



HOST OPERATIONS 2024-25 MANUAL

Division II Swimming & Diving

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INTRODUCTION

On behalf of the NCAA Division II Men's and Women's Swimming and Diving Committee, thank you for hosting the 2024 NCAA Division II Men's and Women's Swimming and Diving Championships.

This manual outlines the responsibilities of an institution/conference or local organizing committee hosting this 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 18.

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 II Executive Board.

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.

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

NCAA DIVISION II MEN'S AND WOMEN'S SWIMMING AND DIVING COMMITTEE

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Section 1 • Awards

CHAMPIONSHIP AWARDS

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks before the championships. When the awards arrive the tournament manager should inventory all awards to ensure they are undamaged, correctly inscribed and in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area. You will receive individual awards for the top eight finishers in each event and a team trophy for each of the top four teams.

Official NCAA individual awards will be presented to the first eight finishers in each event. First-, second-, third- and fourth-place team trophies also will be awarded in each championship. Individual awards for members of the top four teams will be ordered after the championships. Participant medallions will be provided to all student-athletes competing at the finals site.

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

AWARDS CEREMONY

Individual Awards Ceremony. Please view the championships awards schedule for the order of events and corresponding awards ceremonies. (Appendix B)

The championships host should set up a staging area for the awards procession, where the student-athletes should be placed in the proper order, according to the awards stand specifications. For instance, the awards stand may be set up as follows:

Place 8 Place 6 Place 4 Place 2 Place 1 Place 3 Place 5 Place 7

Usually, an escort leads the participants from the staging area to the awards stand, followed by the awards presenter, in order of the stand. The WINNERS MUST BE IN TEAM WARMUPS AND MUST NOT BE ALLOWED TO BRING TOWELS, BALLOONS, FLOWERS OR OTHER ITEMS TO THE AWARDS STAND. HATS MUST NOT BE WORN, UNLESS THEY ARE PART OF THE OFFICIAL WARMUP.

An explanation of the awards ceremony procedures should be included in the coaches packets. (Appendix C)

One of the biggest challenges of the awards ceremony is having student-athletes (especially those participating in relays) report to the awards staging area on time. Personnel should be on hand to make sure all winners report in a timely manner. All winners must participate in the awards ceremony unless they have received an exemption from the meet committee.

Team Award Ceremony. At the last session after the 400-yard freestyle relay awards, the team awards will be given. They will be presented in the order of fourth place, followed by third, second and then first.

Awards Presenters' Information. Each event champion's coach will present the awards to the student-athletes in that event. The host also may identify local dignitaries and former student-athletes as potential presenters and send their names and affiliations to the NCAA championship manager for consideration.

Awards Stand. An awards stand with space for eight places must be provided. Each place-finish position should be large enough to hold a relay team of four people. Since the awards participants march to the awards stand, logistics in moving people to and from it should be considered when establishing a location. The championships host should dress up the awards stand with flowers and plants, as well as bunting. NCAA logos and seals should be used in prominent places. Arrangements should be made for an awards attendant at the awards stand to organize and give the appropriate awards to the presenters.

Music. Appropriate music should be played during the march to the awards stand and turned off once all participants are in their places.

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 ceremony. These enhancements should help increase the excitement of the awards presentation and the level of championship branding exposure in photos for student-athlete's memories when looking back on their experience.

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

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

These items can be covered through the operations budget, as well as the local organizing committee budget. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-917-6790 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.

CHAMPIONSHIPS LOCKER ROOM PROGRAM

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

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (jared.hunt@hanes.com) or Underground Printing for hats (ncaachamphat@undergroundshirts.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.

ELITE 90 AWARD PRESENTATION

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

The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Olivia Baumhoer or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Award presentation

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

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

The recipient of the Elite 90 Award for Division II Men's Swimming and Diving with a GPA of X.XXX in (major, is student-athlete and institution).

The recipient of the Elite 90 Award for Division II Women's Swimming and Diving with a GPA of X.XXX in (major, is student-athlete and institution).

In-venue presentation

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

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

Other in-venue recognition

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

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

The recipient of the Elite 90 Award for the 2025 NCAA Division II Men's Swimming and Diving Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: John Doe of State University).

DIVISION II SWIMMING AND DIVING

The recipient of the Elite 90 Award for the 2025 NCAA Division II Women's Swimming and Diving Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

Press release

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

Social Media

The NCAA X account (formerly Twitter) will promote the 90 winners after the on-site announcement has been made. Olivia Baumhoer will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

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

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

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

Section 2 • Banquets

There will not be a banquet at the 2025 NCAA Division II Men's and Women's Swimming and Diving Championships. Instead, each selected participating student-athlete, including relay-only swimmers, will receive a memento.

Section 3 • 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 has the option to host specified events during the championship. Commercial identification of any kind at any local organizing committee 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 local organizing committee 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 local organizing committee'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 before the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. Laser pointers of any kind.

Noisemakers. 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 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

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

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

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate 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's licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program.](#)

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

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

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

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

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: memberx.edu/ncaa.

Identification of commercially named venues on NCAA materials

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

NCAA logo use by commercially named venues

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

The following conditions apply to this NCAA logo use:

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

NCAA trademarked protection language:

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ali Narracci at anarracci@ncaa.org or 317-790-7596.

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

[NCAA Trademarks](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners | \[ncaa.com\]\(http://ncaa.com\)](#)

OFFICIAL CHAMPIONSHIPS/LICENSEES AND SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, [NCAA Licensing | \[ncaa.org\]\(http://ncaa.org\)](#).

