28, and the squad size has increased to 28. Twenty-eight 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. Other student-athletes outside of the 28 eligible to play may sit in the team bench area, in uniform, and allowed to warm up but cannot participate.

VIDEO REVIEW

Mandatory Video Review. Video review will be used for all games during all rounds of the championship. The review equipment must be available at the scorekeeper's table or field level. While there is no specific equipment required as long as it demonstrates the video in a manner that can be used by the referee.

WEATHER

Weather Monitoring Systems and Environment Schedule Changes

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

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

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

Section 11 • Championship Marketing

CONTACTS

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA championships marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor's bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the key contact portion of the Championships 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 by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results postchampionship to share with your NCAA marking contact.

MARKETING PLAN

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

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The **NCAA Marketing Portal** can be accessed at **sproutloud.com/cn/ncaachampspromotions**.

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username and password. Please contact **ncaachampspromotions@ncaa.org** if you are unable to locate this information.

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

- PRINT
  - Poster
  - Flyer
  - Print ad
  - Table tent
- DIGITAL
  - Email blast
  - Banner
  - Social media graphics
  - 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 Marketing Portal, you may submit a special request through the website. Any additional questions can be directed to **ncaachampspromotions@ncaa.org**.

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

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

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

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

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (e.g., Facebook, X) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to **ncaa.org/sports/2021/3/3/digital-social-media.aspx** for a listing of official NCAA social media accounts.

Section 12 • Championship Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 94 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 and requests that local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary good and services for awarded championships.

Section 13 • Championship Presentation/Fan Engagement

FAN FESTS

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

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

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

NCAA MARKS

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

IN-VENUE ENTERTAINMENT

Video Board Content and PA Scripts

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

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

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

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

Break in Action Contests or Promotions

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

Hosts should consider continuing nonsponsored 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 connection or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from the NCAA merchandise supplier) make good prizes for these contests as prizes with commercial recognition would not be permitted.

National Anthem Singers

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

- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- Performers 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, youth athletes 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 Scholar-Athlete 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 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 below for full description and guidelines.*

MILITARY INVOLVEMENT

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

Guidelines

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

STUDENT-ATHLETE BANQUET

To celebrate and welcome all participating student-athletes and championship personnel at the finals site, the host may provide a banquet (or other student-athlete recognition event). The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes. Per NCAA policy, student-athlete banquets (or other celebratory events) are not permitted at preliminary-round sites.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA games presentation team and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90-minute time frame should be used as a guiding template. Please note, that a 60-minute event is ideal and the event should not last longer than 90 minutes.

Words of reflection or invocation are not required but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.

Run-of-Show

6:30 p.m. Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)

Soft A/V presentation (e.g., music, slideshow of participating teams and student-athletes, NCAA tribute video, DII or DIII branding video – optional)

6:45 p.m. Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative

6:50 p.m. Dinner buffet lines open or plated dinner served

7:20 p.m. Guest Speaker (optional)

7:40 p.m. Comments by Head Coaches or Q&A with selected student-athletes (optional)*

1. Team 1
2. Team 2
3. Team 3
4. Team 4

7:50 p.m. Comments by the NCAA committee chair and the presentation of Elite Scholar-Athlete Award

Championship Video (if available)

7:55 p.m. Closing Comments (emcee with talking points from NCAA or NCAA chair)

**Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers.*

Best Practices

While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all of the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc., varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past

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

Sample Enhancements

- Unique venue – a skybox club overlooking the host university's football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium).
- Favors unique to the sport or area – examples include mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site.
- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships).

Coaches' Association Award Guidelines

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

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association.

- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed.

STUDENT-ATHLETE RED CARPET ARRIVALS/TEAM WALKS

At many NCAA championships, a red-carpet arrival or team walk featuring the participating teams and their band and/or cheer squads can be a significant fan enhancement. A red-carpet arrival/team walk allows fans to feel a greater connection with the student-athletes through brief personal interaction that provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes, if conducted properly. Listed below are some elements to consider before deciding to conduct a red-carpet arrival/team walk, a list of guidelines for a red-carpet arrival/team walk, and a checklist of items needed for the event.

Elements to Consider

- Number of fans – will there be an adequate number of fans to support a red-carpet arrival/team walk and make it a positive experience for the participating student-athletes.
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for or participation in the championship (e.g., before each semifinal match concludes, during a highly attended ancillary event surrounding the championship or only before the championship game).
- Equitable participation – will all participating teams have equal opportunities to participate (it is permissible to have a red-carpet arrival/team walk only on championship night with the two final teams only versus semifinal day and championship day).
- Team's experience – this should be a positive experience for all participating student-athletes, and it should not interrupt their team's normal schedule for a competition. It should be communicated to the team's that a 5-15-minute window between teams is needed. Depending on the schedule of the teams you can predetermine the arrival times or if they do not have any other commitments prior to the arrival at the venue, you can allow the teams to pick their arrival time as long as they are between the 5-15-minute window of separation, giving them more control of their schedule and not interrupting their normal gameday routine.
- Fan's experience – consider the location of the red-carpet arrivals/team walks for the fans as well. Consider using one of the main entrances or going through a fan fest location (if applicable) to the venue so that even if they did not know a red carpet/team walk event was happening, they still might see it and participate.
- Visibility and promotion – is the red-carpet arrival/team walk in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through social media, NCAA.com, e-blast, push notifications and/or signage? Ask each participating team to send out the red-carpet arrival/team walk times to their ticket holders and on their social media platforms as well.
- Timing of buses – Consider the route that the buses will need to drive in order to arrive on the correct side of the street and the time it will take them to get from the hotel to the location of the red-carpet arrivals/team walk.

Guidelines

- The host staff will have primary responsibility for coordinating and managing the red-carpet arrivals/team walk, as well as all staff, volunteer, equipment and logistical needs associated with them.
- The host staff should work with the NCAA staff point person to determine if red carpet arrival(s) or team walk(s) are appropriate, for advice, approval, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the facility rep, bus drivers, team hosts the event sponsor and/or fire marshal when appropriate.

- If a team has a band and/or spirit squad, communicate to the team that they should also participate in the red-carpet arrivals/team walks. If only one team has a band, ask the other team for a copy of their fight song to play over a speaker, if sound is available at the red-carpet arrival/team walk area.
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced, consider what time the venue opens to the fans and what time the teams would normally choose to arrive.
- Student-athletes should wear game apparel or matching team issued warm-up gear.
- Student-athletes should be escorted by staff, volunteers or security to the security check-in area or their locker room.
- Red carpet arrivals/team walks should have stanchions or barricades to create a safe environment for the student-athletes. Security should also be considered.
- No local sponsorship of student-athlete red carpet arrivals/team walks will be permitted.
- A sound system which can be used in conjunction with the red-carpet arrivals/team walks can be effective in communicating which team is arriving, providing fans with additional championship events and for keeping fans entertained with music and/or team statistics.

Checklist

- Carpet – red, blue or black are all acceptable if the venue has one of these colors on hand, otherwise rent red carpet when the budget allows. Carpet is always preferred, but not essential to making this a successful event.
- Stanchions or other form of a barrier between the student-athletes and fans.
- Red carpet arrival/team walk sign or entrance way (e.g., balloon arch), if appropriate.
- Staff or volunteers.
- Security, if appropriate.
- Lighting elements if it is going to be dark out, depending on the time of the arrivals.
- Tents over the carpet if it is raining, unless the location of the red-carpet arrivals/team walk is already under a covered location, consider cancelation plan (notifying the teams and fans if the weather is not conducive to hold the red-carpet arrivals/team walk).
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition, team stats, if appropriate.
- Radios or cell phone numbers for communication. Essential for either the team host or bus driver to notify someone at the red-carpet arrival/team walk location of the arrival time changes, if appropriate.
- Other entertainment (e.g., DJ/music, local drum line) to keep fans entertained before and in-between team arrivals, if appropriate.

Section 14 • Championship Space Requirements

ATHLETIC TRAINING ROOM

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

ENTRANCES

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

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

LOCKER ROOMS (TEAMS)/ASSIGNMENTS

Preliminary Rounds. Equitable, spacious locker rooms with showers must be available for all teams on-site. Be sure to double-check that hot water is available. Locker room space for a minimum of six game officials also must be available. 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.

Finals Site. A minimum of four spacious locker rooms, with showers, must be available for teams. Locker room space for a minimum of eight game officials also must be available. Signs with the teams' names must be affixed to each respective locker room door. The soccer committee will determine the locker room assignments. Usually these assignments are made based on an institution's seed. The home team will be permitted to use its original locker room.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coke products), white boards, markers and erasers for all practices and games. The site representative/committee will inspect the locker rooms prior to the first practice.

LOCKER ROOMS (OFFICIALS)

Preliminary Rounds. Locker room space for a minimum of six game officials must be available.

