2027 DI
SWIMMING & DIVING
CHAMPIONSHIPS

HOST OPERATIONS 2026-27 MANUAL

Division I Swimming & Diving

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INTRODUCTION

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

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

ROLE OF HOST INSTITUTION/CONFERENCE

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

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

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

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

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

NCAA DIVISION I MEN'S AND WOMEN'S SWIMMING AND DIVING OVERSIGHT COMMITTEE

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

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Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Beer, wine, spirits and other alcoholic beverages (e.g., hard seltzers) may be sold and dispensed at NCAA Division I, II and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
    - Permissible types of alcoholic beverages;
    - Eligibility for the sale and distribution of alcoholic beverages;
    - Indemnity, warranty and insurance obligations; and
    - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect or other expenses, such as overhead, marketing, fulfillment, general and administrative, interest or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity – including gross sales, direct costs and applicable taxes – for food, nonalcoholic beverages and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid 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 2 • Americans with Disabilities Act

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

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

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

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

These items can be covered through the operations budget, as well as the local organizing committee budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-966-6790 or **narkins@ncaa.org**. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONS LOCKER ROOM PROGRAM

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each NCAA championship. 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 or as soon as the competition has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (**jared.hunt@hanes.com**) and Tyler Glines at Zephyr for hats (**tyler.glines@blue84.com)**. Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions (**dclendenin@ncaa.org** or 317-917-6496).

CHAMPIONSHIP AWARDS

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. Please check (1) correct championship (division/sport/gender) and (2) correct color of award (gold - first, silver - second, and bronze - third through eighth). The awards boxes should then be retaped, closed and secured in a limited-access area.

The host will receive the following awards for each championship (women's and men's):

- One large team trophy for the top four teams - four total;
- Eight mini trophies for each individual event - 128 total;

- Thirty-two mini trophies for each relay event - 160 total;
- One Elite Scholar-Athlete award; and
- Participant medallions for all selected student-athletes (363 for women; 310 for men).
- Mini trophies will be sent to the top four teams after the championships. Watches will be sent to the national championship team.

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

AWARDS PODIUM

An awards stand with space for eight recipients must be provided. Each place-finish position should be large enough to hold a relay team of four people. The set-up should be as follows: eight spaces ascending in order from eighth to first place. Since the awards participants march to the awards stand, logistics in moving people to and from it should be considered when establishing a location. Host institutions should decorate the awards stand with flowers and plants. NCAA signage should be used in prominent places.

AWARDS CEREMONY/PRESENTATIONS

Individual awards will be presented to the top eight finishers/relay teams in each event. The awards ceremony for each individual/relay event will be held immediately after the final of the event. The host institution should set up an awards staging area where the student-athletes should be placed in the proper order, according to the awards stand specifications. A volunteer should direct the participants from the staging area to the awards stand in order of the stand. The awardees should be in team warm-up suits and should not be allowed to bring towels, balloons, flowers or other items to the awards stand. Hats should not be worn, unless they are part of the official warmup. The NCAA anthem should be played during the march to the awards stand and continue during the reading of all places. Cue music to stop at end of awards so that student-athletes know when to leave awards stand. Personnel should be on hand to make sure that all winners report in a timely manner.

If a student-athlete is swimming in the event immediately after the awards ceremony, and only in that circumstance, another participating student-athlete from that institution may stand in to receive the award, unless a record has been broken. **Failure to adhere to this policy will be reviewed as a potential misconduct. There will be no exceptions. The intent is for all student-athletes to participate in the awards ceremony.**

If a tie occurs in the finals, it will not be broken. **The place trophy will be given to the oldest individual by birthday.** The other individual will get the other trophy for purposes of the awards photograph. A duplicate award will be ordered by the NCAA and sent to the institution after the championships. Institutions interested in purchasing additional awards that they receive on site can do so at **services.mtmrecognition.com/ncaa**. The NCAA will send the host instructions for shipping awards that are not presented on site.

Official NCAA team awards will be presented to the top four teams. The team awards will be presented after the final relay awards are presented and once team scores have been verified. Team awards will be presented in order of fourth place, followed by third place, second and then first. An effort should be made to have the first-place team's fight song available to play during the celebration.

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION

The NCAA Elite Scholar-Athlete award was created to recognize the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member school is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. Olivia Baumhoer or another member of the NCAA communications staff will determine the winner

of this award for each championship and provide the name of the recipient to the NCAA championships manager. The winner's name should not be released to the public until after the student-athlete is publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, the coach should not inform the student-athlete. Baumhoer or a member of the NCAA communications 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 in order for them to prepare a graphic which will post shortly after the announcement.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner among 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 their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

At this time, we would like to present the Elite 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).

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 the majority of 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 are as follows:

- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game; and
- 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.

Press Release

On the day of/or prior to the winner of the Elite Scholar-Athlete award being publicly recognized, the NCAA communications 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 manager. 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 communications 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 members to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

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

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

PARTICIPATION AWARDS

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 participant awards will be distributed at the site of the championship(s). The host should work with the championship manager on award logistics.

PARTICIPANT MEDALLIONS

Participant medallions will be provided to all student-athletes selected to the championships and should be distributed during registration. The host will be responsible for securing volunteers to distribute participant medallions at registration. The numbers to be given to each team will be provided by NCAA staff prior to the start of registration. Uninvited relay swimmers will not receive participant medallions at registration, but institutions will be provided the opportunity to purchase additional participant medallions for their student-athletes at **services.mtmrecognition.com/ncaa**.

PERSONNEL

The host should assign at least one person to administer awards during the championships. Committee members will be assigned to help with awards as well. Awards personnel will be responsible for setting up the awards each day, corralling the student-athletes from the finish line/event area to the awards stand, locating the presenters, lining up the athletes, notifying the announcers when ready, distributing boxes to the athletes as they exit the stand, taking notes on ties, etc.

Section 4 • Championship Presentation/Fan Engagement

FAN FESTS

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

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

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

NCAA MARKS

Logos

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

IN-VENUE ENTERTAINMENT

Video Board Content and PA Scripts

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

The NCAA will provide video board content to sites that have such capabilities. Please work directly with your NCAA championships manager to identify if a Van Wagner producer is 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 the following:

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 discussed below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA championship manager for approval.

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

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA corporate relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No connection or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from 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., state beauty pageant winners, recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration are as follows:

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

Enhanced Team Introductions

Examples of this could include using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes holding hands with student-athletes as they are introduced, etc. Guidelines and ideas for consideration are as follows:

- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- No bias toward or against any participating team and should be equally executed for all participating teams.
- Should be discussed with the NCAA championship manager 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, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite Scholar-Athlete Award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA championship manager to determine appropriateness. Sponsored awards should not be incorporated without approval from the NCAA corporate relations staff member.

MILITARY INVOLVEMENT

The NCAA supports inviting the military to participate at NCAA championships if its involvement enhances the championship experience for student-athletes and fans, while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pregame, during halftime or other breaks in the action. These performances have included, but are not limited to, national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, flyovers, parachute teams, precision drill teams, eagle releases around the national anthem, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any recommended forms of military involvement with your NCAA championships manager who would, in turn, discuss with the NCAA corporate relations and game presentation teams as some elements may be influenced by the 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 time 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 championships manager who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA championships manager 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 multi-day championship, you may want to consider a theme night "Military Appreciation Day/Night." This should be discussed with your NCAA championships manager. Marketing should also be involved if you do a theme night.

Section 5 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. No laser pointers of any kind.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

LOCAL CONTRIBUTOR PROGRAM

Currently, local non-CCP corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA corporate 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. Inquiries should be directed to the NCAA licensing staff.

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

Downloads of NCAA logos may be obtained through the **NCAA Digital Library**. If you need to register for a new account, please email **veritone@ncaa.org** and include your first/last name and email address. An account will be created, and you will be prompted to update the password after you 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 is not 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 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 manager 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 WBD/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- Logos of the venue's or the website's advertisers/sponsors may not be used on the home/event webpage.
- 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 at **amurray@ncaa.org** or 317-917-6349.

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

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

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

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

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

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

NCAA Licensed Trademarks

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

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

Helpful Links

NCAA Trademarks
NCAA Digital Library
NCAA Corporate Champions and Corporate Partners

OFFICIAL CHAMPIONSHIPS/LICENSEE 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, go to **ncaa.org/championships/brand-licensing/official-vendors-suppliers-and-licensees**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

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

2. **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.

3. **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).

4. **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).

5. **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.

6. **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.

7. **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.

8. **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.

9. **Digital Inventory.** At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all internal and external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 6 • Competition Site Requirements

CONCESSIONS

Food and beverage prices shall be no higher than similar events or primary tenants in the competition site. No food, beverage or merchandise, of any nature, may be vended or dispensed in the spectator areas, except before the meet begins. During competition, selling is restricted to the established selling locations. Facilities that do not have a relationship with Coca-Cola may sell other products in the concessions area only.