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 before or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. 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 championships. 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

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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. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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 and 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 90 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.** Regarding any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
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-noisemaking items in accordance with NCAA and venue policies. Items may not include any (non-CCP) commercial identification.
9. **Digital Inventory.** At no charge, the NCAA will have full access to, and control of, all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all internal and external signage, digital or otherwise. This includes all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 4 • Community Engagement

The NCAA requests help from the local organizing committee to provide community engagement experiences for participating student-athletes and coaches in its community. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

The NCAA's ability to build and create successful community engagement events in a community around its national championships depends largely on a successful partnership with the local organizing committee and/or sports commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with local organizing committees and community groups on behalf of the championship manager, identifying shared experience opportunities and alleviating logistical burden for the championship manager. This contractor will communicate with the host point person early and often to foster great community partnerships and events held in conjunction with NCAA national championships.

Section 5 • Determination of Participants

APPEALS

Appeals may be lodged only for errors in the recording of data, scoring and nonjudgment errors in the application of rules. Video will not be used in the appeals process. Appeal forms should be obtained from the referee.

Appeal forms are printed by the NCAA and must be available at the scorer's table during competition.

The completed appeal form must be submitted to the referee no later than 15 minutes after the finish of the event in question. Verbal appeals will not be considered.

Appeals will be acted on by the meet committee and the committee's decision is final.

ENTRY CONFIRMATION

Two lists of each institution's respective entries must be made by the championships host. An entry list with all entries, including optional entries, will be compiled by the championships host.

On arrival at the meet site, the coach or an official representative must register and pick up an official psych sheet and other pertinent materials. An appropriate receipt form must be signed by the coach or official representative indicating a correct entry of the team as listed on the official qualification list.

ENTRY PROCESS - ONLINE MEET ENTRY

The national office and USA Swimming will provide information regarding the online meet entry procedures. Information regarding online meet entries can be found at usaswimming.org/ncaa and ncaa.org.

At the end of the season's qualifying period, the final performance lists will be posted at usaswimming.org/ncaa and coaches will enter student-athletes for the championships through the online meet entry process. Student-athletes may be entered in up to a maximum of four events in which they qualified with an "A" or "B" standard and intend to swim at the championships. The qualifying window for the men's and women's swimming and diving championships is Saturday, Sept. 7, or on institution's fourth day of classes for the fall term as set forth in its catalog, through Sunday, Feb. 23 (11:59 p.m. local time).

To be accepted, all online entries for the championships must be received by 11:59 p.m. Eastern time Monday, Feb. 24. No late entries will be accepted.

Late online meet entries may result in a financial penalty of \$400 per team/individual. The maximum penalty amount is up to the Swimming and Diving Committee's discretion, subject to approval by the NCAA Division II Championships Committee. An institution assessed such a financial penalty must make payment to the national office before the institution's team or individual(s) will be allowed to compete in the national championships.

PROTESTS/CHALLENGES OF ENTRIES

If a contestant's qualifying standard is challenged by a formal protest, the coach involved must provide verification of entry times and/or scores at the site of competition. If verification is not forthcoming, copies of the protest will be sent to the director of athletics of the appropriate institution, and the involved student-athlete(s) may be disqualified from the championships. Entry challenges must be made at least 72 hours before the scheduled start of the first championships event.

The host must have the challenge form available on request.

QUALIFICATION

The 2024-25 men's and women's qualifying standards are available on pages 23 and 24 in the current [NCAA Division II Men's and Women's Swimming and Diving Prechampionships Manual](#).

All participants must meet the established minimum performance standard during the appropriate time period, as specified in the prechampionships manual. The number of participants selected to the 2025 NCAA Division II championships cannot exceed the following limits: Men – 175 participants (157 swimmers/18 divers); and women – 205 participants (183 swimmers/22 divers). All swimmers and divers who are invited to the meet will count toward the 380 total number of participants allowed.

No team shall be allowed more than 18 contestants. An entrant who swims and dives will be counted as one contestant. An entrant who only dives will be counted as 1/3 of a contestant. A diver may only swim in an event in which they have achieved an established "A" and/or "B" qualifying time per the current standards in that event and are selected to the championships. They are then considered a selected swimmer.

A student-athlete is permitted to compete in a maximum of seven events, of which no more than four may be individual events.

Participants who swim more than the allowable number of events will be disqualified from that event and from participating in the remainder of the meet from that point forward. A competitor who has been entered in more than the allowable number of individual events must swim only the first four events from which they have not been scratched. When determining the order of events from which a competitor has not been scratched, chronological order shall be considered, not event number. For example, assume that a competitor in a championships meet is entered in the 100-yard freestyle and the 1,650-yard freestyle, and that participation in both events would exceed, by one, the allowable individual events for the competitor. The competitor shall be scratched from the 1,650-yard freestyle, which as a lower event number but chronologically appears later in the overall program.

It is the responsibility of the meet director to ensure that no violations have occurred. In the event a violation has occurred or is likely to occur, the meet committee chair should be notified immediately.

SCRATCH PROCEDURES

Scratches may be made only by the coach or the official institutional representative and a receipt form must be used for scratch verification. NCAA committee members will monitor the scratch box.

A scratch receipt form will be provided and printed in duplicate. Scratches are made by depositing scratch forms in the scratch box, which must not be left unattended at any time. All entries not scratched are considered official entries.

The scratch box must be accessible during the following times:

Tuesday	9:30 a.m. – end of the coaches meeting, for all Tuesday events
Tuesday	9:30 a.m. – 5:30 p.m., for all Wednesday events
Wednesday	9:30 a.m. – end of preliminaries; 4:30 to 5:30 p.m., for all Thursday events
Thursday	9:30 a.m. – end of preliminaries; 4:30 to 5:30 p.m., for all Friday events
Friday	9:30 a.m. – end of preliminaries; 4:30 to 5 p.m., for all Saturday events

The scratch deadline for **relays** will be 30 minutes after the conclusion of preliminaries the day the event is contested.