Women's College Cup. At least one locker room for a minimum of eight game officials.

MEDIA WORKROOM/NEWS CONFERENCE

See ***Section 23 – Media Services***

NCAA COMMITTEE/GAMES COMMITTEE MEETING ROOM

The room should be large enough to accommodate 20 people comfortably. This area needs to be close to the competition venue and not visible to the public.

PARKING

Parking. A parking area for the participating teams and tournament officials (i.e., key game personnel, NCAA representative and officials) should be designated. Parking passes shall be provided by the host institution and distributed at the administrative meeting.

Media. Media parking is desired at each site, but the host must make this decision. It is the responsibility of the media coordinator to design and print parking passes, if necessary.

Officials. A maximum of four parking spaces (eight for the finals site) will be reserved for game officials. The location and access will be communicated to the officials by the NCAA.

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

SECURITY

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:

- Game officials.
- Timers, official scorer, statisticians, etc.
- Official travel party.
- NCAA staff and women's soccer committee.
- Tournament director/event management staff/host personnel.
- Athletic trainers/physician.

Refer to **CREDENTIALS** for additional details.

SUITES (FINAL SITE ONLY)

If available at the stadium, the host institution may provide the NCAA the private use of a corporate suite or other designated area prior to and during the competition.

GAME FILM

All game video must be uploaded into the National Video Exchange (NVE) run by Spiideo. If you are using Spiideo cameras at your venue, you MUST have all home games prescheduled in the exchange – each game as a new fixture. This will provide live video to both teams on matchday. If you are not using Spiideo cameras, you must upload the game video to the Exchange within three hours following the conclusion of the game. All videos must be of high quality, include audible sound and be in good working order. All video must be the full match, unedited and include any overtime periods and penalty kicks. Any institution that does not follow the procedures for the exchange of its tape to its opponent may be subject to a financial penalty.

The host also shall designate (in conjunction with the NCAA representative) a videotaping area for participating teams (preferred spot is centerfield; if centerfield not available the host will designate a space where all teams have equal access) and diagram the location on the facility map that should be included in the coaches' packet/participant manual. Teams may use one camera and videotape only their own games; videotaping for scouting purposes by any representative of athletics interests (e.g., parents, boosters) is not allowed.

Teams may videotape any game at the site of competition from the video truck if the game is being broadcast. Teams are not permitted to video from the bench area.

Section 15 • 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 before 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 are not permissible.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

LOCAL CONTRIBUTOR PROGRAM

Currently, local non-CCP corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate 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 relations 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 relations staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA licensing program administered by The Collegiate Licensing Company (CLC). Inquiries should be directed to the NCAA licensing staff.

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

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

NCAA Trademarked Protection Language

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

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

2. Official trademarked names cannot be changed or abbreviated.

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

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

5. There may be no registration of or use of NCAA marks within Internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: **memberx.edu/ncaa**

Identification of Commercially Named Venues on NCAA Materials

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

NCAA Logo Use by Commercially Named Venues

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

The following conditions apply to this NCAA logo use:

- 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 webpage or event-specific webpage.
- 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 Broadcasting/CBS have graphic exclusivity in the use of NCAA logos and marks.
- Logos of the venue's or the website's advertisers/sponsors may not be used on the home/event web 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.

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 Ashley Murray (**amurray@ncaa.org**; 317-917-6349).

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a

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

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

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

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

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

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

NCAA Licensed Trademarks

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

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

Helpful Links

NCAA Trademark Protection Program
NCAA Digital Library
NCAA Corporate Champions and 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.

For a list of NCAA licensees and official equipment suppliers, **NCAA Licensing - ncaa.org**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats within broadcast view), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. The NCAA must be notified a minimum of 60 days ahead of time if any signage has changed after the site visit or before the championship. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. Professional and collegiate signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol 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 NCAA championships.

c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA corporate champion or corporate partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).

e. **Covering Existing Signage/Product Branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners, and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

g. **Official Stickers and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. **Fan Promotional Materials.** If facility approves, patrons are permitted to bring in small signs and non-noise-making items. Items may include any (non-CCP) commercial identification.

i. **Digital Inventory.** At no charge, the NCAA will have full access to and control of all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all internal and external signage, digital or otherwise. This includes 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 16 • General Security Guidelines

PREPARATION

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

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

Each host will be asked to provide the following:

- Local authorities and critical incident response team contact information.
- Review emergency protocol before the start of the event.
- Identify chain of authority.
    - Incident commander (second in command).
    - Decision-making personnel/team.
- Identify incident command center (if applicable).
- Identify incident communication plan.
- Review evacuation plan – review plan with competition site manager.
- Review emergency response plan for typical emergencies, severe weather, and potential criminal actions.
- Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program, go **here**.

Disruption. Building security and/or law enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if competition is otherwise disrupted. Under no circumstances are student athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

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

Head Table. Assure that the timing devices are operational and manual times are accurately recorded.

Officials. Assure that the officials know the exact situation when competition was halted.

Student-Athletes and Coaches. On instruction from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

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

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

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

Meeting. The committee chair, NCAA staff, and event management staff (facility manager, event director and senior law enforcement officer) should assemble immediately at a predetermined location to assess the situation.

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

Resumption of Competition. As soon as possible, competition shall resume from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, competition should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics, and required facility operations personnel. Also, the committee has the authority to reschedule the competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA rules.

SAFETY AND SECURITY PLAN

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

The NCAA has established a Safety and Security Advisory Group (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 Safety and Security Best Practices when developing a safety and security Event Action Plan.

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all-hazards approach in doing a threat assessment and developing an Event Action Plan to utilize the appropriate resources and support the NCAA Championship event.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing 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 sworn law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

WEATHER MONITORING SYSTEMS AND ENVIRONMENT SCHEDULE CHANGES

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

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

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

Section 17 • Drug Testing

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

Comprehensive drug testing details for hosts can be found at the following link: **NCAA Drug Testing Program - ncaa.org**.

Section 18 • 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, documentation may include (but is not limited to): box office audit reports or sales summaries; ticket purchase invoices/statements and unsold tickets; contracts, invoices and timesheets supporting all expenses; general ledger, bank statements, check copies and reconciliations; competition venue agreements and settlement statements; and any other documentation to support details reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

Hosts must retain all financial documentation for a minimum of one year post-event and ensure the ability to reconcile: ticket audit totals; reported revenue streams (tickets, fees, suites, etc.); all reimbursed expenses.

APPROVAL OF THE BUDGET

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

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

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

TAX RESPONSIBILITY

It is incumbent upon the host to understand and remit all necessary taxes related to the sale of championship tickets made by both the NCAA and the host at their given state and locality. The host institution shall coordinate with the NCAA regarding applicable admissions, sales and use taxes, including identifying whether the NCAA's tax-exempt status applies in the host jurisdiction and communicating exemption requirements to vendors, where applicable. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide a letter of attestation regarding tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

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

If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all supporting documentation (e.g., ticket audit reports, invoices, contracts, receipts) to substantiate each reported revenue and expense line item.

A financial report will not be considered complete until all required documentation is submitted, approved, and any amount due to the NCAA has been received. Institutions that fail to meet the 60-day reporting requirement will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in honorarium). Honorarium penalty reductions are automatic and will be applied based on the date the complete and accurate financial report is received by the NCAA.

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

DRUG TESTING EXPENSES

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

PARTICIPANTS

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

SITE REPRESENTATIVES

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

TRANSPORTATION

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

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

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

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

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

NCAA Championship Travel Policies

Section 19 • 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 at **Health, Safety and Performance - ncaa.org**. 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 the following documents: ***Preventing Catastrophic Injury and Death in Collegiate Athletes,*** the **NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events** 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 20 • Hydration Product

BODYARMOR

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

The host may use previously supplied equipment from the NCAA, specifically 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 Alyssa Rice (317-966-6627; **arice@ncaa.org**.

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

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

Section 21 • Insurance

LIABILITY

If event is held on-campus:

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

If event is held off-campus:

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

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

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

Section 22 • Lodging

NCAA NON-PREDETERMINED PRELIMINARY-ROUND COMPETITION

For all NCAA non-predetermined preliminary round competition, unless otherwise stated, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements.

Hotel Expectations - General. Ensuring a positive student-athlete experience at NCAA championships includes securing lodging for visiting teams at the appropriate level of quality at a reasonable distance from the competition venue.

Top teams should continue to have the right to host, provided a qualified bid is submitted by the established deadline. When the expectations for student-athlete experience fall short, sport committees will provide direct feedback to hosts. Host institutions have a responsibility to remedy identified issues prior to being considered for hosting opportunities in the future, regardless of sport. Failure to meet these expectations could impact the institution's opportunity to host in the future, even if their seeding merits it.