DIVING DRY LAND AREA

An area must be designated for diving dry land activities. This area should be large enough to accommodate all divers, should be equipped with mats and should be on deck, if possible. A space nearby off-deck is permissible with high ceilings preferred and enough room for at least 20 divers at one time. A dry diving board and trampoline are preferred.

DIVING JUDGES SEATING

Comfortable seats for diving judges should be available for all diving events. Two 4-foot by 8-foot risers should be provided for the judges seating area during the 3-meter competition. Lifeguard stands (seven) or an appropriate riser built at a height and size that can accommodate seven judges on deck for use during the platform events.

ELECTRICAL REQUIREMENTS/LIGHTING

Although each facility is different, the following basic equipment must be available:

- Electronic timing system, with two back-ups, connected to electronic scoreboard.
- Microphones for starter and referee.
- Computer for seeding and results.
- Public-address system(s).
- Copiers(s).
- Scoreboard for team scores and auxiliary scoreboard to display qualifiers.
- Internet for media.
- Adequate sound system/equipment for music.
- Adequate lighting to support television broadcast.

DiveMeets is the official meet management program for diving. Scoreboard(s) should be available for displaying diving scores. It is required that a DVR system be provided in the diving area so student-athletes can review dives.

OMEGA Swiss Timing has been secured by the NCAA as the official timing and scoring provider for the Division I Men's and Women's Swimming and Diving Championships for the following services and equipment: OMEGA timing system inclusive of gutter-hung touchpads in the competition pool at the start end and the turn end of each lane; Olympic Starting Block Tops, which will each be equipped with the Backstroke Ledge OBL2 PRO; the Swiss Timing High Speed Video System (relay exchanges) as well as a camera system for review of 15-meter mark violations. OMEGA Swiss Timing will also provide five technicians on-site throughout the duration of each of the championship weeks to install the equipment prior to the first practice, run and oversee the OMEGA Swiss Timing systems and remove the equipment upon the completion of the championships.

ICE BATHS/TUBS

An adequate number of ice baths (to accommodate approximately 28-32 athletes at one time) should be made available to participating institutions. The location of the ice baths should be in close proximity to the deck area. Information regarding the availability (number, locations) of ice baths should be communicated in the participant manual. Teams will not be allowed to bring their own ice baths for use at the facility.

LOCKER ROOMS

Participants typically prefer to carry their own gear and supply their own towels. Locker assignments are not necessary, but adequate space for changing should be provided. If possible, both the men's and women's locker rooms should be designated for the appropriate gender of participating student-athletes, and a restroom for opposite gender individuals should be designated.

MASSAGE THERAPY AREA

Adequate space adjacent to the deck should be designated for massage therapy tables of participating institutions. Approximately 50-55 spots should be allocated for massage therapists. The NCAA committee and staff will develop a plan for assigning space for massage therapy tables as institutions arrive.

NCAA SPACE REQUIREMENTS

Committee Meeting Room. A room or office near the pool should be reserved for committee use to accommodate 15 people. This area should be completely separate and secure from other areas and from the deck. A secured area should also be designated for video review. These areas can be the same if there is adequate space and privacy.

Head Table. A riser with skirted tables should be set up next to the competition pool with proper viewing and seating. Individuals who will need spots secured at the head table include the following:

- NCAA staff (1).
- Designated committee members (1).
- Announcer (1).
- Data specialist/Hytek meet manager (1).
- Administrative referee (1).
- Timing technician (1).
- Video board operator (1).
- Music operator (1).
- Secretary rules-editor (1).
- Host staff (1).

Diving Table. Another table should be designated near the diving well for diving personnel. Space will be needed for the diving data specialist, announcer, DiveMeets operator, technician for equipment, and workers recording the diving scores.

Officials Meeting Area. An area, ideally private, should be made available adjacent to the deck for officials to meet prior to and after all rounds of competition. This includes all key officials as well as the volunteer officials (approximately 35 people). Chairs should be available for all officials.

PARKING

Parking should be reserved for officials, committee, NCAA staff and any other personnel working the championships. The host institution should work with the NCAA championships manager to determine the number of parking passes that each participating team shall receive. If parking is not available immediately adjacent to the facility, there should be a drop-off area designated for team vans/buses. The host should expect to reserve up to 225 spaces for committee, staff, officials and teams.

SCOREBOARDS

An electronic scoreboard for at least the top 10 teams (preferably 20) should be available and should be updated as often as possible, ideally after each event. It should be large enough for spectators to view easily. An auxiliary scoreboard to display event qualifiers is suggested. Scoreboard(s) must have capability to display diving scores as well.

SIGNAGE

The NCAA will provide a basic signage package for all hosts. Additional signage may be available for the finals site and should be ordered through the NCAA championships manager. No signage except NCAA provided and/or approved signage should be displayed throughout the competition and practice areas.

Hosts should create directional signage for all areas accessible throughout the championships week (i.e., registration, massage therapy, media, hospitality), including the race ready and awards areas on deck. All directional signage must be clear and visible from all areas. The NCAA will provide a template for the directional signage.

Signs or banners promoting the participating teams are permissible under the following circumstances: The NCAA will incorporate team logos into the overall signage plan. No individual team banners will be hung in the competition venue.

TEAM HEAT SHEETS AND RESULTS

Heat sheets and results should be available at a specified area on deck for coaches to pick up. The appropriate number of copies will be directed by NCAA staff. Team mailboxes are no longer necessary.

TEAM SEATING

It is important to note that it is a priority for the committee to work with the host in order to maximize seating for schools around the competition pool, with the remainder of the overall required seating being placed at available locations on deck. Bleacher seating should be provided on deck for approximately 500-650 people, and equal sections should be designated for teams. A diagram of the seating locations must be included in the coaches' packets and copies of the diagram should be available at the coaches' meeting.

Teams will select their team seating locations based on order of finish at the previous year's championships.

Teams finishing 1-15 will select their seating locations first Monday and Tuesday. These teams will be provided seating locations with at least 15 seats (three rows of five seats or half a bleacher) regardless of the number of student-athletes competing. The committee reserves the right to provide fewer seats to a team if the number of participants dictates as such.

Following the top 15 process, the committee/staff will work with the remaining scoring teams in order of finish to select their seats ahead of the coaches meeting Wednesday. Team that did not score will select after the scoring teams. Teams finishing in places 16 and higher, not scoring or not participating in the previous year's championships, will select according to the following process:

- All scoring teams from the previous year will select in order of finish from the previous year.
- Teams that did not score or did not participate will be ordered by the number of student-athletes entered in the meet. Those with the same number will be ordered alphabetically. This includes all student-athletes, including uninvited relay swimmers.
- Teams that did not score will be skipped in the order if not present.
- Diving-only teams will not be part of this process.

VIDEOTAPING

Each participating team is permitted to tape competition with a single camera and one person for institutional purposes only. Filming/videotaping areas will not be reserved for participants and should be designated and communicated to all participating teams.

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

Section 7 • 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 are located at the following link: **NCAA Drug Testing Program - ncaa.org**.

Section 8 • Equipment and Facility Specifications

The host institution is responsible for equipment required to conduct the championships that is not provided by the NCAA. **Please refer to Rule 1 of the 2025-26 and 2026-27 NCAA Swimming and Diving Rules and Interpretations Book to ensure compliance with facility and equipment specifications.** The rules book is located at **ncaapublications.com**. General facility/equipment needs are outlined below.

BASKETS

Numbered baskets should be set up behind each starting block for student-athletes to put their warmups/equipment in during the race. Basket carriers should be provided for the finals sessions to take baskets back to the awards ready area once each race begins. Baskets remain on deck during prelim sessions. For timed final relays, baskets remain on deck.

COMPETITION AND WARM-UP POOLS

Specific requirements for the pool dimensions and specifications are outlined in the rules book. Any regulations for the competition pool (i.e., restricted use of boards/paddles due to timing equipment) must be communicated in the NCAA Participant Manual. During diving, any areas in the competition pool that are viewable from the diving boards/platforms should be closed off and swimming should only be allowed in the warm-up pools. A desired minimum of 10 warmup/cooldown lanes should be available.

Pool Measurement. If the facility has permanent, nonmovable walls in the competition course and has not previously submitted a certified survey of the pool it must be completed prior to the meet to substantiate the legitimacy of the competition course. Hosts should send a copy of the survey to the NCAA championship manager prior to the championships. The pool must be surveyed prior to the meet to substantiate any records that may be set. Hosts should send a copy of the survey to the NCAA championships manager prior to the championships.

Please be advised of NCAA Rule 4-6-h:

> When bulkheads are used at either the start or turning end, the referee shall verify course measurements, both before and after each session of competition. Such measurements shall be made by laser with a device provided by the host institution or host facility. Failure to adhere to this requirement shall render any times recorded or records achieved null and void.