Section 6 • Diving

Qualifying diving competition will take place Tuesday before the championships. Diving participants will not receive their credentials for the championships until they have qualified for the meet. They will receive separate credentials for the qualification meet.

For the national championships, the host institution is responsible for securing diving table personnel. The meet director should work with the diving referee in fulfilling this task. The diving referee in consultation with the meet committee will select a panel of judges for the qualification and championship meets. For the championship, the judging panels are to be a single panel of neutral judges.

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 can be found at the following link: ncaa.org/sports/2016/7/20/ncaa-drug-testing-program.aspx.

Drug-Testing Statement. NCAA committee members, NCAA championship manager or host institution will make no official announcement of drug testing taking place at the administrative meeting. Instead, the individual presiding over the meeting must read the following statement:

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

Section 8 • Facility, Equipment & Space Requirements

NEUTRALITY

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, items such as host institutional signage should not be used to create a "home" atmosphere.

ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS

Beer, wine and prepackaged/premixed beverages (in the latter case, with alcohol by volume of not greater than 15%, such as most 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, local organizing committee/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 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.

AMERICANS WITH DISABILITIES ACT - TITLE III (PUBLIC ACCOMMODATIONS)

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. 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 will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

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 address the request.

CONCESSIONS

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

DECORATING AND ADVERTISING

Banners Inside Facility. NCAA and participant banners are the only banners permissible inside the facility. All banners must be free of commercial identification.

Covering. The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from inside the swimming facility), including the scoreboard, during the championship session or practices, other than NCAA banners, as specified by the NCAA. No local/school radio banners are allowed.

Institutional Signage. Institutional signage does not need to be covered and championship banners may remain.

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 31.1.1. Only official NCAA corporate champions/partners 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 corporate champion/partner, must be reviewed by the NCAA marketing staff before approval and production.

Game Presentation. NCAA championship hosts are required to use NCAA provided public address announcer scripts, run-of-shows and video board content. Host and participating team messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognitions and sponsorships. Any enhancements a host would like to propose for the event must be approved in advance by the championship manager.

Directional Signs. Directional signs should be posted in all areas used by the participants and the media.

Public Address and Text Board Scripts. The public address announcer scripts allow game management/game presentation to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championships manager to secure a timing sheet, PA script and run of show for the championship event you are hosting.

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Video Boards. The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championships manager to identify if video board content will be provided directly or if downloading from the Van Wagner Box site is necessary.

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

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

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

DIVING BOARDS

Ensure that the surface areas on each diving board (two 1-meter and two 3-meter boards) are nonslippery 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 Teflon slides on fulcrums regularly throughout competition (Duraflex Model C).

The water surface below the diving boards must continually be disturbed to allow for visual spotting by the divers.

Additionally, a hot water source (e.g., hot tub) for divers must be available on deck and close to the diving well.

DIVING TABLE/JUDGES

A computerized scoring system must be used. Seats for the diving judges, as well as a diving table for workers recording the backup diving scores, must be provided for the diving events.

It is suggested that the chairs for diving judges be at a height suitable for judging the competition on each board. Diving flash cards (at least eight) must be available for backup in the event of computer failure.

Please contact the diving referee if you need additional information concerning the setup of the diving area.

EQUIPMENT

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

1. Electronic timing system, with two backups, connected to electronic scoreboard (touch pads for both ends of the pool must be available)
2. Microphones for starter and referee
3. Computer for seeding and results, and printer
4. Public-address system
5. Copier(s) with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute; shall also include a collator and automatic stapler
6. Scoreboard for top times per race and for team scores
7. Telephone(s) and internet for media
8. Appropriate equipment for playing music
9. Lap counters and bells
10. Stop watches, clip boards and pencils

Electronic Timing. Advise all participating institutions of the type of primary system that will be used and any specifics that may be unique to the system. Touch pads must be available at each end of the pool.

A backup system normally is interfaced and starts with the starter's pistol or horn and stops when one or more officials press a button or switch. Please refer to the **rules book** for more information regarding automatic judging and timing equipment.

As a supplement to the electronic timing system, two backup timers must be at each lane. The composite time is taken to act as a third check.

The timing of all events should be recorded to the one-hundredth of a second, and the system must not be programmed to round up or down beyond one-hundredth of a second.

Radios. The tournament manager should provide the NCAA staff with handheld radios to use throughout the competition. Earpieces must be supplied.

Scoreboard. A scoreboard for at least the top 10 men's and women's teams should be provided and updated as often as possible. It should be large enough for a majority of the paying public to see. It is most effective if it can be updated after each event. An auxiliary scoreboard to display event qualifiers is suggested. Scoreboard(s) should have capability to also display diving scores.

FACILITY USE

The facility and surrounding area (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from 2 p.m. Sunday of meet week for the purpose of preparing for, practicing for and conducting the Division II Swimming and Diving Championships.

HEAD TABLE(S)

An elevated platform(s) is required for many workers during the meet. There may be more than one table in different areas. The following should sit at the head table(s):

1. Timing computer system personnel (usually two) and technician.
2. Computer operator.
3. Scorer - Hy-Tek meet manager.
4. Announcer.
5. Music coordinator.
6. Meet committee personnel not working in other capacities at the meet.
7. NCAA representative.
8. Committee chair.
9. Message board operator, if needed.

NCAA SPACE REQUIREMENTS

Control/Meet Committee Office. The meet coordinator and the meet committee must be provided adequate space in which to function, and a large room or office that can be secured near the pool deck is recommended.

Generally, it is best for this area to be separate from the computer operation since the meet committee may have to meet in private from time to time. This area must be off-limits to all coaches, competitors and unauthorized personnel.

Locker Rooms. Participating teams usually prefer to carry their own gear and supply their own towels. Locker assignments are not necessary, but adequate lockers must be available. Participating student-athletes will provide their own locks.