Location. Hotels are expected to be located within 30-45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes, but no more than 60 minutes, may be considered by the sport committee as part of an acceptable bid, but additional information and rationale is required with the bid. Hosts should also ensure that the locations of the hotels for all visiting teams are equitable to the greatest extent possible. Hosts should indicate the quality of hotels in the bid submission on both the hotel letter of agreement and in the bid portal so committees have an additional understanding before awarding bids.

Room Rates. Room rates, as with hotel quality and location, should be comparable for all visiting teams. Hosts are expected to secure room rates that are in line with the per diem rate (i.e., $215 or $315 for a designated high-cost city).

Lodging Types. Hotels with internal doors and beds (i.e., no pullouts) are the only permissible lodging options. The participating institution is expected to pay the penalty to the impacted hotel prior to departing from the locale. Full-service properties are preferred while limited-service properties can be acceptable if they meet quality and amenity requirements as specified by the respective sport committee.

Hotel Letter of Agreement. A letter of agreement between the host and the officials/site representative and team hotel(s) must be uploaded into the bid portal stating that the requisite number of rooms are being held (refer to bid checklist for the letter of agreement template). Failure to provide the letter of agreement may result in a $500 fine and may jeopardize an institution's selection as a host this year and in the future. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes.

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

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

NCAA PREDETERMINED PRELIMINARY-ROUND COMPETITIONS AND CHAMPIONSHIPS

For select NCAA predetermined preliminary-round competition and final sites, On Location acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). Hotels are expected to be located within 30-45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes, but no more than 60 minutes, may be considered by the sport committee. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athlete(s). Teams must stay at an NCAA contracted hotel unless otherwise noted. Hosts are no longer required to secure the rooms. On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

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

- If the event is one to three nights, the institution will be required to pay for one night.
- If the event is four or more nights, the institution will be required to pay for two nights.

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

MERCHANDISING

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

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

Section 23 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility and the NCAA. The primary objective of everyone involved in the administration of the championship, shall be to provide a memorable championship experience for each participating student-athlete, coach, administrator and tournament attendee.

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

ALL-TOURNAMENT TEAM

An 11-person all-tournament team will be selected. The all-tournament team selection committee for the Women's College Cup will be composed of sports information representatives of the four participating schools, selected media and the women's soccer committee. The ballot will be distributed before the championship game and can include any player who played in either the semifinals or final. Of the 11, one player will be named the most outstanding offensive player, and one player the outstanding defensive player.

The women's soccer committee will coordinate the ceremony with the public address announcer.

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at **ncaa.org/sports/2021/2/9/statistics.aspx**.

CREDENTIALS

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

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

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

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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

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

CREDENTIAL BOARDS

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

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics, play-by-play summary and results, as well as a cover sheet, event recap, and postgame notes/quotes.

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

FLIP CARDS

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

INTERNET POLICY

The NCAA website, **ncaa.com**, serves as the official online resource for NCAA championships. Please visit 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 current live statistics policies can be found **here**.

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

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

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

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

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

NEWS FILM AND MINI-CAMS

Please visit **ncaa.com/media** for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff.

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

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

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

PERSONNEL

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

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

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

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.

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

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, will be asked to coordinate all press conferences, including any conducted before the start of championship play. For all formal press conferences, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

NEW for 2026: Postgame press conferences are **required** to be conducted following each competition. ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. With permission from the NCAA, exceptions may be made to the policy.

The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

NOTE: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.

1. **Individual Championships with a Formal News Conference.** Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.
2. **Team Championships with a Formal News Conference.** The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

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 NCAA Radio Network, 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.)

Press Conference Moderator Duties

1. The press conference moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) 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 coordination 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/her 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).

Press Conference Setup. Each 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 have a public address system and an elevated head table.

Media coordinators 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.

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA. Quotes from formal press conferences shall be made available to the media immediately following each game.

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please refer to information online for further information regarding photography done at the championships.

PHOTOGRAPHY AREA POLICIES

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

PROGRAMS

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

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

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

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

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

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**.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto **ncaa.com/content/audio-policies-0**.

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions. Media seating charts should be posted to the media work areas in advance.

SECURITY

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

STATISTICS REPORTING TO THE NCAA

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

Institutions should send all information as follows:

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

TEAM VIDEOGRAPHER

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

INTERNET

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

TELEVISION

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

LIVE STREAMING

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

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

DINING, SHOPPING AND LOCAL ATTRACTIONS

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

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

LOCAL NEWS

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include national information about the competition that is covered by the NCAA. You should link back to the official NCAA championship page, when applicable. The championship manager can provide this information as needed.

VENUE INFORMATION

Host venue details should be included within the microsite; the following are topic suggestions for this section:

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

VOLUNTEER INFORMATION

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

TICKET INFORMATION

If ticket sales apply to the championship, please link away from the microsite to the official ticket landing page. If images of student-athletes are present on any of the microsite pages, please do not use verbiage that includes "ticket sales," "purchase your tickets" or anything alike, but rather use language such as "ticket information," "ticket details," etc., and link directly to the official ticket landing page from there. The ticket landing page should be free of student-athlete imagery, institutional markings and abide by NCAA championships guidelines. Those guidelines include the championship logo used for every icon listed, correct naming convention of the championship (Year, NCAA division sport championship – e.g., 2026 NCAA Division I Cross Country Championships) and use of NCAA hex code (#009CDE) for button and color scheme of ticketing site..

SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

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

LOGO USAGE

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

COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks.
- Photos from previous years' championships can be accessed by submitting a request form here: **ncaaphotos.photoshelter.com/contact**
    - All imagery must be owned by the NCAA or host city.
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by **clicking here**.

SOCIAL MEDIA

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

LOCAL CONTRIBUTOR PROGRAM

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

- This page should be titled, "Local Contributors." Do not use any other reference such as "sponsors" or "partners."
- Contributor name can be listed in text format only. No corporate logo usage is permitted.
- The NCAA logos should not be included within this specific page.
- Include text at the bottom of the page indicating that the Local Contributors are not official sponsors of the NCAA.

EXAMPLES

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

- **Visit Oklahoma City / Women's College World Series**
- **University of Wisconsin / Division I Cross Country Championships**

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

PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA 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 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** with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Maxx Wolfson (**maxx.wolfson@gettyimages.com**).

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

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

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: **on.ncaa.com/socialaccounts**

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are a school, local organizing committee, sports corporation, venue, or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collaborations on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Facebook, Instagram, TikTok and X (Twitter) (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA social team through the championship's contact.

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

Please send direct questions, ideas or news to Jeffrey Donley at **jdonley@ncaa.org**.

Section 24 • 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, there shall be no cheering in the press box or at the scorer’s table. Those in any working capacity shall remain neutral.

Section 25 • Officials

All officials for all tournament games will be selected and assigned by the NCAA national coordinator of officials in coordination with the women's soccer committee.

CONFIDENTIALITY

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

TRAVEL, LODGING, PAYMENT

The NCAA officials' hotel rooms and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. The officials will be responsible for their own incidentals. All other expenses (i.e., game fees, per diem, travel) will be paid directly by the NCAA via RefQuest. The officials should be housed in the same hotel as the NCAA representatives/committee and may not be housed with the teams.

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 for up to 400 (800 miles round-trip) from their home to the site, not to include local mileage while at the site).

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

Arrival to Site. For preliminary-round sites, officials are required to arrive at the site 90 minutes prior to game time. For the finals site, the head official is required to arrive at the championship site in time to walk the field prior to the administrative meeting. All other officials are required to arrive in time for the officials meeting prior to the first semifinal game.

PATCHES AND UNIFORM

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 officials' hand-held flags.

Section 26 • Programs

PROGRAMS

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

All digital programs available can be found at **ncaa.com/gameprograms**.

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PROMOTION

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use. If you would like this information ahead of time, please contact your NCAA administrator.

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.

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.

QUESTIONS

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

Section 27 • Ticketing

TICKET POLICIES/OPERATIONS

Ticket Design/Printing. The NCAA prefers the use of mobile tickets for all championship events. If mobile ticketing is not feasible, the NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

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

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 (e.g., 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 games expense for all sites. Proposed ticket designs (front and back) must be submitted for approval. Hosts should use the NCAA championship logo only 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.

TICKET PRICING

With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

Proposed prices must be submitted to the NCAA on the host's budget form and may not be changed without NCAA approval.

Preliminary Rounds. Minimum single-session ticket prices are $10 for adults (all session $20) and $5 for students (all session $10) with ID cards. Children 3 to 12 years of age 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.

Women's College Cup. Minimum all-session ticket prices are $60. Children two years of age and younger may be admitted free of charge with a ticketed adult to any game if institutional or facility policy allows.

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

CONTROL OF TICKET SALES

The NCAA shall control all ticket sales for the championship and may assign specific responsibilities to the LOC, host institution or conference, and competition venue as needed.