COMPETITOR SWIM

Competitor Swim will supply double lane lines for the competition and single lane lines for the warm-up pool, depending on what is needed at each site, along with NCAA-branded backstroke flags. Competitor Swim staff will coordinate measurements, delivery and return shipping directly with the host staff. Host staff are responsible to string the backstroke flags and take them up and down during competition as directed by the administrative referee and head referee.

DIVING BOARDS/PLATFORMS

Specifications (length and width) for diving boards and platforms and information regarding water depth and facility construction are outlined in the NCAA Rules Book. Diving boards must be of the highest quality. New boards (not older than one year) are recommended for championships competition. Ensure that diving boards' surfaces are adequate (i.e., not slippery) to prevent injuries to divers. Inspect diving boards for proper heights, level (i.e., must be level with fulcrum set at mid-point) and stability. Have extra bolts available in case of breakage. Lubricate slides on fulcrums regularly throughout competition.

The facility must have 1-meter and 3-meter springboards, two of each. The diving platform must include 5-, 7.5- and 10-meter levels. Platform must have the same "acceptable" nonskid surface on all levels. Steps heading up to platform must be safe and nonskid.

The host must have all diving equipment and areas previewed by a qualified diving specialist prior to the arrival of the NCAA committee/staff, and will be responsible for any necessary adjustments, which must be made prior to the championships week.

ELECTRONIC TIMING

The NCAA will contract with OMEGA Timing to serve as the scoring and timing provider. OMEGA will be responsible for conducting a system test with the committee and NCAA representative present during the practice day. The host should be present during this test to answer any equipment or electronics questions or troubleshoot should there be an issue with the equipment.

FACILITY DIAGRAM

Hosts must develop a diagram of the facility, as it will be configured for all competitive events, for review by the committee. Locations should be included for the athletic training room area, cold tub area, media area, race-ready area, awards-ready award, awards stand, diving well, competition pool, warm-up pool, student-athlete hospitality, massage therapy space, hospitality, etc.

HOT TUB

A permanent hot tub should be available for divers. If a permanent hot tub is not available, a temporary tub must be provided.

POWER AND INTERNET

Hosts must ensure that adequate power and Internet sources are available on deck and in various rooms/work areas for all personnel.

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

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

PUBLIC ADDRESS SYSTEM

Two public address systems must be available, one for the swimming announcer and one for the diving announcer. Hosts must ensure that both systems are of the highest quality, can be heard throughout the venue, and can be used at the same time.

STARTING PLATFORMS

Starting platforms must meet the specifications outlined in Rule 1-3.8. Track style starting blocks with wedges will be used at NCAA championships. Student-athletes are permitted to remove the wedges for any event. Each student-athlete will be responsible for replacing a wedge if the swimmer in the previous heat removed it. The student-athlete will be responsible for ensuring the wedge is secure and positioned appropriately for their event. For relay events, teams will be able to remove and replace the wedges at their discretion within each event, and they will be allowed to have a coach assist them.

STORAGE

The host will receive multiple shipments for the championships (see **Appendix A** for a sample list of shipments). Many of the shipments must be housed at or near the facility. If the host does not have ample storage space at the facility, temporary storage units should be rented to ensure that all equipment can be stored on site.

TABLES, CHAIRS AND SKIRTING

The host must provide all necessary tables with skirting and chairs to be used on deck and in ancillary areas. Two chairs are required behind each starting block. In addition, at least 80 chairs must be provided during diving preliminaries and finals for coaches around the dive well. It is recommended that at least 50 chairs are also provided as a courtesy to the massage therapists. Chairs should also be provided to the head tables and diving judges and in race ready and awards ready.

VIDEO REVIEW ELECTRONIC EQUIPMENT – RELAY EXCHANGES AND 15-METER VIOLATIONS

Video review is required at the championships. The meet referee will determine when there is a need for video review based on the rules. The Omega Swiss timing/video review system will be set up before the event, must be aligned with a direct side view(s) of the take-off/exchange end, and must maintain a speed of at least 25 frames/second. At least two video cameras capturing a maximum of four lanes each must be provided. The cameras must be linked to a monitor that is at least 17" and two DVRs with the ability to record, play and rewind at a speed of at least 25 frames per second. Exact framing is not necessary, nor is time syncing with the electronic timing system. The result of the video is merely to determine if the electronic judging equipment has failed. **When video review is used at the championships, the video clip must be saved and submitted to the NCAA, along with a statement from the referee detailing the reason for the overturned call, for archiving and review; and the equipment must then be tested to determine if the equipment is in fact faulty or if some other glitch occurred.**

The video review area should be in a private space immediately adjacent to the deck, where committee and officials (at least five people) can privately review footage.

WATER AND AIR TEMPERATURES

The water temperature should be between 79 and 81 degrees Fahrenheit (26 and 27 degrees Celsius) for competition. When possible, the air temperature at deck level shall not be more than four degrees Fahrenheit below the water temperature. It is recommended that in separate diving pools the water should be between 82 and 86 degrees Fahrenheit (28 and 30 degrees Celsius) for competition. Special consideration also should be given to heating and ventilation for the comfort of spectators and competitors. The host must be able to monitor and adjust air and water temperature on site as requested. Hosts should check the water and air temperatures prior to each session and notify the NCAA championship manager and committee chair of the temperatures prior to the start of the session.

Section 9 • Financial Administration

AUDIT

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the approval of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA.

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

- Box office audit reports or sales summaries;
- Ticket purchase invoices or statements and unsold tickets;
- 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.); and
- 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 before the first date of competition. Hosts should make reasonable efforts to forecast ticket sales, as revenue, attendance and operational scale directly impact allowable expenses and overall financial performance.

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

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

TAX RESPONSIBILITY

It is incumbent on 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 on approval of the financial report by the NCAA staff and receipt of the automated email noted above. Remittance should not be made until this automated email is received as edits could be made by NCAA staff that impact the final settlement amount.

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

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

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

COMMITTEE EXPENSES

The NCAA is responsible for reserving hotel rooms for the NCAA committee (12) for arrival Monday and departure Sunday. Committee rooms should be direct-billed to the host institution. Hotel expenses should be included as a budgeted item in and reimbursed through the host budget. All other committee expenses will be paid directly by the NCAA.

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**.

OFFICIALS

All approved officials' fees will be paid through RefQuest. The host is only responsible for covering lodging expenses for all key officials and coordinators. These expenses should be included as a budgeted item in and reimbursed through the host budget.

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.

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.

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 10 • Health and Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the **NCAA Health, Safety and Performance**. 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 following documents: **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.

Medical Scratches

An individual must be designated as the official meet physician/athletic trainer. All medical scratches must be approved and documented by the designated individual. Documentation must be given to the NCAA championships manager immediately.

Section 11 • Insurance

If event is held on-campus:

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

If event is held off-campus:

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

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

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

Section 12 • Lodging

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

For select individual-team sports, the NCAA will secure risk-free hotel accommodations with favorable concessions and contract terms on the participating teams and individuals' behalf. Teams are encouraged but not required to use NCAA-secured hotels.

MERCHANDISING

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

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

Section 13 • 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 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 backgrounds and life experiences.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results post-championship to share with your NCAA marketing contact.

MARKETING PLAN

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

NCAA PROVIDED MATERIALS

The NCAA will provide designated hosts creative/artwork including, but not limited to, print pieces, email blasts, digital banners and promotional signage. Hosts should NOT develop any marketing collateral on their own.

The NCAA will also provide radio and video spots to selected hosts. Several formats will be provided to allow for use over a variety of platforms (e.g., websites, broadcast, in venue).

Hosts that are not provided with artwork can create materials through the NCAA Marketing Portal. Materials include, but not limited to, mobile tickets, email blasts, digital banners, and promotional signage. Credentials will be emailed to the marketing and ticketing contacts listed on your bid form. Hosts should NOT develop any marketing collateral on their own.

Predetermined hosts utilizing the NCAA Marketing Portal will also receive a radio and video spot in their Download Center. We encourage you to use these assets across your platforms.

SOCIAL MEDIA GUIDELINES

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

Key Requirements:

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

PAID DIGITAL ADVERTISING GUIDELINES

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

Key Requirements:

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

WEBSITE GUIDELINES

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

Key Requirements:

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

DATA CAPTURE GUIDELINES

Hosts and local organizing committees may support fan engagement and event operations, while complying with NCAA data collection requirements.

Key Requirements:

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

GENERAL NOTE

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

Section 14 • 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.

BROADCASTING/INTERNET

Please log on to the **NCAA Championship Media Center** for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at **NCAA Statistics and Records**.