Media Area. A press seating area should be established, with limited deck access. Since the deck will be very crowded, deck access for media should be controlled.

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A working media room must be available, equipped with internet and telephones; a copier may also be a necessary if another copier is not available in the facility.

An interview area also is required at the meet. Usually, interviews are held throughout the finals each night, based on media demand. Consideration should be given to the student-athletes who have two or more events in the same session; the coach may want them available only after their last event.

Registration. The championships host must designate a registration area, and the registration desk will be open Sunday when the facility is open for practice.

The coach's packet, which is given to each institution at registration, should contain the items outlined in Appendix C.

Team Seating. Bleacher/chair seating for the participating teams on the deck should be provided. A diagram of the seating locations must be included in the coaches' packets. At the coaches meeting, the top five men's and women's finishers from the previous year are given their choice of location, in order of finish. It also is a good idea to have some diagrams available at the coaches meeting in the event packets are misplaced.

PARKING

A parking area for the committee, NCAA representative, officials, meet personnel and the participating institutions must be designated. Parking passes should be provided.

POOL MEASUREMENT

Be sure that the pool is measured and specifications are approved before the championships to substantiate any records that may be set. The NCAA designated head official will forward the necessary forms and instructions.

Be sure to include a pool, diving and facilities specifications summary in the preliminary information provided to the coaches.

POOL USE

A warmup and practice schedule for the use of the pool for swimming and diving must be developed and posted, and each lane must be designated for a particular purpose. See the USA Swimming warmup rules for additional information. The USA Swimming Rulebook may be accessed [here](#).

A schedule for the entire week of the meet, beginning the Sunday before the start of the meet, has been developed by the committee and will be finalized on the first premeet videoconference.

The diving referee, in conjunction with the meet committee, will develop and post the practice schedule for diving. In addition, the schedule should be distributed to the participating institutions.

VIDEOTAPING

Many host institutions videotape the event; therefore, a videotaping area should be established off the deck. The videotaping area must be easily accessible from the deck. Policies involving videotaping should be established.

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 following documentation could include: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; competition venue rental agreement; and any other documentation to support all information reported on the host financial report. In additional overages between budgeted and actual numbers will be reviewed.

APPROVAL OF THE BUDGET

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

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

It is also incumbent 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. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA on approval of the financial report by NCAA staff and receipt of the automated email noted above. If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "Summary" tab as documentation supporting each line of their revenue and expense figures.

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

COMMITTEE EXPENSES

The host institution will not be responsible for paying per diem for committee members. Committee members will submit their expenses online once the championships have concluded.

DRUG TESTING EXPENSES

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

LODGING EXPENSES

Officials. Room and tax shall be direct billed to the host institution and be reimbursed via the budget on the final financial report (nonfestival years). Officials will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

Swimming and Diving Committee. Room and tax shall be direct billed to the host institution and be reimbursed via the budget on the final financial report (nonfestival years). Committee members will be responsible for their own incidentals.

Hotel Room Block for Predetermined Sites. For NCAA predetermined championship sites, On Location will assist with the management of those hotel room blocks.

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the [Travel Expense System](#) within 30 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

TRANSPORTATION

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

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

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

NCAA Championship Travel Policies

Section 10 • Forms

The NCAA championships manager will provide the following forms to the host:

- Diving score sheets.
- Challenge forms.
- Appeal forms.
- Application for swimming record.
- Relay take-off forms.
- Stroke and turn disqualification forms.
- Relay entry forms.
- Awards presenter information.
- Scratch sheets.

Section 11 • Game Management

ANNOUNCER

The announcer is a key component to a successful championship. The host must keep the swimming and diving announcers well informed during the meet. The NCAA will secure the swimming and diving announcer for the championships.

Guidelines. All announcements should pertain to only the swimming and diving championships. If a special announcement is needed, it should be made only at the direction of the meet committee chair or the NCAA championships manager. At no time should commercial contributors be recognized.

COMMUNICATION

Much of the success of the meet depends on the communication network. The championships host is responsible for making sure communication runs smoothly. Here are some examples of communication flow:

1. Starter and referee to participants.
2. Awards staging area to music control.
3. Awards staging area to announcer.

Other individuals, such as the meet director, meet coordinator, meet committee chair and NCAA championships manager, should be tied into the communications network and have fully functional radios with earpieces.

Section 12 • Health & Safety Considerations

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

- Blood-borne pathogens and other biohazards.
- Catastrophic incidents and emergency action plans.
- Cleaning and disinfection.
- Inclement weather, air quality and other environmental considerations.
- Independent medical care.
- Medical facilities.
- Medical disqualification, removal and return to activities.
- Medical staff: resources, communications, training and responsibilities.
- Medical supplies and equipment.
- Medical treatment (including for, among others, the following emergency conditions):
 - Asthma.
 - Burners (brachial plexus injuries).
 - Cardiac emergencies.
 - Cervical spine injuries.
 - Concussion and traumatic brain injury.
 - Diabetic emergency.
 - Head and neck injury.
 - Heat illness and heat stroke.
 - Hypothermia.
 - Mental health emergencies.
 - Rhabdomyolysis.
 - Sick 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.

DIVISION II SWIMMING AND DIVING

Ambulance Service

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

Coaches, Officials, Event Staff and Spectators

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

Medical Staff Credentials and Access

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

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

Portable Immersion Tubs

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

Section 13 • Hydration Product

POWERADE

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

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

Section 14 • Insurance

LIABILITY

If event is held on-campus:

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

If event is held off-campus:

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

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

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

Section 15 • Lodging

COMMITTEE AND NCAA REPRESENTATIVES

See Personnel, Section 21.

MEDIA

The host is encouraged to post and distribute information to sports information directors concerning recommended hotels and rates. In addition, some media may call the championships host sports information department directly.