PRIMARY TICKET SALES

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

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

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

CONTROL OF VENUE SEATING

The NCAA shall control all seating assignments within the competition venue, including club seats, press boxes, hospitality spaces and restaurants.

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

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

TICKET PRICING

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

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

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

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

MOBILE TICKET DELIVERY/PRINTED TICKETS

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

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

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

SUITES

- The competition venue shall provide a number of private viewing suites available for the exclusive use of the NCAA or its designees.
- Subject to NCAA approval, any suites not allocated to the NCAA or its designees shall remain under the control of the competition venue; however, the NCAA shall retain the face value ticket revenue for the seats in those suites.
- Suite holders will have the opportunity to purchase tickets for the suite for which they hold tenant rights. If the NCAA assigns the venue's box office staff to this task, they shall be responsible for soliciting and confirming suite ticket purchases from suite holders. Any suites not purchased by suite holders at that time will be made available to the NCAA for additional use or sales opportunities, in accordance with the agreed-upon financial terms.

LOC/HOST TICKET ALLOCATION

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

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

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

COMPETITION VENUE RESPONSIBILITIES

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

Additionally, the box office shall assist with all issues related to lost, stolen or misdirected tickets. The competition venue is responsible for providing the necessary labor and covering any costs incurred to process and distribute such tickets.

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

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

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

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

Final Ticket Database. Each host conference, institution and/or venue are required to submit their ticket purchaser information for every NCAA round hosted. Please ensure your NCAA championship manager and ticketing and marketing contacts receive the following purchaser information: Last Name, First Name, Address, City, State, Zip Code, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date and Seat Location(s).

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 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.

PARTICIPATING INSTITUTIONS

Players/Coach Admittance. The members of the participating institution's official party will be admitted via pass list provided at the mandatory 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-athletes' guests. Tournament directors should establish a "pass gate" for the involved individuals.

At preliminary-round competition, the host shall administer the player-guest tickets unless the participating institution wishes to take this responsibility.

At the finals site, a designated individual from each participating institution will be responsible for submitting the names to the appropriate individual (to be identified by the tournament director) at the site. The individuals will proceed through the pass gate to a nearby area (to be determined by the tournament director) 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.

Each institution shall be responsible for providing a person to staff the player/guest ticket area.

Bands/Spirit Squads/Mascots. Band members (including the director), not to exceed 25 in number, and spirit team members, not to exceed 12 in number, and one costumed mascot, shall be admitted, if in uniform and performing, via the gate list furnished to the host institution. Each institution's administrator must submit this list to the tournament director and NCAA representative at the administrative meeting prior to the competition.

The host shall inform each participating institution of the location of seats that have been designated for band members and/or cheer squads.

Live animal mascots are not permitted.

Bands may use electronic amplification equipment only with the specific approval of the NCAA representatives.

Payment. Full payment for tickets must be forwarded to the tournament director 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 director should notify the NCAA national office with details regarding this delinquency on the same date.

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 will be identified during the administrative meeting.

Access to Scouting Seats. The appropriate credential allows access for scouts to the designated seats.

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.

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at **ncaa.com/ticket-terms**.

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

Section 28 • Transportation

PARTICIPATING INSTITUTIONS

Institutions eligible for air travel must arrange flights through Short's Travel Management. The Association will not reimburse flight travel booked outside of NCAA Short's Travel. Contact Short's Travel at 866-655-9215 or **ncaaalo@shortstravel.com** to arrange flights..

Institutions that fly to NCAA team championships and qualify for NCAA-paid on-site transportation are required to use NCAA Anthony Travel, a division of On Location, for all on-site charter bus services. The Association will not reimburse on-site charter bus transportation booked through another provider, and teams may incur additional fees for not using Anthony Travel. Reimbursable on-site charter bus expenses will be billed directly to the Association. For assistance, contact Anthony Travel, a division of On Location, at 214-970-5566 or **NCAAGround@anthonytravel.com**.

Institutions must arrange home-side ground transportation in accordance with **NCAA Ground Transportation Safety Standards**. Institutions eligible to drive to the championship must book their transportation independently and submit eligible expenses for reimbursement through the NCAA Travel Expense System (TES). If institutions need assistance booking motorcoaches to drive or for home-side ground transportation, please feel free to contact Anthony Travel, a division of On Location.

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

NCAA Championship travel information and policies are available **here**. NCAA Championship travel policy supersedes the information in this manual.

PARKING

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

Section 29 • 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. 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 2026-27 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be 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.

Appendixes

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Appendix A • Preliminary Round Travel Roster

2026 NCAA DIVISION I WOMEN'S SOCCER CHAMPIONSHIP
Travel Party Submission

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 and up to 12 non-athlete personnel. The first 28 are the official squad size who are eligible to participate in the game. List these individuals in alphabetical order. Use lines 29-40 for team personnel (coaches, athletic trainer, physician, manager, video, etc.) and lines 41-48 for any additional non-participating athletes.

	Institution:		
	Round:		
Administrator – main point of contact:			Cell phone:
OFFICIAL SQUAD SIZE (1-28 PLAYERS DESIGNATED, ELIGIBLE TO PARTICIPATE)			
1.		15.	
2.		16.	
3.		17.	
4.		18.	
5.		19.	
6.		20.	
7.		21.	
8.		22.	
9.		23.	
10.		24.	
11.		25.	
12.		26.	
13.		27.	
14.		28.	
COACHES AND OTHER NON-ATHLETE PERSONNEL TO BE IN THE BENCH AREA:			
29.	Head Coach:	Cell phone:	
30.		Title:	
31.		Title:	
32.		Title:	
33.		Title:	
34.		Title:	
35.		Title:	
36.		Title:	
37.		Title:	
38.		Title:	
39.		Title:	Administrator*
40.		Title:	Medical*
ANY ADDITIONAL NON-PARTICIPATING STUDENT-ATHLETES (ON OFFICIAL SCHOOL ROSTER, ELIGIBLE TO BE IN UNIFORM/WARM UP AND BE IN BENCH AREA, NOT ELIGIBLE TO PLAY; USE BACK OF FORM TO LIST ANY MORE ATHLETES AS NEEDED)			
41.		45.	
42.		46.	
43.		47.	
44.		48.	

**Once completed, please send to your host tournament director as soon as possible and no later than your administrative meeting. This should be completed for every round of the post-season.*

Appendix B • Game Roster

NCAA SOCCER GAME ROSTER

Team:
Opponent:
Division/Gender:
Date:
Location:

In accordance with Rule 3.2.1 in the NCAA Men's and Women's Soccer Rules, a completed roster form, including the names, numbers and total number of cautions and ejections of all players, coaches and other bench personnel, shall be submitted to the **official scorekeeper, referee and opposing coach** not later than **15 minutes** before game time. Starters shall be designated in the leftmost column. **A player or non-coach bench personnel serving a game suspension(s) may be in the team area, provided they are not in uniform. Suspended coaches shall not be in the venue from one hour before the scheduled start of the game and 30 minutes after the completion.**

	Jersey No.	Player Name	Name Pronunciation	Ineligible	Total Cautions	Total Ejections	Suspension Date(s)

Soccer athletic administrator: _____ Phone: _____ Email: _____

Duties	Bench Personnel	Name Pronunciation	Ineligible	Total Cautions	Total Ejections	Suspension Date(s)

Roster Form
DI Women's Soccer Championship
Page No. 2

_____

Signed (Coach): _____

Copies of the Lineup Form with the 28 eligible participating student-athletes (with starters) should be given to the following as early as possible but no later than 15 minutes before the game:

- Opposing team.
- Alternate official (without listing cautions or ejections).
- Public address announcer.
- Official scorer.
- NCAA site representative.

Appendix C • NCAA Postseason Pregame Schedule

NCAA Division I Women's Soccer Championship
Pregame Timing Sheet - Round - Site Location

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

Date:

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	Teams and officials lined up.
8:30	1:54:30 PM	Teams 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)

Overtime Procedure	
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.

Overtime

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.

Appendix D • Preliminary Round Administrative Meeting Agenda

AGENDA

National Collegiate Athletic Association
Division I Women's Soccer Preliminary Round Administrative Meeting

The administrative meeting shall be conducted by the NCAA site representative and include the respective head coaches (mandatory), directors of athletics or designees (mandatory), officials crew or center referee (mandatory if in town), and sports information directors (recommended).