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 manager 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 **ncaaorg.s3.amazonaws.com/championships/resources/media/credentials/CHA_ConditionsPlacedOnUseOfCredentials.pdf**, 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 row/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 manager to determine which areas may be accessed with each credential type.

The host institution sports information director is responsible for issuing media credentials and parking passes. All media credential requests must be made online at the **NCAA Championship Media Center**. It is recommended that the host institution SID/media coordinator send a mailing to member institution SIDs explaining the media credential policy and credential application procedure. Communication should be sent to all credentialed media with instructions for picking up media materials and credentials once on site.

Medical Credentials

Teams can request up to one medical credential for a certified athletic trainer through the host athletic trainer. Any additional credential needs, including massage therapists, must be met through the institutional deck pass allotment. Communication should be sent to all credentialed medical personnel with instructions for picking up credentials once on site.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Approximately one month before the start of final site competition, the host 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 the **NCAA Championship Media Center**, which includes credential application instructions, credential criteria and links to the NCAA media policies. The host media coordinator will approve or deny all credential requests in the online credentialing system (Ticket Manager) 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 host media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

** Working credentials will not be mailed. The host 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 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.

DISTRIBUTION OF INFORMATION

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

FINAL RESULTS BOOKS AND STATISTICS

The host media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap and postgame notes.

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

HEAT SHEETS

The host is responsible for printing copies of heat sheets for teams, officials, head table personnel, media and spectators. Hosts should work with the NCAA championships manager to finalize the price of heat sheets to sell to spectators. Copies should be made and stacked near the head table so teams can access heat sheets as needed.

INTERNET CONNECTIONS

Complimentary, high-speed wireless Internet should be accessible for the media, NCAA committee, coaches, etc. Hard line connections must be available for timing and web streaming personnel, if necessary. Internet download/upload speeds should be adequate for photographers.

INTERNET POLICY

The NCAA website, **ncaa.com**, serves as the official online resource for NCAA championships. Please visit the **NCAA Championship Media Center** for updated NCAA championship internet policies.

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

Internet Live Statistics

The current live statistics policies can be found at **ncaa.org/championships/media-center**.

MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator shall notify each school that qualifies for the championship of their plan for media guides and/or postseason guides and whether it is necessary to bring printed copies or provide digitally. If copies are being shipped, the media coordinator should provide an overnight address where schools can send them.

MEDIA ACCOMMODATIONS

Hotel. If necessary, the host 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. This is not required for Division I swimming and diving.

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 host 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 NCAA championships manager.

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, high-speed 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 VIDEO CAMERAS

Please visit the **NCAA Championship Media Center** 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. When possible, the host media coordinator should designate the reporter from the Associated Press or the local newspaper as the pool reporter. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets (if applicable) distributed prior to competition.

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

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

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

PERSONNEL

Each host 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 host 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, heat sheets, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans (provided by the NCAA).
- 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 (website, email, social media, etc.).
- Runner(s) – Distributes photocopied materials (stats, heat sheets, notes, quotes, etc.).
- Team Escorts – Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

NEWS CONFERENCES

The host 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 host media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. With permission from the NCAA, exceptions may be made to the policy.

A 30-minute 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. A team open locker room can include both the formal locker room and/or adjacent areas. 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.

Individual Championships with no Post-Event News Conference. Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.

For Division I Swimming and Diving, individual event and relay champions are required to participate in media availability shortly after the awards ceremony and warm-down swim. Failure to adhere to adhere to the media obligations may result in a misconduct.

The head coach and one to three (1-3) student-athletes from the winning team are required to participate in a press conference following the conclusion of the championships on Saturday evening.

Any other media requests will be coordinated by each institution's SID or team representative.

News 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 after each session.

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 **here** for information regarding photography done at the championships.

PHOTOGRAPHER ACCESS

Only approved and designated photographers will be allowed on deck. All other media should sit in the designated seating areas and should conduct interviews in the designated interview area. The host media coordinator, in conjunction with NCAA committee and staff, should develop a plan to monitor access for photographers.

PHOTOGRAPHY AREA POLICIES

The host 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.

Photographers and videographers may shoot from the following locations at the NCAA Division I Swimming and Diving Championships:

- On the side of the pool opposite the head table, photographers/videographers may shoot from the starting blocks to the backstroke flags on the start end of the pool and from the backstroke flags to the turn on the turn end of the pool.
- On the side of the pool with the head table, photographers/videographers may shoot from the backstroke flags to the turn on the turn end of the pool.
- Photographers/videographers are permitted on the second bulkhead at the turn end of the pool.

- Photographers/videographer will not be permitted on the end of the pool where the starting blocks are located, except after starts of the breaststroke and butterfly.
- For diving, photographers/videographers will not be permitted behind (on the stairs side) any boards that are in use.

Please remember, space for photographers/videographers is EXTREMELY LIMITED! NCAA Photos and ESPN broadcast cameras will always have priority over any other photographers/videographers. If locations are crowded, please be courteous to other photographers/videographers. Specifically, if members of your team are not swimming in a particular event, please yield space to photographers/videographers from a team who does have participants in that event if necessary.

PHOTOGRAPHY (NCAA)

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for all days of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. NCAA or host staff may hire an additional photographer to cover other competition days or ancillary events. In those instances, each hired photographer must complete the photography services agreement. For Division I Swimming and Diving, the host will hire a photographer to shoot the awards stand photographs for all finals. This is a reimbursable expense.

Credentials and Photo Sales

All photographers must agree to the NCAA Championship Photography Terms and Conditions when requesting a credential. Credentialed photographers may not sell or independently license NCAA championship images.

Access and Editorial Use by NCAA member institutions

Images from NCAA Division I and National Collegiate Championships will be available to NCAA member institutions through NCAA Photos on a per-image basis for permitted editorial use.

For access to available championship images, contact NCAA Photos at **info@ncaaphotos.com** and provide the desired use, championship, institution and identifying information for the requested image(s). Fees may apply for image retrieval, transfer or fulfillment depending on the scope and complexity of the request.

Permitted editorial use includes official NCAA member institution athletic department websites, social media, digital communications, media guides, game programs, annual reports and other official athletics publications. Images may not be sold, sublicensed, transferred to a third party or used in advertising, sponsorship, merchandise or other commercial or promotional activity without separate authorization through Getty Images.

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

Additional Photography Services

NCAA Photos may offer custom photography services directly to NCAA member institutions for coverage. Any such services will be subject to separate fees and terms.

Commercial, Promotional and Other Uses

Any use beyond the permitted editorial uses described above, including advertising, sponsorship, merchandise, licensing, commercial promotion or use by a third party, must be reviewed and licensed through Getty Images.

For questions regarding those uses, contact Maxx Wolfson at **maxx.wolfson@gettyimages.com**.

To license NCAA championship photography through Getty Images, visit NCAA photography on Getty Images.

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 are located at **ncaa.com/gameprograms.**

Content/Editorial

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

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

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

Promotion

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

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

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 contact your NCAA championships manager or Chad Laytham (**chad.laytham@learfield.com**) at LEARFIELD.

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 the **NCAA Championship Media Center**.)

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/rights-request**.

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 on the **NCAA Championship Media Center**.

SEAT ASSIGNMENTS

The host media coordinator 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

For all sports, email one set of complete results, as well as the all-tournament and most outstanding player selections to the NCAA Statistics Department (**ncaastats@ncaa.org**).

The host sports information director, media coordinator or other designee is responsible for reporting official championship results to ncaa.com. At the conclusion of each championship contest or session (preliminary rounds and finals), please email the information below to **NCAA-Editorial@warnermedia.com** in the following format.

Institutions should send all information as follows:

- 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.
- On the final day, the email should include the all-tournament and Most Outstanding Player selections.

INTERNET

Complimentary, high-speed 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 host media coordinator will be notified by the NCAA championships manager, 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 Championship Media Center**. ESPN has an agreement to produce the finals sessions for this championship.

LIVE STREAMING

For the preliminary sessions, the host must provide a streaming announcer for swimming and can use the public address announcer feed for diving. The host is required to provide a live webcast for all preliminary sessions at its expense.

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

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.

Travel and Transportation Information

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

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

Dining, Shopping and 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.
- Special attractions unique to city.

Selections, Preliminary Rounds and Broadcast Schedule

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to ncaa.com. The championship managers can provide this information.

Local News

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

Volunteer Information

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

Travel Information

Hotel, car rental and other travel accommodations should link to **ncaa.com/travel**.

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: **ncaaphotos.photoshelter.com/contact**

- 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**.

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

Logo Usage

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

Social Media

All social media icons should like to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at **ncaa.org/news/social-media.**

Mobile Version

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

Local Contributor Recognition

The 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.

Microsite 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: A reminder 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.

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOST

The official NCAA social media pages and official hashtags can be found at **ncaa.org/news/social-media**.