TEAMS/PARTICIPANTS (NONFESTIVAL YEARS)

For all NCAA predetermined championships, On Location, the official hotel management provider of the NCAA and acting on the 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 will solicit, negotiate and contract all hotel rooms at these sites.

For the Division II Swimming and Diving Championships, 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. However, if teams elect to stay at one of these properties, they will be required to adhere to the terms as contracted in the agreement.

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.

Section 16 • Marketing

CONTACTS

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

EXPECTATIONS

- Know the marketing budget. The NCAA championship manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze postchampionship 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 before implementation.

MARKETING COLLATERAL

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

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

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

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

- PRINT
 - Poster
 - Flyer
 - Print ad
 - Table tent
- DIGITAL
 - Email blast
 - Banner
 - Social media graphics
 - Video board
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing best practices
 - Social media guidelines
 - Special artwork Requests

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

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

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

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

SOCIAL MEDIA GUIDELINES

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

Section 17 • Media Services

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

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

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

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

CREDENTIALS

The NCAA will provide credentials for the participants, institutional representatives, meet committee, officials, workers and media. The credentials will denote if deck access is allowed.

Participants. No one is allowed to enter the facility without proper identification. A lost pass must be replaced, and the individual(s) is charged \$50 or an amount approved by the swimming committee for a replacement pass.

Coaches, official representatives and managers will receive a predetermined number of deck passes. Deck passes should be included in the participating teams' premeet information packet. The maximum number of allowable deck passes per institution **per gender** is as follows:

Number of participating student-athletes	Number of deck passes per gender for non-student-athletes
1-4 swimmers	2
5-9 swimmers	3
10-14 swimmers	4
15-18 swimmers	5
Any diver(s)	+1
Any relay-only swimmers	+1

Coaches without an entrant must pay the regular admission fee and access spectator areas only. There are no exceptions to this policy.

MEDIA

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

****** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials.

Credentials are nontransferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

CREDENTIAL BOARDS

The NCAA will provide credential boards to all final sites. These are 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.

INTERNET POLICY

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships. Please visit ncaa.com/media for updated NCAA championship internet policies.

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

Internet Live Statistics

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

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

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

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

LIVE STREAMING/WEBCASTING

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

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

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

Please reference Appendix I for additional guidelines.

NEWS FILM AND MINI-CAMS

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

PERSONNEL

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

The number of workers will depend on the media demand for the games at the site. Communication with the participating sports information directors and the media coordinator’s knowledge of the area media will help with advance planning.

NEWS CONFERENCES

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

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

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

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

1. **Individual Championships with no Postevent 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.
2. **Individual Championships with a Formal News Conference.** Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.
3. **Team Championships with a Formal News Conference.** The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

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

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

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or NCAA Radio Network, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

News Conference Moderator Duties

1. The news conference moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.

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

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 press conference.

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.

PHOTOGRAPHY AREA POLICIES

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

RADIO/INTERNET AUDIO COVERAGE

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

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

STATISTICS REPORTING TO THE NCAA

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

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

INTERNET ACCESS

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

LIVE STREAMING

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

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

NCAA Championship hosts and local organizing committees are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, 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.

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

Final approval of the city-specific microsite will come from the NCAA event marketing and branding team. Before the microsite URL going live, please share it with the championship manager to begin the approval process.

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

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

Local News

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

Venue and Transportation Information

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

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

Volunteer Information

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

Travel Information

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

Selections, Preliminary Rounds and Broadcast Schedule

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

Email Sign-up

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

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

Host 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](#).

Social Media

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

Mobile Version

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

Local Contributor Recognition

Hosts and local organizing committees can recognize their local contributors on the microsite within certain guidelines.

- Referred to as "Local Contributors" or "Host City Contributors." Not use of "official," "official sponsor" or "corporate champion/partner" in any manner.
- In text only. No logo presence of the local contributors is permitted.
- Page must be free of NCAA logos.

Microsite Example

Please reference the following page to view an approved championship microsite:

- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

PHOTOGRAPHY

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

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

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

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

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

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

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

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

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

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are 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 page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing also is encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

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

Please send direct questions, ideas or news to Lynnea Phillips, director of digital and social media, at lphillips@ncaa.org.

TELEVISION

If an NCAA championship is to be televised, the 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.com/media.

Section 18 • Meetings/Schedule of Events

MEETING/FUNCTION SCHEDULE

During championships week, many meetings and functions are scheduled, including the following:

Monday	6 p.m.	Meet committee informational meeting
	7 p.m.	Diving coaches administrative meeting
Tuesday	TBD	CSCAA meeting
	TBD	Coaches administrative meeting

Competition days. Officials' staging meeting 30 minutes before the start of the preliminaries and finals and a postfinals meeting with the meet committee. Refer to Appendix F for sample agendas of the various meetings.

SCHEDULE OF EVENTS

The schedule of events for the 2025 championships is listed below. All times are local times:

FINALS - TUESDAY, 6 p.m.*

800-yard freestyle relay (W)

5-minute intermission

800-yard freestyle relay (M)

*Time may change to accommodate the mandatory festival opening ceremony.

TRIALS - WEDNESDAY, 10 a.m.

200-yard individual medley (W)

200-yard individual medley (M)

50-yard freestyle (W)

50-yard freestyle (M)

1,000-yard freestyle (W) - All but last heat of time finals

1,000-yard freestyle (M) - All but last heat of time finals

1-meter diving (W) - Trials 2 p.m.

FINALS - WEDNESDAY, 5:30 p.m.

1,000-yard freestyle (W) - Last heat of time finals

1,000-yard freestyle (M) - Last heat of time finals

200-yard individual medley (W)

200-yard individual medley (M)

50-yard freestyle (W)

50-yard freestyle (M)

1-meter diving (W) - Finals

200-yard medley relay (W) - Time finals

5-minute intermission

200-yard medley relay (M) - Time finals

DIVISION II SWIMMING AND DIVING

TRIALS – THURSDAY, 10 a.m.