1. Welcome and introductions.
2. Identification of games committee.
   a. NCAA site representative.
   b. Representative from each participating institution.
3. Drug-testing statement.
4. NCAA misconduct policy and sportsmanship.
5. Official ball.
   a. Wilson Vivido Match balls will be used during the championship.
   b. Nine (9) balls shall be used per game.
   c. Ball persons.
   d. Postchampionship.
6. Confirm home and visiting team uniform colors.
   a. Goalkeeper colors.
   b. Adherence to the NCAA logo policy.
7. Scorers and timers.
   a. Scorers are to keep a record of the number of players who participate in the game (28 maximum for each team).
   b. Determine official timer (scoreboard or referee).
8. Rosters.
   a. Review team bench limits (full official school roster plus up to 12 nonathletes).
   b. Copies should be given to the following:
      (1) Opposing team.
      (2) Alternate official (without listing cautions or ejections).
      (3) Public address announcer.
      (4) Official scorer.
      (5) NCAA site representative.
   c. Rosters with the 28 eligible participating student-athletes (with starters) are to be given to opposing team, alternate official, official scorer, NCAA site representative and the announcer as early as possible but not later than 15 minutes before the game.
   d. Game ejection policy.

9. Host institution – Tournament Director.
   a. Distribute and review pregame timing schedule.
   b. Determine how teams will enter the field, line up and be presented during pregame introductions (starters only).
   c. Designate team bench and warm-up areas.
   d. Halftime shall be 15 minutes. The interval may be shortened to 10 minutes or less by mutual consent of the coaches and officials (discuss in the event of inclement weather). Determine if teams will retire to the locker rooms or another location.
   e. Security Personnel – The host will provide security for the bench areas before, during and after the game. In addition, the security staff shall prevent the consumption of alcohol at the stadium.
   f. Review facilities layout including locker room and interview room locations.
   g. Medical and athletic training procedures.
   h. Videotaping.
   i. Credentials and parking.

10. Postgame.
   a. Ensure security personnel are present to secure the bench areas and escort officials from the field. Under no circumstances should fans be permitted to access the field postgame.
   b. Remind coaches that, according to NCAA interview policies, they must make themselves available to the media 10 minutes after the game.
   c. Twenty-two (22) participation awards (medallions) will be presented to student-athletes participating in preliminary-round competition. These awards will be sent to the preliminary-round tournament director to be distributed to the nonadvancing team at the conclusion of each match. Additional participation awards may be ordered after the championship.

11. Officiating – Center Referee (or site representative if center referee is not in attendance).
   a. Inspection of equipment and facilities (field, goal areas, coaching boxes, etc.).
   b. Yellow- and red-card system.
      (1) For NCAA Division I women's soccer tournament games, an ejected player, coach or other bench personnel is required to leave the venue and be out of sight and sound. The athletic trainer is permitted to be in the designated spectator area if he/she is ejected.
      (2) A player or non-coach bench personnel serving a game suspension is allowed to be in the team area, provided she is not in uniform. A coach serving a game suspension shall not appear in the venue from 60 minutes before the scheduled start of the game until 30 minutes after the game ends. The coach shall remain in an area out of sight and sound.
   c. Players involved in a substitution are to report to the scorer's table and remain there until permission is received from the referee to enter the field of play.
   d. Assistant referees must notify teams three minutes before the end of the halftime interval.
   e. Handling of rules interpretations requested by head coaches (e.g., encroachment).
   f. Refer to NCAA Men's and Women's Soccer Rule 7.1.2 regarding overtime procedures.
   g. Alternate official's duties (Appendix F).

12. Officials' assignments (announced by site representative).

13. Video Review - video review is required at all preliminary round sites. The equipment will be available on field level for officials to use and execute a review on a reviewable play.

14. Advancing team reminders.
    - All game video must be uploaded into the National Video Exchange (NVE) run by Spiideo. If you are using Spiideo cameras at your venue, you MUST have all home games prescheduled in the exchange – each game as a new fixture. This will provide live video to both teams on matchday. If you are not using Spiideo cameras, you must upload the game video to the Exchange within three hours following the conclusion of the game. All videos must be of high quality, include audible sound and be in good working order. All video must be the full match, unedited and include any overtime periods and penalty kicks. Any institution that does not follow the procedures for the exchange of its tape to its opponent may be subject to a financial penalty.
15. Questions.
16. Adjournment.

Appendix E • Championship Officials' Meeting Agenda

AGENDA

National Collegiate Athletic Association
Division I Women's Soccer Championship Officials' Meeting

This meeting should be conducted at least 90 minutes prior to the start of the game and the NCAA site representative will lead. The tournament director, committee/site representative and the head official should inspect the field prior to this meeting to ensure that it is properly marked.

1. Welcome and introductions.

2. Walk-through of field – any issues/concerns.

3. Schedule of events and timing sheets.

4. Officials.

   - Game assignments.
   - Officials' uniforms/NCAA patches (worn over left breast of uniform).
   - Credential distribution.
   - Review parking/facility access, locker rooms, hospitality and security arrangements.
   - No fraternizing with coaches or student-athletes/conduct.
   - RefQuest+ Pay reminder.

5. Participating teams.

   - Determine home/visiting team.
   - Determine team and goalkeeper uniform colors.
   - Bench assignments.
   - Team lineups.
   - Procedures for introductions.

6. Game management.

   - Scorer's table/alternate official.
   - Official clock – scoreboard or officials.
   - Use of headsets (provided by host or NCAA).
   - Identify goal to be used in the event of overtime and penalty kicks.
   - Review inclement weather policy.
   - Review television procedures (if applicable).
     - Halftime and timeout length.
     - Red hat.

7. Rules.

   a. 12.4.5 Engaging in other acts of unsporting behavior, including taunting, excessive celebration, simulating a foul, exaggerating an injury, baiting, substituting illegally or ridiculing another player, bench personnel, official or spectators – may receive a caution.

   b. 1.12.5 No coach player or team representative other than the team captain shall approach or speak to the center referee during an interval between periods, unless summoned by the center referee. This does not prohibit the coach from approaching an assistant referee or the fourth official on the sidelines in a sporting and timely manner.

- For NCAA Division I Women's Soccer tournament games, an ejected player, coach or other bench personnel is required to leave the venue and be out of sight and sound. The athletic trainer is permitted to be in the designated spectator area if he/she is ejected.
- A player or non-coach bench personnel serving a game suspension is allowed to be in the team area, provided she is not in uniform. A coach serving a game suspension shall not appear in the venue from 60 minutes before the scheduled start of the game until 30 minutes after the game ends. The coach shall remain in an area out of sight and sound.

Appendix F • Alternate Official - Responsibilities and Duties

NCAA Division I Women's Soccer Championship

Alternate Official – Responsibilities and Duties

A conference or an institution may elect to assign an alternate official to a competition in order to assure game officiating continuity in the event one of the assigned officials is unable to perform his or her duties. When an alternate official is assigned, the governing sports authority (see Page 7 in Soccer Rule Book) shall clearly state the officiating position he or she will assume in the event that one of the referees or assistant referees is unable to officiate.

The alternate official is under the assigned referee's jurisdiction and performs duties that include: supervising the timekeeper and scorekeeper; managing substitutions and treatment of injuries; halftime checks; and assisting in the control of bench personnel. The alternate official shall remain near the halfway line between the coaching and team areas during play.

Appendix G • Ticket Back Disclaimer

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at **ncaa.com/ticket-terms**.

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

Appendix H • Assumption of Risk, Release and Waiver of Liability and Indemnity Agreement

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

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

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

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

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

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

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

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

_____ _____
Signature of Participant Date

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

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

Appendix I • Best Practices for Safety and Security

Non-Event Day Security Operations. (NOTE: It is recommended that these practices commence a minimum of thirty days prior to the start of the Championship and also apply to move-in, move-out and other times during the Championship when the competition venue is not open to teams, media or guests).

1. Establish a secure inner perimeter around the competition venue (normally, this will be the walls of the competition venue structure) with limited and controlled vehicle and people access points into the facility;

2. Utilize internal and external digital cameras (with pan, tilt and zoom, and monitoring capabilities) as appropriate, covering the seating bowl, concourses, perimeter and all other vulnerable areas. Monitor the system twenty-four hours a day, seven days a week. Maintain sufficient video storage capacity to retain images for a reasonable period of time;

3. Provide sufficient security staff 24 hours a day, seven days a week;

4. Limit deliveries as appropriate:

   a. Limit daily or weekly delivery times;
   b. Inform vendors that all delivery vehicles may be subject to search to include undercarriage, interior, exterior, storage area, etc. Searches should be performed at a location away from the loading dock;
   c. Accept deliveries by appointment only and/or authorized by the appropriate competition venue supervisor;
   d. Reserve the right to inspect any delivery;
   e. All check-ins and deliveries should be received by the person or department to which it is addressed;
   f. Do not leave deliveries unattended on the loading dock.