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, local organizing committee, sports corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA account on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established methods, as

necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collaborations on Instagram (@ linking within text to drive fans to each other's pages) and mentions on 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 championships manager.

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

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

Section 15 • Meet Management

ANNOUNCEMENTS

NCAA public address announcements will be sent to the tournament manager and public-address announcer prior to the meet.

COMMUNICATION

The host should work with the NCAA committee and staff to determine the need for communicating devices (i.e., radios) throughout the meet.

COMPETITION START TIMES

The preliminary sessions for swimming events will begin at 10 a.m. and final sessions will begin at 6 p.m. local time.

Diving preliminary rounds will begin at the following times each day:

Thursday/Friday	12:15 (women); Noon (men)
Saturday	Noon (women); Noon (men)

A tentative timeline will be determined for each day of competition and placed at the designated locations for coaches' pickup.

DECK PASSES/CREDENTIALS

Deck passes/credentials will be produced by the NCAA for all participating teams and will be distributed to teams at registration.

Additionally, the NCAA will provide credential boards to advise security personnel at the competition venue which credentials are allowed into which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted. Everyone on deck must have a credential. No one should be allowed to enter the facility without proper identification.

Team staff will receive numbered wristbands and student-athletes will receive labeled credentials. No one will be allowed to enter the facility or access the pool deck without proper identification. Wristbands should be worn at all times on deck and in the facility.

Teams will receive deck passes for selected student-athletes and a designated number of institutional personnel (see chart below). Eligible institutions will be allowed to bring up to four uninvited relay swimmers to the championships, not to exceed the maximum of 18 student-athletes. Uninvited relay swimmers must be designated at registration and will receive credentials.

The number of deck passes for institutional personnel is based on the total number of athletes attending from their institution – including selected swimmers and divers, uninvited relay swimmers and institutionally-funded divers. *NOTE: An institution's maximum limit of 18 total student-athletes must be maintained.*

Number of Participating Student-Athletes	**Number of Deck Passes for Institutional Personnel**
1-4 participants	Four
5-9 participants	Five
10-14 participants	Six
15 or more participants	Seven

One additional deck pass will be allocated for the diving coach from each institution with qualified divers. A second credential may be issued for an additional diving coach *if all other passes have been exhausted.* Up to four credentials will be issued for ***diving only*** programs.

Teams can request up to one medical credential for a certified athletic trainer through the host athletic trainer. Any other athletic trainers must be accommodated through the deck pass allotment noted above. **Massage therapists must be included in the institutional allotment noted in the chart above.** Coaches/institutional personnel outside of the allotted number must pay the regular admission fee and will not be allowed on deck. There are no exceptions to this policy.

The NCAA will provide more details on the production and distribution of deck passes prior to the championships.

Media credential requests, including SIDs for participating institutions, must be made online at **NCAA Championship Media Center**. (See Media Coordination section.)

EVALUATIONS

Online evaluations will be distributed to all participating teams after competition. NCAA staff will share the results and comments of the evaluations with all hosts.

FACILITY AVAILABILITY

The facility should be set up in accordance with the rules and the specifications outlined in this manual by Monday afternoon the week of the championships. The NCAA committee and staff will conduct a final walk-through Monday afternoon at 2 p.m. and official practice will begin at 4 p.m.

Hosts should also work with local pools to check availability Monday morning for teams to practice. A list of available facilities, contact information, and the facility specifications (including number and offering at each recommended site of 1M, 3M and platform diving boards available as well as any other diving equipment) should be created and sent to selected teams.

FORMS

The following cards/forms will be provided to the host institution by the NCAA for use at the championships:

- Disqualification cards.
- Relay entry form.
- Scratch sheet.
- Appeal form.
- Relay takeoff judge/lane-side judge card.

Hosts should house all forms in one area that is easily accessible from the head table. After the completion of the championships, the host must send all unused forms to the NCAA.

GAMES COMMITTEE

The Division I Swimming and Diving Championship Subcommittee will serve as the games committee at the championships. The referee, administrative referee and NCAA championships manager serve in an advisory capacity.

HOSPITALITY

Three separate hospitality areas must be provided and readily accessible from the deck area. Please work with the championships manager to determine where the following hospitality areas will be set up:

1. Officials/volunteers/committee.
2. Media.
3. Student-athletes and team staff.

It is suggested that the hospitality areas be ready for these groups two hours before each session begins. All hospitality areas must provide only food and beverages in accordance with NCAA Corporate Champions and Partners. Typically, lunch and dinner are served for the committee, officials and media on competition days, and beverages and snacks on practice days. Coffee service should be available all days. Details regarding hospitality will be discussed on site visits and/or host calls.

MEETINGS

The following meetings will be held the week of competition:

- **Administrative Meeting.** Mandatory administrative meetings (one for swimming at 11:30 a.m. and one for diving at 1 p.m. Wednesday) will be held to review important championships matters. The meetings will be conducted virtually.
- **Timing/Video Review Meeting.** Wednesday afternoon the timing crew will conduct a meeting with the NCAA championships manager, NCAA committee chair, NCAA secretary-rules editor, tournament manager and head swimming referee and assistant swimming referee to review the video review protocols.
- **Video Board Content Meeting.** The host will test video board content with sound for the NCAA championships manager and committee chair Wednesday at a mutually agreed-upon time before competition begins. The public-address announcer will also be present to test the sound system and run through the athlete introductions protocol.
- **Officials Meetings.** The officials will meet daily prior to and after each session in a location determined by the host institution. The room must accommodate 25-30 people.
- **Postcompetition Meetings.** The NCAA staff and committee will meet with host personnel after competition each day to review any operational concerns or needs.

NATIONAL ANTHEM

The national anthem shall be sung or played prior to the start of the final session each day. The host should work with the NCAA committee and staff to develop unique ways of presenting the national anthem, if possible.

PARADE OF FINALISTS

The host should set up a race-ready area on deck. The eight finalists only will be paraded from the race ready area to the starting blocks for the finals. Only the timed final relay participants in the evening session will parade.

PARTICIPANT MANUAL AND HOST WEBSITES

A participant manual will be created for the championships. NCAA staff will create a participant manual template and hosts will be responsible for filling in the supplement information and returning the manual to the NCAA for final review.

The participant manual and all other information relevant for the meets should be posted on the championships website. Information specific to participants will be posted on the Division I swimming and diving sport page on ncaa.org. Spectator/fan information will be available on the championships website, which will be housed through ncaa.com. NCAA staff will work with the host to secure all necessary information for the site.

PERSONNEL

The host institution will be responsible for securing certain personnel for the championships, while the NCAA committee will assign other positions. The following positions are secured by the **NCAA:**

- Swimming Announcer. The swimming and diving committee will appoint the swimming announcer for the championships. The announcer is a key ingredient to a successful championship.
- Diving Announcer. The swimming and diving committee will appoint the diving announcer for the championships. The announcer is a key ingredient for a successful championship.
- Key Swimming Officials. The committee will assign the head referee and will work with that individual to assign the following positions: assistant referee, starter, head turn judge, head takeoff judge, head stroke judge. The committee will also select the officials' coordinator and assistant officials' coordinator, who will assign the volunteer head timers/turn judges (two per lane, 18 total), soliciting input from the host if necessary.
- Key Diving Officials. The committee will select the diving referee and diving judges (eight) for the championships.
- Diving Data Specialist. The committee will secure a diving data specialist to work in conjunction with the swimming data specialist to produce diving lists, etc.

- Swimming Data Specialist. The committee will secure a swimming data specialist to run the Hytek Meet Management program. This person will work closely with the committee, administrative referee, host SID (for copying heat sheets) and officials.
- Administrative Referee. The committee will select the administrative referee, who will work in conjunction with the swimming and diving data specialists.
- Timing System/Video Review Operator and Technician. The NCAA will select the scoring and timing company to oversee all timing and equipment needs for the championships.

The **host institution** is responsible for recruiting personnel in the following areas. Although we have tried to identify most of the areas needed, please adapt the list to your particular facility.

- Key Institutional Personnel. Besides the meet director, the host should designate individuals to serve as the marketing liaison, media coordinator, athletic trainer, drug testing coordinator, concessions manager, facility manager, etc.
- DiveMeets Operator. The host should secure an individual to assist the diving data specialist with the DiveMeets program.
- Manual Diving Scorers. Two are needed.
- Staff to monitor diving boards during swimming starts (two).
- Scoreboard/video board operators.
- Awards personnel.
- Participant registration workers.
- Drug-testing couriers.
- Athletic training room personnel.
- Media room personnel.
- Hospitality workers.
- Copiers/copier technicians.
- Miscellaneous runners.
- National anthem singer or band.
- Music coordinator.
- ESPN volunteers, if necessary.
- Pool technicians.
- Electrician.
- Ready-room personnel.
- Run-of-show producer.
- Backstroke flag personnel.
- Lifeguards.
- Security.
- Facility Management. Depending on the facility, the number of people needed in each category will vary. Besides the number that you designate, it is always best to have four or five persons who can fill in at a variety of places. Following are the types of facility personnel needed:
    - Adequate security, with at least one uniformed security person.
    - Ticket sellers.