100-yard butterfly (W)
100-yard butterfly (M)
400-yard individual medley (W)
400-yard individual medley (M)
200-yard freestyle (W)
200-yard freestyle (M)
3-meter diving (M) – Trials 2 p.m.

FINALS – THURSDAY, 5:30 p.m.

100-yard butterfly (W)
100-yard butterfly (M)
400-yard individual medley (W)
400-yard individual medley (M)
200-yard freestyle (W)
200-yard freestyle (M)
3-meter diving (M) – Finals
400-yard medley relay (W) – Time finals

5-minute intermission

400-yard medley relay (M) – Time finals

TRIALS – FRIDAY, 10 a.m.

500-yard freestyle (W)
500-yard freestyle (M)
100-yard backstroke (W)
100-yard backstroke (M)
100-yard breaststroke (W)
100-yard breaststroke (M)
200-yard butterfly (W)
200-yard butterfly (M)
3-meter diving (W) – Trials 2 p.m.

FINALS – FRIDAY, 6 p.m.

500-yard freestyle (W)
500-yard freestyle (M)
100-yard backstroke (W)
100-yard backstroke (M)
100-yard breaststroke (W)
100-yard breaststroke (M)
200-yard butterfly (W)
200-yard butterfly (M)
3-meter diving (W) – Finals
200-yard freestyle relay (W) – Time finals

5-minute intermission

200-yard freestyle relay (M) – Time finals

TRIALS – SATURDAY, 10 a.m.

100-yard freestyle (W)

100-yard freestyle (M)

200-yard backstroke (W)

200-yard backstroke (M)

200-yard breaststroke (W)

200-yard breaststroke (M)

20-minute intermission

1,650-yard freestyle (W) – All but last heat of time finals

1,650-yard freestyle (M) – All but last heat of time finals

1-meter diving (M) – Trials 2 p.m.

FINALS – SATURDAY, 5:30 p.m.

1,650-yard freestyle (W) – Last heat of time finals

1,650-yard freestyle (M) – Last heat of time finals

100-yard freestyle (W)

100-yard freestyle (M)

200-yard backstroke (W)

200-yard backstroke (M)

200-yard breaststroke (W)

200-yard breaststroke (M)

1-meter diving (M) – Finals

400-yard freestyle relay (W) – Time finals

5-minute intermission

400-yard freestyle relay (M) – Time finals

Section 19 • Merchandising/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

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

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

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

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

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

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

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

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

DIVERSE SUPPLIERS

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

Section 20 • Officials

KEY OFFICIALS

The following officials are needed to conduct the meet (unless otherwise denoted, all officials will be selected by the committee):

1. Referee.
2. Assistant referee.
3. Meet coordinator.
4. Starter (2).
5. Head judge.
6. Diving referee.
7. Stroke and turn judge (4).
8. Timer's coordinator (**secured by host**).
9. Announcer.
10. Diving announcer.
11. Database specialist to run the Hy-tek Meet Manager.
12. Diving meet manager.
13. Database specialist to run Divemeets database.

DRESS

For all sessions, the key officials and diving judges will wear khaki or black pants or skirts and shirts provided by the NCAA. The head referee will make the final color determination each year. The key officials also are provided NCAA patches.

COMMUNICATION WITH KEY OFFICIALS

Once hotel accommodations have been finalized, NCAA staff, in conjunction with the championship host, should prepare information for the NCAA staff to send to each of the key officials notifying them of (a) hotel arrangements, directions and if the hotel has a shuttle service to and from the airport; (b) time and place of meetings they are to attend, and (c) premeet information that was sent to the coaches.

HOTEL ACCOMMODATIONS (NONFESTIVAL YEARS)

The host no longer is required to secure the rooms for the officials. On Location, the official hotel management provider for the NCAA, has solicited, negotiated and contracted all hotel rooms for the officials. However, **all charges, excluding incidentals, will be billed back to the host**. Once the host files its financial report, the NCAA will reimburse the host for these expenses. Committee and officials' lodging charges must be included on the proposed budget, as well as the financial report.

MEETINGS

The key officials attend the following functions during the championships week:

- | | |
|--------|--|
| Monday | Meet committee meeting. |
| | Diving coaches administrative meeting (diving referee, diving database specialist, committee chair and diving representative). |

Tuesday	Swim coaches administrative meeting. Officials staging meeting 30 minutes before the start of competition and a postcompetition meeting with the meet committee.
Wednesday	Officials staging meetings 30 minutes before the start of the preliminaries and finals and a postfinals meeting with the meet committee.
Thursday	Officials staging meetings 30 minutes before the start of the preliminaries and finals and a postfinals meeting with the meet committee.
Friday	Officials staging meetings 30 minutes before the start of the preliminaries and finals and a postfinals meeting with the meet committee.
Saturday	Officials staging meetings 30 minutes before the start of the preliminaries and finals and a postfinals meeting with the meet committee.

NOTE: There may be daily debriefings, if necessary.

OFFICIALS (OTHER)

Other officials also are instrumental to the conduct of the event (for a complete explanation of their duties, see Rule 4 in the rules book). These officials are:

1. Head timer.
2. Diving personnel. Eight to 10 individuals (seven judges plus 1-3 table personnel) are needed during each session of the national championships diving competitions. For Tuesday's qualification meet, 14 individuals will be needed to compose the two seven-person judges' panels.
3. Timers (at least two per lane, 16 total) for each preliminary and finals session.

Dress. Diving judges will wear the same shirts and pants as key personnel. A T-shirt or shirt, different from that of the key officials/diving judges will be provided to all other officials by the NCAA, should be worn with khakis. Workout apparel or flip flops are not permitted.