5. Keep a record of each vehicle, driver and helper(s) entering and leaving the secured area by use of a log or permit system. Identify driver and helper(s) by photo identification;

6. Issue badges with photographs for regular employees, staff and subcontractors. Identify, log-in/out and issue self-expiring day passes to all authorized visitors. Escort visitors into and out of the competition venue with appropriate departmental staff;

7. Inspect large items brought into the competition venue;

8. Provide detailed training on inspection procedures to all security staff;

9. Secure and protect with locks and/or tamper proof seals on all HVAC, mechanical, gas, and fuel systems. Test backup systems in compliance with local codes to ensure they are properly maintained and functional. Secure flammables and combustibles in an approved secure area;

10. Be aware of chemicals, fertilizers and propane cylinders stored in the facility area that could be used as a component in an explosive device. Ensure proper storage of all combustibles and gases. Store and handle in compliance with state regulations;

11. Patrol the competition venue to ensure there are no unauthorized vehicles or personnel on the grounds. Do not allow unauthorized vehicles to remain and limit public access to the greatest extent possible. Be alert for any suspicious activities and work with police in conducting periodic unscheduled police patrols around the competition venue;

12. Keep competition venue clear of clutter and debris. Store equipment and materials in an orderly manner. Check and empty dumpsters and trash receptacles regularly. Do not place dumpsters under structural supports when and where possible.

Event Days Security Operations. *(NOTE: This includes days and times when teams, media, and/or guests are permitted in the competition venue. Event Day security operations should be an extension and enhancement of security procedures already in place during non-Event Day security operations.)*

1. Inside the Competition Venue Walls (inner perimeter).

    a. Ensure a complete and thorough inspection of the competition venue is conducted. Secure gates and remove all unauthorized vehicles and personnel, creating a secure inner perimeter. Identify inspected remaining vehicles with a visible permit or decal. Ensure the facility works with local law enforcement agencies to determine the times to conduct sweeps of the facility with trained dogs prior to the event;

    b. ALL HVAC, mechanical and gas/fuel systems and other critical systems should be inspected and protected with locks and/or tamper proof seals. Security should be assigned to guard vulnerable systems, including air intakes. If local fire codes allow, consider installing a central emergency shut-off switch for the HVAC system;

    c. Ensure food dispensing and handling procedures are reasonably secure to prevent tampering and contamination;

    d. Establish access control gates for all vehicles, employees, event staff, police, media and all others credentialed by the NCAA. Ensure those authorized go through a pat-down procedure and identities verified;

    e. Provide adequate private security and uniformed police officers staffing inside the inner perimeter, to include all concourses throughout the seating bowl, in and around the playing court, and all NCAA related back-of-house space;

    f. Accept only authorized, scheduled and identified emergency or highly perishable deliveries on event days. To the extent practical, consider not allowing any deliveries within two hours prior to the opening of the admission gates for the event. Inform vendors that all delivery vehicles may be subject to search to include undercarriage, interior, exterior, storage area, etc. Searches should be performed at a location away from the loading dock;

    g. Only ticketed guests, individuals with proper credentials/badges/wristbands or players in uniform shall be allowed inside the competition venue walls. All must undergo a security inspection.

2. Hardened 100-foot Perimeter. Establish a secure hardened vehicular perimeter area around the competition venue at least 100-feet from the walls of the competition venue to the maximum extent possible. Protect areas on the perimeter vulnerable to forced vehicle entry with substantial barricades. Include the use of Jersey barriers, reinforced concrete decorative planters, bollards and/or large trucks or buses. Configure the barriers in such a manner as to prevent any type of forced vehicle entry. Close roads and streets adjacent to the competition venue, where feasible. Inspect and label all vehicles allowed inside the 100-foot perimeter.

3. Credential Procedure.

    a. The NCAA will maintain a record of persons issued credentials for control purposes and provide the list to the appropriate competition venue point of contact;

    b. To the extent practical, all personnel submitted for credentialing should undergo a criminal background check prior to submittal for credentialing.

    c. Any supplemental wristbands or other nonticket admission devices must be submitted to the NCAA for approval. All proposed devices shall be of a design and color code substantially different from any other event;

    d. Require that all credentials be worn at all times and clearly displayed. All members of the official travel party, bands and cheerleaders must wear a credential or other authorized device, except for uniformed players of the competing teams. To assist with access control, display credential boards at all access control points;

    e. Train access control personnel in credential recognition and access. Provide credential boards to key staff and post in critical locations.

4. Gate Access and Management.

   a. Public Gates.

      (1) Post uniformed police officers at each public entrance gate trained to observe for suspicious behavior (i.e., surveillance by individuals who may be looking for weak security; clothing inconsistent with weather) and to backup inspections; maintain law enforcement presence around the gates and the perimeter of the facility throughout the event;

      (2) Establish security patrols (security vehicles, bicycles, roving personnel, etc.) in the parking lots and perimeter of the facility;

      (3) Prohibit coolers, large backpacks, large bags, explosives and weapons. Consider the use of templates at each public access gate to show allowable package size. Inspect all items prior to being permitted into the competition venue. Use search sticks or pen lights to assist in the inspections;

      (4) Pat-downs must be done by like gender security personnel, lightly touching/patting the full circumference of the waist – at the belt line. The center of the back from the belt line to the collar line must also be patted down;

      (5) Ensure adequate staff, trained in conducting bag searches, pat-downs, recognition of suspicious behavior and other critical activities, is available at public gates to handle security checks efficiently;

      (6) Publicize the policy concerning inspections and identify prohibited items (Note: Signage, notices and announcements should inform patrons that they will be subject to inspection as a condition of entry into the competition venue);

      (7) Send press releases to the media and notices of policy to mass transit system operators, participating hotels and taxi operators; Post signage and distribute leaflets in the competition venue and satellite parking lots, and at logical transit sites;

      (8) Use loop announcements and staff at key locations to provide information concerning allowable/prohibited items;

      (9) Open all public gates at the same time;

      (10) Keep ticket taker responsibilities separate and distinct from those having security responsibilities;

      (11) Personnel that are properly trained and equipped constitute the primary element of a successful security program. Schedule frequent periodic training for security personnel, maintain a record of training; including gate staff, in what to look for and proper inspection procedure; Provide periodic security awareness training for nonsecurity staff such as ushers, food service personnel and others. Maintain a record of training.

   b. Media and Staff Gates.

      (1) Conduct visual inspections and pat-downs of all guests, employees, vendors and game production personnel after lockdown of the competition venue on event days. At a minimum, the same inspection criteria applied to guests should be consistently applied to all other individuals entering the competition venue on event days including employees, staff, contractors, vendors and media.

      (2) Competition venue management should be prepared to implement additional security and screening measures should the Department of Homeland Security elevate the alert level;

      (3) Use search sticks and pen lights to assist in the bag inspections. After being inspected, apply color coded tags to all media and staff bags allowed into the competition venue.

5. Integrated Operations Center (IOC).

   a. To facilitate decision making, the IOC should have a direct view or video monitoring capabilities of the seating bowl and playing court. NOTE: As part of the NIMS Incident Command System, a multiagency Forward Command Post may be established which will serve the function of Incident Operations Center;

b. Staff IOC with the following: police, fire, EMT, competition venue management, NCAA representative, private security, and other key individuals such as public works, department of transportation, FAA, etc. The competition venue should designate an experienced employee as the security director/incident commander to lead and coordinate all emergency related activities until the situation can be turned over to the appropriate public safety commander;

c. The IOC should include a Public Information Officer (PIO). The PIO advises the incident command on all public information matters relating to management of the incident. The PIO handles inquiries from the media, the public, and elected officials; emergency public information and warnings; rumor monitoring and response; media monitoring; and other functions required to gather, verify, coordinate, and disseminate accurate, accessible, and timely information related to the incident.

d. Provide a secure incident room designated for decision-makers. Monitors in the IOC with feeds to monitors in the incident room are beneficial;

e. Designate a backup IOC in the event the primary IOC has to be evacuated. Locate the backup outside the competition venue with good communications and sufficient staff/equipment to serve as an IOC. A mobile police command vehicle may be considered;

f. Ensure reliable communications with backup systems are in place and tested. Include outside lines, competition venue extension phones, police, fire, and EMT radios, ring downs and contact with NCAA and its public relations designee.

g. There must be reliable communications between the IOC and the PA/video board staff in order for the IOC to authorize and direct the broadcast of emergency scripts and messages. Issue satellite phones to key competition venue and emergency personnel;

6. Prepare and maintain an integrated event day incident log. Threat Assessment and Emergency Plans.

a. Protocols for threat assessment including (but not limited to) bombs, persons with firearms, chemical/biological threats, threats against specific persons, severe weather/natural disasters:

b. Document the conduct of any Joint Terrorism Taskforce (JTTF) Threat Assessment and any additional competition venue threat analysis, vulnerability assessments, consequence analysis and security audits. This information should assist in the development of the competition venue security and emergency plan;

c. Establish protocols for both Event Day and Non-Event Day situations;

d. Conduct at least one discussion-based exercise 30 days before the NCAA license period and record the results, findings, recommendations and agreements. This exercise should validate and assess all key personnel's understanding of the following:

(1) Review the competition venue's emergency procedures and protocols;

(2) Coordination between the IOC and the Unified Command Center during an emergency incident and a nonemergency situation;

(3) Flow of communication between the NCAA personnel, facility management and the first responders (police, fire, EMS, EMA and public works);

(4) Management and decision-making processes for emergency situations and Event-Day related incidents (command and control);

(5) Review all Crisis Management Team (CMT) members' roles and responsibilities.