- Ticket takers.
- Ushers, if necessary.
- Concession workers.
- NCAA merchandise sellers.

Apparel. The NCAA will order three collared shirts in different colors for the NCAA committee and officials, and NCAA-hired staff. The host will have an allowance to select apparel for key host personnel and volunteers.

PLAYING RULES

The championships must be run in accordance with the 2025-26 and 2026-27 NCAA Swimming and Diving Rules and Interpretations Book). The rules book is available online at **ncaapublications.com**.

PRACTICE SCHEDULE

The committee, in conjunction with the host, will develop a detailed warmup and practice schedule, to be included in the participant manual. Lanes will be designated in the warmup and competition pool for pace, sprint, cords and general warmup. Signs, provided by the host, should specify the lane designations and be placed on each end of the pool.

A sample comprehensive weekly schedule and sample practice schedules are included in **Appendix B**.

REGISTRATION

The host institution must designate a registration area and supply staffing. The registration area should have adequate space and equipment (tables and chairs) for distribution and administration of team packets, deck passes, participant medallions, participant gifts and BODYARMOR squeeze bottles. Access to a power source and wireless Internet is needed for this area. The NCAA will provide detailed information about the process for registration as the championships approach. Please see the Team Packets section for information on what to include in the packets to be distributed at registration.

Any participating student-athletes or coaches who misplaced their deck pass must purchase a replacement deck pass. The cost of the replacement credential is an all-session ticket, regardless of the day the original credential is misplaced.

SCORING

All events will be scored. Scoring shall be for 16 places as follows: relays, 40-34-32-30-28-26-24-22-18-14-12-10-8-6-4-2; individual events, 20-17-16-15-14- 13-12-11-9-7-6-5-4-3-2-1. Except in timed final events, points for first through eighth place shall be awarded solely on the basis of a championship final. Points for ninth through 16th place shall be awarded in the consolation final. Please refer to the NCAA Men's and Women's Swimming and Diving Rules and Interpretations Book for procedures in scoring swimming and diving competition.

SCRATCH BOX

A scratch box must be available on deck and must be locked and staffed at all times during the designated hours. If the swimming data specialist/Hytek meet manager is not on deck to monitor the scratch box, the host must designate someone to monitor the box and sign off on all scratches. Coaches must receive a receipt for scratch verification. Scratch box hours are as follows:

Men's and Women's Championships

Tuesday – 8:30 a.m. to noon and 4 to 5 p.m. for Wednesday event.

Wednesday – 8:30 a.m. until the end of the swimming coaches administrative meeting for Wednesday events; and 8:30 a.m. to noon and 4 to 5 p.m. for all Thursday events.

Thursday – 8:30 a.m. to noon and 4 to 5 p.m. for all Friday events.

Friday – 8:30 a.m. to noon and 4 to 5 p.m. for all Saturday events.

STUDENT-ATHLETE EQUIPMENT/APPAREL

Baskets should be set up behind each starting block for student-athletes to put their warm-ups/equipment in during the race. For the final heat of each race, hosts should make arrangements for moving the swimmers' warm-ups and equipment from the starting line to the awards staging area.

TEAM PACKETS

The packets given to each institution at registration should contain the items listed below. Hosts are responsible for preparing the packets by the Monday prior to practice. Packets for swimming and diving should be prepared separately. Deck passes should be distributed separate from the packets at a designated location at registration. Hosts should confirm the process for deck-pass distribution prior to the championships. NCAA staff will send detailed instructions, including spreadsheets outlining the number of items to distribute/include in packets, after selections. Instructions for deck pass/credential distribution will be communicated after selections as well.

Swimming Packets

- Team rosters (two copies per packet of that respective team's roster) that list student-athletes selected and the events that they must swim. One copy should be given to the team. The other copy should be reviewed, signed by the coach and given to the NCAA championship manager. Rosters will be sent to the tournament manager prior to the championships.
- Important contact information for the host/NCAA.
- Schedule and timeline for the week.
- Any other important information from the participant manual.
- Medical information, sick-call procedures, phone numbers.
- Parking passes, if applicable, and information on parking.
- Emergency evacuation plan and any other emergency information.
- Maps of pool, locker room facilities, bathrooms, campus, local areas, etc.
- Pool seating plan for team seating.

Diving Packets

- List of qualified divers. (Will be sent by the NCAA)
- Important contact information for the host/NCAA.
- Schedule and timeline for the week.
- Any other important information from the participant manual.
- Medical information, sick-call procedures, phone numbers.
- Parking passes, if applicable, and information on parking.
- Emergency evacuation plan and any other emergency information.
- Maps of pool, locker room facilities, bathrooms, campus, local areas, etc.

TRAVEL PARTY

The NCAA official travel party formula for teams is as follows:

- 1 nonathlete for teams with 1-3 qualifiers.
- 2 nonathletes for teams with 4-6 qualifiers.
- 3 nonathletes for teams with 7-9 qualifiers.
- 5 nonathletes for teams with 10 or more qualifiers.

Please note that the formula for deck pass allotment is different from the NCAA official travel party formula. Uninvited relay swimmers and institutionally-funded divers are not counted in the number of qualified student-athletes – only those student-athletes who are selected to the championships will count towards the NCAA official travel party formula. After selections, NCAA staff will provide the host with a detailed breakdown of the travel party, deck pass allotment, and any other numbers needed for distribution of items on site.

VIDEO BOARD

Hosts without a preexisting video board should work with the NCAA championships manager to explore the possibility of securing a video board for use at the championships to display times, team scores, etc. NCAA staff will provide content to be used during the championships in addition to the data and results that will be displayed on the video board.

Team scores should be displayed on the video board after each event. For the 50-yard freestyle, all 200 relays and all 100 events, 25-yard splits should be displayed on the video board. For all other events, 50-yard splits (cumulative and subtractive) should be displayed.

Section 16 • 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 encourages and requests that local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary goods and services for awarded championship.

Section 17 • Neutrality

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

Section 18 • Officials

The committee will secure the individuals to serve as the key officials and coordinators, and will work with the host institution to secure any additional officials needed for the championships. Please refer to the Meet Management (Personnel) section of this manual for more information.

CONFIDENTIALITY

Participating teams should be advised of the officials assigned to their meet(s) at the administrative meeting.

FEES/EXPENSES

Please see the Financial Administration section of this manual regarding officials' fees and expense reimbursement.

LODGING

Please see the Lodging section of this manual regarding officials' lodging needs.

MEETINGS

The key officials will meet Wednesday afternoon with the committee, NCAA staff and host personnel. Key officials and head timers will also meet prior to and after each session. An area adjacent to the deck should be reserved with chairs for the daily meetings.

Section 19 • Safety and Security

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

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety 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 appropriate resources to support the NCAA Championship event.

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

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

GENERAL SECURITY GUIDELINES

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

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

Each host will be asked to provide the following:

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

5. Identify incident command center.
6. Identify incident communication plan.
7. Review evacuation plan – review plan with competition site manager.
8. Review emergency response plan for typical emergencies, severe weather, and potential criminal actions.
9. 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**.

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.

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.

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.

Resumption of Competition. As soon as possible, competition shall be resumed from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, the competition should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance or reschedule the competition in an alternate facility provided the facility meets NCAA standards provisions.

DECK ACCESS

Access to and from the pool deck and changing areas should be closely monitored at all times. Deck passes for participating institutions will be produced, and security personnel working at the access points to the deck must check the passes before allowing entry onto the deck area. If a student-athlete arrives without a deck pass, he/she may be issued a temporary deck pass, which must be returned after that respective session or practice. Any participating student-athletes or coaches who misplace their deck pass must purchase a replacement deck pass. The cost of the replacement credential is an all-session ticket, regardless of the day the original credential is misplaced.

PERSONNEL

At least one uniformed security guard (not necessarily uniformed police) must be in attendance throughout the championships. It is recommended that additional security is available to monitor the crowd control. Additionally, adequate personnel must be available for the respective areas that require deck pass access (on deck, media, hospitality, etc.).

WEATHER

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 championships manager with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule prior to making or announcing any formal changes.

Section 20 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Control of Ticket Sales.** The host shall control all ticket sales for the championship, with input and oversight from the NCAA.

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

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

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

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

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

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

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

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

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

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

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

   If printed tickets are required, the host will manage the ticket design and printing process with NCAA approval. The NCAA can provide the proposed ticket artwork to the LOC/host and competition venue for review and input.

   The host will coordinate ticket printing. The LOC/host shall be responsible for all ticket printing expenses, unless otherwise directed by the NCAA.