PER DIEM, FEES AND GROUND TRANSPORTATION

The key officials (those selected by the committee), as listed on the previous page, as well as diving judges, will receive a \$45 per diem allowance for each day they are at the championship site, beginning with their day of arrival and ending with their day of departure.

The NCAA also reimburses transportation for the key officials and diving judges who are selected by the committee to attend the championships. Those approved for air transportation must make their arrangements through Short's Travel Management. However, those who drive receive 67 cents per mile round trip (rate subject to change), excluding local transportation.

The host is not responsible for paying the fees and expenses for the key officials and diving judges. Fees and expenses are paid directly to officials and judges by the NCAA using RQPay.

When unpaid officials are used and there is no written agreement governing their service, they must sign a volunteer waiver (Appendix H).

Section 21 • Personnel

FACILITY PERSONNEL

The championships host is responsible for recruiting personnel in the areas listed below. Please adapt the list to fit your particular facility.

Facility Management. Depending on the facility, the number of individuals needed in each category will vary. Besides the number you designate, it is always best to have four or five individuals who can fill in at a variety of places. The following personnel are needed:

1. Adequate security, with at least one uniformed security person.
2. Ticket sellers.
3. Ticket takers.
4. Ushers, if necessary.
5. Concession workers.
6. NCAA merchandise sellers.
7. Lifeguards to cover all practices and competition sessions.
8. Timers for each preliminary and finals session.
9. Diving table personnel.

Medical/Head Athletic Trainer.

1. Arrange for a physician to be on call for all swimming and diving competition and practices, including the diving qualification meet.
2. The committee requires that a certified athletic trainer be at every competition and practice. Additional medical personnel (e.g., EMTs) should attend all competition, including the diving qualification meet.
3. Arrange for medical supplies, water/hydration product and ice for all practices and competition.

Key Championships Personnel. In addition to the meet director, sports information director, director of ticket sales and athletic trainer play key roles in the meet's success.

Meet Personnel. The following personnel are needed for the meet:

1. Scorer.
2. Timing system operator(s) and technician.
 - Timers for each pool lane per session (two per lane required).
3. Results system computer specialist.
4. Message board operator, if necessary.
5. Awards personnel.
6. Registration workers.
7. Drug-testing couriers, if necessary.
8. Training room personnel.

9. Diving table workers.
10. Media room personnel.
11. Officials', coaches' and student-athletes' hospitality workers.
12. Copiers.
13. Miscellaneous runners.
14. National anthem singer or band, if desired.
15. Music coordinator (**secured by NCAA**).
16. Awards presenters, if necessary.
17. Parade leaders.
18. Deck control personnel.
19. Credential checkers.

MEET COMMITTEE

The Division II Men's and Women's Swimming and Diving Committee and the host institution's director of athletics, or designated representative, comprise the games committee at the meet site.

Meet Committee Duties. The meet committee will actively supervise the conduct of each championship session. The meet committee is authorized to impose any one or a combination of penalties listed in the prechampionships manual for acts of misconduct, as well as to impose financial penalties to institutions for failure of any of its representatives to adhere to the policies and procedures governing championships administration.

Hotel Accommodations. The host is not required to secure the rooms for the members of the Division II Men's and Women's Swimming and Diving Committee. On Location, the official hotel management provider for the NCAA, has solicited, negotiated and contracted all hotel rooms for the committee. However, **all charges, excluding incidentals, will be billed back to the host.** Once the host files its financial report, the NCAA will reimburse the host for these expenses. Committee members' lodging charges must be included on the proposed budget, as well as the financial report (nonfestival years).

The NCAA championship manager will cover their own lodging expenses.

Per Diem, Fees and Ground Transportation. The meet committee members, excluding the host designee, will receive a \$75 per diem allowance for each day they are at the championships site, beginning with their day of arrival and ending with their day of departure.

Those approved for air transportation must make their arrangements through Short's Travel Management. However, those who drive receive 67 cents per mile round trip (rate subject to change), excluding local transportation.

Travel and per diem reimbursement for committee members will be issued directly by the NCAA.

Championships Host Communication with Meet Committee. Once hotel accommodations have been finalized, NCAA staff, in conjunction with the championships host, will send information via email to each committee member notifying them of (1) hotel arrangements, directions and if the hotel has a shuttle service to and from the airport; (2) time and place of meetings they are to attend, and (3) premeet information that was sent to the coaches.

Section 22 • 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 before the first day of the event.

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PROMOTION

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

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

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 23 • Reports

Numerous reports are necessary for the efficient conduct of the meet. The necessary reports are as follows:

1. Psych sheet.
2. Two sets of institutional entries.
3. Team roster - lists institutional information and team members of all institutions entered in the meet.
4. Before-action report.
5. Heat sheets - produced each evening after the scratch box has closed for preliminary sessions and each morning/mid-afternoon for the evening sessions.
6. Results.
7. Meet records - produced Saturday night, after the meet.
8. After-action report - produced Saturday night, after the meet. Do not count relay alternates who did not swim.

Section 24 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state and local partners who aid in maintaining a safe events for all athletes, coaches, 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 [Best Practices for Venue Safety and Security](#) when developing a safety and security program.

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

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

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

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing 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 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.

Each host will be asked to provide the following:

1. Local authorities and critical incident response team contact information.
2. Review emergency protocol before the start of the event.
3. Identify chain of authority.
 - a. Incident commander (second in command).
 - b. Decision-making personnel/team.
4. Identify incident command center.
5. Identify incident communication plan.
6. Review evacuation plan – review plan with competition site manager.

7. Review emergency response plan for typical emergencies, severe weather and potential criminal actions.
8. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program go [here](#). PSAs can be reached via email at central@cisa.gov (submitter should provide their contact information and where they are located so they can be matched up to the nearest PSA).