(6) Provide checklists and training for phone operators in the case of phone threats. Install caller identification and/or coordinate phone call trap capability with the phone company for publicly accessible numbers;

(7) Specify persons to be notified and order of notification (NOTE: the notification list should be updated within thirty days prior to the beginning of the Championships Period. Provide critical management personnel with written and electronic copies of the updated list.);

(8) Clearly establish protocols for investigating and reporting a given threat or suspicious package. All threats should be considered serious and will be forwarded to the appropriate law enforcement agencies;

(9) Establish a "Major Incident Briefing" prior to each of the designated rounds of competition hosted at the venue.

e. Emergency Plans.

(1) The NCAA strongly recommends that the regional, state, county and local agencies having jurisdiction at the competition venue adopt NIMS in planning and managing their activities related to the Championships. Five major components make up this systems approach: Preparedness, Communications and Information Management, Resource Management, Command and Management, and Ongoing Management and Maintenance.

The competition venue, in conjunction with the Department of Homeland Security (DHS), JTTF, and other federal, state and local officials shall submit a coordinated plan for emergency preparedness and response, including all aspects of public safety including but not limited to: traffic control, threat assessment, emergency preparedness, command and control, and communication. The competition venue shall be required to integrate the activities of law enforcement, public health, public safety, emergency medical services (EMS), emergency management organizations and health care organizations. This plan shall be consistent with national standards, industry best practices, takeaways for similar events and observation/evaluation of previous championships in the respective sport;

(2) Identify the CMT and alternates and designate their authority and responsibility;

(3) Establish a clear Chain-of-Command Authority for both normal operations and particularly in case of an emergency;

(4) Ensure that the agencies having jurisdiction over the competition venue has established and equipped a Unified Command Post (UCP) using NIMS protocol. Designate an alternate operations center for continuity of operation should the competition venue become unusable;

(5) Establish a system for rapid emergency notification of essential personnel. Include contact numbers for personnel identified above and give sequence of notifications. This information may be provided in an appendix to the plan and updated when changes are made but no later than thirty days prior to the Championships Period. This contact information should be distributed to the NCAA, LOC and other essential personnel;

(6) Develop an emergency communications plan designating how information will flow both internally and externally. Establish primary and backup communications systems;

(7) Develop procedures for emergency public information and media management, including prescripted media and public address announcements for anticipated incidents, to include, but not limited to natural disasters, weather, bomb threats and other potential disasters. Establish a remote media briefing area and adhere to NIMS protocol in media relations;

(8) Include detailed disaster plan and establish protocols in advance for game delays, cancellations, bomb threats, partial and full evacuations, shelter in place and other emergencies;

(9) Prepare an evacuation video including specific instructions and evacuation routes for all patrons. Display the video on the competition venue video at the time designated by the NCAA;

(10) Subscribe to private local site-specific weather forecast service and consider obtaining a NOAA weather warning radio;

(11) Include an emergency medical plan or write a separate plan. Include clear procedures for a catastrophic event, requiring primary and secondary triage. Designate triage and transport sites. Identify and secure emergency routes in and out of the competition venue (in the context of local area emergency plan);

(12) Conduct at least one emergency drill within the quarter preceding the Championships Period. Include incident management training for CMT members and UCP personnel. Key NCAA staff should be included in the drills. Prior to the drill, key parties should familiarize themselves with the procedures and communications protocols;

(13) All emergency equipment should be tested for operability prior to the exercise. The emergency equipment includes but is not limited to: PA systems, alarm systems, emergency announcements, alternate command sites, back-up communication and any other emergency assets;

f. After Event Review (Lessons Learned). The NCAA Championships *Best Practices* guide is an evolving document. Based on changes in technology and practices we recommend an After Event Review report to be completed no later than 30 days after the commencement of the NCAA license period. This report should include: copy of the incident log for the entirety of the event, detailed security concerns and actions (ejections, arrests, scalping, fraudulent tickets and any other security breaches) and medical emergencies. Most importantly, included in this report should be lessons learned and any suggested best practices that could assist a future Championships competition venue.

7. Special Considerations.

a. Seating Bowl and Spectator Areas. Where applicable:

(1) Ensure ushers are trained to maintain constant vigilance on their area of responsibility or "zone" at all times;
(2) Ensure a system is in place where an usher can summon assistance (medical, security, cleaning, etc.) without leaving their area of responsibility;
(3) Encourage guests to remain on their assigned levels of the competition venue;
(4) Utilize PA announcement/video board to reinforce restrictions on ticket resale;
(5) Ensure that ushers are staffed at each seating section entrance, especially those seating sections with direct access to the competition area;
(6) Utilize cameras and observers to manage guests and identify incidents;
(7) Any nonessential staff and equipment should be removed from aisles and concourses;

b. Competition Area. The Competition Area should be protected from unauthorized access by a combination of physical barriers, security guards, ushers and law enforcement officers. A plan appropriate to the competition and the venue should be developed and submitted to the NCAA no later than 30 days prior to the commencement of the Championship.

c. Competition Area Altercation.

(1) During any altercation in the competition area, the game officials are responsible for determining if the assistance of security is required. The venue's security supervisor must identify him or herself to the game officials and indicate his or her normal location in the competition venue.

(2) During a competition area altercation, the assigned security supervisor should move to a designated location that is nearest the incident to facilitate communication with the game officials, if necessary.

(3) Implement necessary security if a participant leaves the competition area and attempts to engage a fan. In recognition that each competition venue is aware of its own capabilities and applicable law, the competition venue must develop its own best practices for implementing "necessary security" in these circumstances. Necessary security may include a combination of internal security, retained external security, local police, or any combination thereof.

d. Locker Rooms.

(1) A minimum of one competition venue security person must be positioned at each access point to the participating institutions' and officials' locker rooms before and during the game, and until all participating institution personnel and game officials have departed the competition venue.

(2) Each security staff member positioned at the door to the officials' locker room must be directed to permit access to the locker room to **only** the following individuals: a) the game officials working the game; 2) NCAA personnel (after the presentation of an NCAA photo credential); and 3) the individuals on the officials' locker room access list. No one else is allowed to enter the officials' dressing room. Unauthorized individuals attempting to enter the locker room must be told that they cannot enter the locker room because they are not authorized to have access.

(3) If an individual insists that he or she needs access to the officials' locker room, the security staff member should locate the NCAA in the competition venue and explain the situation to him or her. The NCAA will make the final decision as to whether the individual should be provided access to the locker room.

(4) Provide a procedure (e.g., dedicated safe, secured locker) to facilitate safeguarding the valuables owned by the participating institution student-athletes while at the competition venue. This procedure must be such that the valuables are only accessible to the participating institution and the competition venue security director and his/her designee. The details of this procedure must be reported to the NCAA.

(5) Consideration should be given to conducting an electronic sweep of the locker room areas to insure there are no audios listening devices or cameras located in these areas.

e. Fans in Competition Area. Should a fan enter or attempt to enter the competition area, venue security must immediately take the necessary means to remove the fan from the court and the competition venue consistent with the competition venue's Court Intrusion Plan.

f. Dignitary Movement.

(1) Identify and maintain a list of all dignitaries with their arrival times and seat locations. National protectees and elected officials with security details attending the event should be contacted in advance to review the NCAA admissions policies, the venue's requirements and any special requests;

(2) Consideration must be given to the movement of dignitaries to and from their designated seating location to any special recognition locations, as determined and approved by the NCAA;

(3) Movement of such dignitaries must be scheduled and planned in advance in consultation with the NCAA.

g. Pre- and Postgame Ceremonies. There may be several activities which require special security, crowd and transportation management. These include but are not limited to the Anthem talent, Hall of Fame inductees, special service recognition, MVP presentations and entertainment presented by the competing institutions. When practical, rehearsals for these activities should occur and include the security personnel assigned to these events.

h. Fan Behavior Notification. Utilize a text messaging system to receive, manage and track complaints from fans reporting violations of the Code of Conduct. Static signage inside the stadium seating area that clearly describes how to send a message requesting assistance should be employed.