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

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

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

7. **Competition Venue Responsibilities**

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

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

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

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

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

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

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

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

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

TICKET TIMELINE

Once ticket prices have been established, the following ticket timeline should be implemented:

- Nov. 2 - Women's ticket order email sent to coaches.
- Nov. 9 - Men's ticket order email sent to coaches.
- Nov. 9 at noon Eastern time - Women's teams can begin to submit ticket order forms.
- Nov. 16 at noon Eastern time - Men's teams can begin to submit ticket order forms.
- Jan. 4 - Deadline for women's ticket requests.
- Jan. 11 - Deadline for men's ticket requests.
- Jan. 11 - Women's public ticket sales begin.
- Jan. 19 - Men's public ticket sales begin.
- March 3 no later than 5 p.m. Eastern time - Women's teams must confirm final team ticket order.
- March 10 no later than 5 p.m. Eastern time - men's teams must confirm final team ticket order.

The email that accompanies the ticket order forms should clearly state that forms will not be accepted before the designated day and time for order submissions. Forms received prior to the initial date shall be placed at the end of the line for processing. The host ticket manager shall track the submission dates of each order so that the requests can be filled in the order in which they are received.

Team ticket requests should be available prior to the public sale of tickets. However, 10% of the total capacity shall be held back to ensure there are tickets available for the general public.

Traditionally, depending on venue capacity, teams are given the opportunity to purchase up to 40 all-session tickets in prime seating, which are filled on a first-come, first-served basis. Additional ticket requests above the 40 in prime seating should be filled after all teams are assigned to the prime seating, in the same order that the prime seating was assigned.

No later than 5 p.m. Eastern time the day psych sheets for the championships are posted online, teams must confirm their final ticket order. Ticket orders may be reduced at this time with no penalty. Once the 5 p.m. deadline passes, teams will be financially responsible for the initial ticket request.

Hosts should submit the language and process for team ticket requests to the NCAA for review and approval prior to sending it to teams. NCAA staff can provide a distribution list for all Division I swimming and diving coaches upon request.

Hosts should work with NCAA staff and broadcast partners to determine if any seats should be blocked off for television, diving judges, etc.

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 21 • Transportation

PARTICIPATING INSTITUTIONS

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

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

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

All NCAA Championship travel information can be found **here**.

PARKING

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

Section 22 • 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; and
- Assist the LOC with championship operations.

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

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

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

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

WAIVERS

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

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Staples has been selected as the official NCAA volunteer apparel providers for all 2026-27 championships.

The championship logo or sport wordmark will be decorated on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 4 square inches.

The 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 championships manager on the selection, ordering and distribution of volunteer apparel.

Appendixes

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Appendix A • Sample List of Items Shipped to Host

Shipped by:	Item	Quantity/Size	Estimated Arrival Date	Return Instructions
NCAA	Various Forms	Record forms, disqualification cards, relay entry forms, scratch sheets, appeal forms	Approximately 1-2 weeks prior to champs	Return unused forms to NCAA national office
NCAA	Credentials, credential boards, lanyards	Credential boards; Credentials and lanyards for: teams, media, medical, NCAA staff/committee, officials, volunteers, tournament personnel, etc.	Approximately 2-3 weeks prior to champs	Return unused items to NCAA media staff as instructed in the shipment
Source One	Basic signage package	TBD	Approximately 2 weeks prior to championships	Does not need to be returned
Source One or local company	Enhancement signage	TBD	TBD	Does not need to be returned
Source One	Press Conference Backdrop (no frame)	2 – 10' x 20'	Approximately 1-2 weeks prior to championships	Instructions will be enclosed with the backdrop for returning. The backdrop must be returned within two weeks or a fine of $2,500 will be issued.
COMPETITOR SWIM	Backstroke Flags and lane lines	Will work with host to determine specifications	Approximately 2 weeks prior to championships	Instructions will be enclosed for returning.
Source One	Pool Art	1 – 8' x 8' blue disk logo 2 – 4' x 4' blue disk logo	Approximately 1-2 weeks prior to championships	Timing Crew will deliver to men's championship from women's championship. Men's host return to SourceOne.
MTM Recognition	NCAA Official Awards	4 team trophies (1st through 4th); 1 mini-trophy for top 8 finishes of each event (4 for each relay team); 1 Elite Scholar-Athlete award	Two weeks prior to champs	Any tied awards must be returned to MTM. NCAA staff will send instructions after the championships.
MTM Recognition	Participant Medallions	363 for women's championships; 310 for men's championships	Approximately 1 week prior to champs	Any extra medallions must be returned to MTM. NCAA staff will send instructions after the championships.
Event 1 Merchandise	Merchandise	Event 1 will contact host about merchandise package	Approximately 1-2 weeks prior to champs	Will be communicated by Event 1
Top of the World/Event 1	Locker Room Program product	**WOMEN'S CHAMPIONSHPS** 35 T-shirts and 35 hats (to be given to championship team at Saturday evenings awards ceremony) **NOTE: Please check logo's/wording on hats/t-shirts to make sure it is correct to the 2026 DI Women's Swimming and Diving championships** **MEN'S CHAMPIONSHPS** 35 T-shirts and 35 hats (to be given to championship team at Saturday evenings awards ceremony) **NOTE: Please check logo's/wording on hats/t-shirts to make sure it is correct to the 2026 DI Men's Swimming and Diving championships**	Monday prior to championships	All extra hats and t-shirts should be given to the championship teams
NCAA	BodyArmor product and equipment	Bottled water, BodyArmor, packets of Powerade powder, squeeze bottles, cups, coolers and ice chests (details for quantities will be sent by the championships manager)	Product approximately 1 week prior to champs; equipment approximately 2 weeks prior	Extra inventory does not need to be returned but must be inventoried. An inventory form will be sent to return after the championships.
NCAA	Volunteer/Officials' Apparel	Short sleeve t-shirts for volunteers; 3 Polo shirts for key officials, principal lane timers/turn judges, host staff, NCAA committee/staff (details for quantities will be sent by the championships manager)	Approximately 3-4 weeks prior to champs	N/A

Further Instructions/Notes for Signage

- **Any signage that is to be returned and is not within the designated timeline will result in a fine for a late return.**
- **If any signage is stolen or misplaced, the host will be charged for that signage.**
- **Hosts should send NCAA staff any expenses associated with return shipments so those can be added to the budget appropriately.**
- **If any of the items being shipped back have different instructions from what is noted in the enclosed memos (i.e., they need to be shipped to another championship site instead of back to the address noted on the memo), NCAA staff will send those instructions.**

Appendix B • Sample Schedule

MEN'S AND WOMEN'S COMPREHENSIVE SCHEDULE

More detailed information, including locations, is located within the Participant Manual.

Monday

2 p.m. (approximately)	Committee walk-through and meetings (WOMEN'S WEEK ONLY)
4 to 8 p.m.	Aquatic Center open
4 to 8 p.m.	Registration

Tuesday

8 a.m. to 9 p.m.	Aquatic Center open
8 a.m. to 5 p.m.	Registration
8:30 a.m. to Noon	Scratch box open, all Wednesday events
4 to 5 p.m.	Scratch box open, all Wednesday events

Wednesday

8 a.m. to after finals	Aquatic Center open
8 a.m. to 5 p.m.	Registration
8:30 a.m. to 2 p.m.	Deck pass replacement hours
8:30 a.m. to end of Coaches meeting	Scratch box open, all Wednesday event
8:30 a.m. to Noon	Scratch box open. all Thursday events
11:30 a.m.	Swimming Coaches Meeting
1 p.m.	Diving Coaches Meeting
3:50 p.m.	Pool cleared
3:51 p.m.	Opening ceremonies and national anthem
4 to 5 p.m.	Scratch box open, all Thursday events
4 p.m.	**Day 1 Finals** 1,650 Freestyle – all heats of timed finals **AWARDS 1,650 FREESTYLE** 200 Medley Relay – all heats of timed finals **AWARDS 200 MEDLEY RELAY** 20-minute break after completion of last heat 800 Freestyle Relay – all heats of timed finals **AWARDS 800 FREESTYLE RELAY**
Post-awards	Meeting with committee and host staff

Thursday

6 a.m. to after finals	Aquatic Center open
8:30 a.m. to Noon	Scratch box open, all Friday events
9:50 a.m.	Pool cleared
10 a.m.	**Day 2 Swimming Trials**
Noon (men)	**One-meter Diving Trials**
12:15 p.m. (women)	**One-meter Diving Trials**

10 minutes after trials	One-meter Diving Consolation Final (9-16)
4 to 5 p.m.	Scratch box open, all Friday events
4:30 to 8 p.m.	Deck pass replacement hours
5:50 p.m.	Pool cleared
5:51 p.m.	Opening ceremonies and national anthem
6 p.m.	**Day 2 Finals**