NCAA CHAMPIONSHIPS SAFETY AND SECURITY TEAM CONTACT INFORMATION

Championship: _____ Division: _____

Host Institution/Conference: _____

Facility Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SAFETY AND SECURITY TEAM

NAME	POSITION	CELL:	HOME:
	NCAA Championship Manager		
	NCAA Secondary Championship Manager		
	NCAA Site Representative		
	Tournament Director		
	NCAA Media Coordinator (if applicable)		
	Sports Information Director (SID)		
	Athletic Trainer		
	Tournament Physician		
	Facility Manager		

LOCAL EMERGENCY NUMBERS

Local Police			
Local Fire			
Local EMS			
State Police			
State Health Office			
	Name	Cell	Email
County Health Office			
	Name	Cell	Email
Poison Control			

LOCAL HOSPITALS

NAME	ADDRESS	PHONE NUMBER

NCAA Championships Fan Code of Conduct

The National Collegiate Athletic Association (NCAA), the host institution and the host venue are committed to creating a safe, comfortable, and enjoyable sports and entertainment experience. Fans have a right to expect an environment where:

- Student-athletes respect and appreciate each and every fan.
- Guests will be treated in a consistent, professional and courteous manner by all venue and NCAA personnel.
- Guests will enjoy the sporting experience free from disruptive behavior and will be treated with dignity and respect by other spectators attending the game. Obscene or indecent messages including foul, sexist, racial, obscene or abusive language or gesture on signs or clothing will not be permitted.
- Guests will sit only in their ticketed seats and show their tickets when requested.
- Guests who engage in behavior that is reckless, dangerous, disruptive, or illegal in nature, including but not limited to fighting, throwing objects or attempting to enter the court will be immediately ejected from the arena.
- Guests will comply with requests from the facility staff regarding venue operations and emergency response procedures.

The venue staff has been trained to intervene when necessary to help ensure that the above expectations are met, and guests are encouraged to report any inappropriate behavior to the nearest usher, security guard, or guest services staff member. Guests who choose not to adhere to these provisions will be subject to ejection without refund, and may also be in violation of local ordinances resulting in possible arrest and prosecution.

The NCAA, the host institution and the host venue thank you for adhering to the provisions of the Championships Fan Code of Conduct.

Definitions

Major Incident Briefing: A security briefing should be conducted prior to each day of actual competition. The briefing should include the sport committee representative, NCAA staff, tournament manager, table crew, timeout coordinator, game official, security representative(s), representatives from each participating team, broadcasting network representative, medical support and other personnel deemed appropriate. The purpose of the briefing is to provide information on facility procedures for evacuation student-athletes, coaches and officials from the playing surface in the event of an emergency. General emergency procedures should also be discussed. A clear method to communicate an emergency should be established between the designated facility representative and the referee. These briefing(s) may be included as part of other gameday scheduled meetings or be held not later than the start of each game.

Event Day: The times the NCAA conducts events in the competition venue and is open to teams, media and/or guests.

Championship Period: The time period that the competition venue is under the control of the NCAA.

Joint Terrorism Taskforce (JTTF): Small cells of highly trained, locally based, committed investigators, analysts, linguists, SWAT experts and other specialists from dozens of U.S. law enforcement and intelligence agencies. The JTTF is a multiagency effort led by the Justice Department and FBI designated to combine the resources of federal, state and local law enforcement.

Lockdown Period: The time period in which credentials are needed to access the competition venue.

National Incident Management System (NIMS): Provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NCAA Security Advisory Group: A group of individuals working in the profession who were selected because of their knowledge and expertise in the areas of facility management, guest services management, security and/or emergency management.

Non-Event Day: Beginning 30 days before the Championships Period during which time the competition venue is not open to teams, media or guests.

Emergency Evacuation Plan (EEP) Definitions

Purpose: The purpose of an EEP is to facilitate and organize actions during an emergency. This document must be developed by the host within 30 days in advance of the championship.

Guidelines for Developing an EEP

1. Designate an Emergency Coordinator and Alternate Emergency Coordinator (e.g., NCAA championship manager, NCAA site representative, tournament director, facility managers).

    a. Who is making the decision to evacuate?
    b. What local response team members need to be contacted?

2. Designate Safety Monitors and Alternate Safety Monitors (e.g., usually ushers, security personnel, etc.).

    a. Confirm that ushers and other event staff personnel are aware of both primary and secondary exit routes for their specific areas of responsibility.
    b. Who is going to assist spectators, teams, administrative personnel, etc. during the evacuation?
    c. How many monitors are necessary to complete the evacuation in a safe and efficient manner?

3. Obtain and post floor plans and evacuation route. Make sure fans know what to do before an emergency happens.

4. Establish an evacuation plan for all groups (e.g., fans, teams, etc.) as well as from all areas of the facility (competition floor/field, practice areas, locker rooms, etc.).

5. Establish designated meeting sites at a safe location away from the danger. This is particularly important when trying to account for everyone.

6. Disabled occupants.

    a. Ensure that the facility's Disability Evacuation Plan includes procedures for the evacuation of individuals with disabilities (including blindness or visual impairments, cognitive or emotional impairments, deafness or hearing impairments and mobility impairments). The facility's Disability Evacuation Plan needs to also include a strategy for communicating with emergency response personnel so that disabled occupants can be safely evacuated.

    b. Ensure that specific areas of rescue (a designated safe area where individuals with disabilities can await rescue if paths of exit are unavailable) are identified within the venue.

    c. If a disabled occupant is unable to exit the facility unassisted, the safety monitor must notify the emergency response personnel of the person's location. Transporting disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a nonambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.

7. Review operations to determine which critical operation systems (if any) may require continuous attention or shutdown during the evacuation or other emergency condition.

    a. Review who is responsible for those directions.
    b. Review who is responsible for shutting down operation systems.

8. Train evacuation coordinator and other safety monitors.

9. Educate and train all personnel expected to be of assistance in case of an evacuation.

10. Prepare public address announcements with specific instructions in case an evacuation is necessary.

The Emergency Coordinator is responsible for:

1. Overseeing the development, communication, implementation and maintenance of the overall EEP.
2. Ensuring the training of safety monitors, critical operations personnel and notifying all personnel of changes to the plan.
3. Maintaining up-to-date lists of critical operations personnel and any other personnel with assigned duties under this plan.

4. In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and safety monitors.
5. Establishing designated meeting sites for evacuees.

The Safety Monitor is responsible for:

1. Familiarizing personnel with emergency procedures.
2. Ensuring that occupants have vacated the premise in the event of an evacuation and for checking assigned areas.
3. Knowing where their designated meeting site is and for communicating this information to occupants. Ensuring that disabled persons and visitors are assisted in evacuating the building.
4. Evaluating and reporting problems to the emergency coordinator after an emergency event.

Appendix J • Host Guide to Live Video and Stats

WARNERMEDIA

stat broadcast

2026-27 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.

Baseball/Softball instructions are currently TBD. We will reach out during Spring Championships.

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

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

Appendix K • Minimum Technical Requirements

NCAA MEN'S & WOMEN'S SOCCER

Minimum Technical Requirements

TECHNICAL EQUIPMENT

CAMERAS

4	Manned	Game/Tight and two options to fulfill minimum (See Camera Map)

REPLAY

4	CHANNELS IN	
2	CHANNELS OUT	

GRAPHICS

1	CHANNEL	Clock/Score

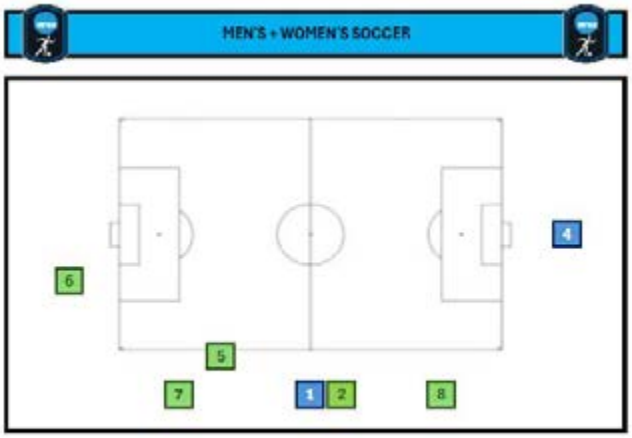
COMMENTARY

1*	PxP	1 Headset for talent Preference is single ear interrupt, prefade in other

**Please note it is expected the PxP be dedicated to this production, and not a simulcast of a radio broadcast*

TRANSMISSION

	Path Options	
1	Fiber	
	Sattelite	
	IP Encoder	



Color Key
Required Positions
Options to meet required Camera Minimum
Additional Options for Manned Cameras
Not Required - Fixed Cams

#	Position	Config	Lens
1	High Game	Hard	40x
2	High Tight	Hard	55x
4	High Endzone	Hard	55x
5	Handheld	HH	17x
6	Low Endzone	Hard	55x
7	Left 18	Hard	55x
8	Right 18	Hard	55x
10	Booth	Fixed	Wide
11	Scoreboard	Fixed	24x

Additional Notes

Camera numbering reflects broadcast production standards and is not required to replicate

All lens sizes are recommended minimums based on ESPN standards and are not required

A 3rd High Camera (High Tight, Left 18, Right 18) should be used as part of the required 4 cameras

Low Endzone should always be opposite of High Endzone, but can be placed on either side of the field