200 Backstroke Consolation

100 Freestyle Consolation

200 Breaststroke Consolation

200 Butterfly Consolation

400 Freestyle Relay – 17th seeded relay and higher

One-meter Diving Final – Rounds 1-3

200 Backstroke Final
AWARDS 200 BACKSTROKE

100 Freestyle Final
AWARDS 100 FREESTYLE

200 Breaststroke Final
AWARDS 200 BREASTSTROKE

200 Butterfly Final
AWARDS 200 BUTTERFLY

One-meter Diving Final – Round 4-6
AWARDS ONE-METER DIVING

400 Freestyle Relay – fastest two heats of timed final
AWARDS 400 FREESTYLE RELAY

Post awards	Meeting with committee and host staff

Friday

6 a.m. to after finals	Aquatic Center open
8:30 to 2 p.m.	Deck pass replacement hours
8:30 to Noon	Scratch box open, all Saturday events
9:50 a.m.	Pool cleared

10 a.m.	**Day 3 Swimming Trials**
Noon (men)	**Three-meter Diving Trials**
12:15 p.m. (women)	**Three-meter Diving Trials**
10 minutes after trials	Three-meter Diving Consolation Final (9-16)
4 to 5 p.m.	Scratch box open, all Saturday events
4:30 p.m. to 8 p.m.	Deck pass replacement hours
5:50 p.m.	Pool cleared
5:51 p.m.	Opening ceremonies and national anthem
6 p.m.	**Day 3 Finals**

500 Freestyle Consolation

200 Individual Medley Consolation

50 Freestyle Consolation

400 Medley Relay – 17th seeded relay and higher

Three-meter Diving Final – Rounds 1-3

500 Freestyle Final
AWARDS 500 FREESTYLE

200 Individual Medley Final
AWARDS 200 IM

50 Freestyle Final
AWARDS 50 FREESTYLE

Three-meter Diving Final – Rounds 4-6
AWARDS THREE-METER DIVING

400 Medley Relay – fastest two heats of timed final
AWARDS 400 MEDLEY RELAY

Post awards	Meeting with committee and host staff

Saturday

6 a.m. to after awards	Aquatic Center open
8:30 a.m. to 2 p.m.	Deck pass replacement hours
9:50 a.m.	Pool cleared
10 a.m.	**Day 4 Swimming Trials**
Noon (men and women)	**Platform Diving Trials**
10 minutes after trials	Platform Diving Consolation Final (9-16)
4:30 to 8 p.m.	Deck pass replacement hours
5:50 p.m.	Pool cleared
5:51 p.m.	Opening ceremonies and national anthem

6 p.m.

Day 4 Finals

100 Butterfly Consolation

400 Individual Medley Consolation

200 Freestyle Consolation

100 Breaststroke Consolation

100 Backstroke Consolation

200 Freestyle Relay – 17th seeded relay and higher

Platform Diving Final – Rounds 1-2 (Women)/Rounds 1-3 (Men)

100 Butterfly Final
AWARDS 100 BUTTERFLY

400 Individual Medley Final
AWARDS 400 INDIVIDUAL MEDLEY

200 Freestyle Final
AWARDS 200 FREESTYLE

100 Breaststroke Final
AWARDS 100 BREASTSTROKE

100 Backstroke Final
AWARDS 100 BACKSTROKE

Platform Diving Final – Rounds 3-5 (Women)/Rounds 4-6 (Men)
AWARDS PLATFORM DIVING

200 Freestyle Relay – fastest two heats of timed final
AWARDS 200 FREESTYLE RELAY

TEAM AWARDS

Note: All times are subject to change. Please double check site specific participant manual for any changes

Appendix C • Volunteer Waiver of Liability

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

Event: _____ (the "Event")

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

Participant's Age: _____

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

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

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

_____

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

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

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

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

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

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

_____

Signature of Participant Date

_____

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

_____

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

Appendix D • Guide to Live Video, Statistics and Streaming Requests

NCAA.COM BROADCAST/STREAMING REQUIREMENTS

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

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

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

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

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

Replay/Video Boards
The NCAA typically contracts DVSport to provide official replay services. Tupelo provides camera and program signal handoff (Typically 720P SDI) at the production location and is not responsible for delivering signals elsewhere in the venue. For select events, Tupelo supports limited official review. These situations are handled on a case-by-case basis and must be identified in advance to allow for additional support equipment on site.
A program video output is available for video board display and/or team recording needs. This handoff occurs at the production location and is a straight "dirty" program output, inclusive of graphics and announcer audio. Should Tupelo elect to utilize off-site (REMI or cloud) production methods, this feed may be delayed. Tupelo does not provide any video-board specific support (fan cams, video playback, on-field presentations, etc.). The feed should be utilized only during live competition and video board personnel should be in place to provide appropriate editorial control (i.e., replay screening). Audio from the feed should never be utilized in a PA system or redistributed in any way. Team courtesy feeds are bound by NCAA restrictions. Tupelo is not responsible for any editing, signal conversion or additional support for team needs.

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

For additional information, please contact Tupelo Honey Senior Director of Production, Remote Andrea Crawford at andrea.crawford@tupelohoney.net

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 E • Photography Terms & Conditions

NCAA Championships - Photography Terms & Conditions

Clarkson Creative Photography (a.k.a. NCAA Photos) is the official photographer for NCAA Championships, providing photography services for all NCAA Championships. Getty Images is the NCAA's exclusive agent to market, promote, license and distribute all analog and digitized photographs of NCAA Championship events. Photos from the NCAA's championships are available to the general public via Getty Images at http://on.ncaa.com/NCAAonGetty.

Photography License Terms and Conditions:

1. A photographer to whom the NCAA has issued a credential will have a limited, non-exclusive, and non-transferable license to take photographs of the Events, and to allow the media outlet or other news entity that engaged the photographer, to use such photographs for news coverage of the Events (including magazine stories) and other editorial purposes; provided, however, that not such use may create the impression, or otherwise suggest, that the photographer is sponsored or endorsed by, or are associated or affiliated with, the NCAA. An authorized photographer may not claim any relationship to, or endorsement by the NCAA, and may not use the NCAA's name, logos and marks, or any other proprietary designations thereof, in any manner and for any purpose, without the prior express written approval of the NCAA.

2. Neither the photographer nor the entity that engaged the photographer may sell photos (including digital copies) taken at the Events, whether for commercial or editorial purposes, without the NCAA's prior express written consent.

3. A credentialed photographer may take any number of photos on-site at the Event competition venue, provided that he/she does not interfere with play or related activities. From time to time, before or during the Event, the NCAA may impose additional restrictions regarding the time, manner, and place in which authorized photographers may take photographs during an Event.

4. An authorized photographer may not use Event photographs to market or advertise the photographer's services.

5. The NCAA may modify these terms and conditions at any time in its sole discretion. The NCAA shall provide notice of any such modifications to authorized photographers, and following notice, such modifications shall be binding upon all authorized photographers.

6. The NCAA may revoke a photographer's right to take photographs at an Event and/or to sell Event photographs at any time and for any reason, including failure to abide by these terms and conditions.

7. Photographers understand the inherent risk of taking photographs and otherwise being in close proximity to athletic contests and irrevocably waive any and all liability stemming from injury and/or property damage in conjunction with his/her attendance at an Event.

8. Photographer agrees to indemnify, defend and hold NCAA and its affiliates, officers, employees, successors and assigns harmless from and against any and all claims, demands, suits, liability, losses or damages, including amounts paid in settlement, judgments, costs and expenses, including reasonable counsel fees and disbursements, which may be made against or suffered or incurred by each such party as a result of any use of any photographs and otherwise with respect to the photographer's activities at an Event and the results and proceeds thereof.

9. Nothing herein is intended to create an agency, employment, partnership, or joint venture relationship between the NCAA and the photographer. Neither party is an affiliate of the other, shall have the authority to act for or bind the other, and shall make any representation that would indicate an apparent agency, employment, partnership or joint venture relationship.

You may direct questions regarding NCAA Championship photography to Nate Flannery, Director of Digital, Championships and Alliances, nflannery@ncaa.org or by phone at 317/917-6523.

***A note to hosts, local organizing committees and NCAA championship staff**:* These additional stipulation are for your use should you decide to hire a photographer at an NCAA tournament event when NCAA Photos is not present. NCAA Photos will be on site for the final day of competition, unless otherwise specified and is the official photography partner of the NCAA. An additional photographer may be hired by NCAA staff, hosts and local organizing committees to shoot additional rounds/days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) comply with all terms and conditions in this document. Host institutions are not required to have a photographer when NCAA Photos is not on site.

If you are interested in hiring NCAA Photos for additional coverage, please contact Jamie Schwaberow, the Director of NCAA Photos at jamie@clarkson-creative.com or 303.295.7770.