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

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

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

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.

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

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

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

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

CROWD CONTROL

Security is an essential area for the successful conduct of the championships. Access to and from the pool deck and locker areas require careful planning and close attention. Please ensure all entrances and exits are properly monitored.

The following security procedures must be followed:

1. Deck passes must be issued to authorized persons only. This prevents unauthorized persons from gaining access to the deck and competition area. A numbering system also is recommended.
2. Student-athletes normally receive their passes from the coach, and each student-athlete entering the facility must have a pass.

DIVISION II SWIMMING AND DIVING

3. Hosts must prevent unauthorized personnel from gaining access to the deck.
4. Due to limited deck space in most facilities, movement of officials, participants and media must be given special attention and coordination. A breakdown in this area can cause monumental problems. Anyone receiving a media pass must be able to show affiliation with the newspaper, magazine, etc., that they represent. Traditionally, the sports information director has coordinated and approved the issuing of media credentials.
5. Plans for emergency evacuation of the facility must be developed and reviewed by the championships manager and committee chair on arrival at the site.

NOTE: Individuals or institutions that give deck passes to unofficial or unauthorized persons will be subject to a letter of reprimand to their institution's director of athletics as well as a \$200 fine.

At least one uniformed security guard should be at the facility during competition.

The responsibility for crowd control rests with the meet director or designated representative of the host. The directors of athletics of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The championships announcer should read the crowd control statement before the start of competition. (Appendix G)

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the competition and spectator areas. Bands, or any component thereof, shall not play while the competition is in progress. The meet director is responsible for enforcing these provisions.

Section 25 • Ticketing

TICKET POLICIES/OPERATIONS

1. **Ticket Design/Printing.** Each host must submit the front and back ticket design to the NCAA championship manager for review and approval. Tickets should not be printed and distributed without prior NCAA approval. The local organizing committee/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.
2. **Ticket Pricing.** With input and a recommendation from the local organizing committee/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

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

3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the local organizing committee/host and competition venue as needed. The local organizing committee/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the local organizing committee/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

2024-25 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 26 • Volunteers

GOAL AND RECRUITMENT

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

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

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

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

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The local organizing committee 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 local organizing committee as necessary.

WAIVERS

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

APPAREL

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

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

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

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

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

Appendixes

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Appendix A • Advance Planning Checklist

ADVANCE PLANNING CHECKLIST

OCTOBER/NOVEMBER

- _____ 1. Establish ticket-pricing scale, promotional plan and sales procedures.
- _____ 2. Contact local hotels to gather availability information and rates for participants and spectators/fans. Prepare summary and provide to championships manager to post on www.ncaa.org for all Division II programs. (Non-festival years.)
- _____ 3. Establish seating arrangements for head table, media and spectators. Adequate deck seating to accommodate all teams is needed.
- _____ 4. Compile an outline of information to be included in team packets. (Appendix C)
- _____ 5. Set up meeting times and places for coaches, officials and NCAA committee.
- _____ 6. Formulate practice schedules.
- _____ 7. Check on facility insurance policy to make sure that it meets NCAA specifications (see Section 14) and upload documentation to the NCAA bid portal.
- _____ 8. Send drafts to the national office of any materials to be posted or distributed to participating institutions (e.g., ticket information, meet information, etc.).
- _____ 9. Confirm timing/scoring equipment and relay take-off platforms to be used.
- _____ 10. Confirm whether starting block wedges and/or backstroke ledges will be available.
- _____ 11. Contact timing/scoring system manufacturer for technical help.
- _____ 12. Arrange for visible scoreboard for team scores for the top 10 men's and women's teams.
- _____ 13. Arrange for medical personnel (physicians, trainers, potential drug-testing personnel).
- _____ 14. Arrange for recommended number of timers.
- _____ 15. Design all-session/daily look for meet tickets and send drafts to NCAA for approval.

DECEMBER/JANUARY

- _____ 1. Post pre-meet information on www.ncaa.org for institutions by Jan. 13.
- _____ 2. Arrange for medical and training staff equipment and supplies.
- _____ 3. Arrange for security personnel, workers, etc.

DECEMBER/JANUARY (cont'd)

- _____ 4. Finalize all facility arrangements (e.g., locker rooms, training room, computer room, scoreboard, seating, etc.).
- _____ 5. Arrange meetings and social functions for participants, coaches and officials (e.g., hospitality areas, etc.).
- _____ 6. Develop plan for printing, distribution and sale of heat sheets.
- _____ 7. Create email regarding ticket pre-sale opportunities and send to NCAA national office for distribution to Division II swimming and diving coaches.
- _____ 8. Determine if additional items [e.g., signage, banners, music/sound system, national anthem (live/taped), floral arrangements], besides what is provided by the NCAA, are needed to dress up the facility for championships competition.
- _____ 9. If applicable, confirm that valid pool survey is on file for the competition venue, inclusive of diving equipment, per the 2023-24 and 2024-25 NCAA Men's and Women's Swimming and Diving Rules book.
- _____ 10. Check diving boards - condition (surface), height and level.
- _____ 11. Arrange for diving personnel (e.g., table workers, etc.).
- _____ 12. Arrange for computer technician personnel.
- _____ 13. Arrange for timers and runners.
- _____ 14. Finalize ticketing process for banquet attendees (e.g., official travel party members committees, NCAA staff, local organizing committee representatives, etc.). (Non-festival years.)
- _____ 15. Confirm photographer the meet.

FEBRUARY

- _____ 1. Finalize working personnel.
- _____ 2. Identify a room for the meet committee to use as a headquarters and work area.
- _____ 3. Confirm awards have been received and inventoried.
- _____ 4. Review entry policies and procedures with committee.
- _____ 6. Finalize seating diagram.

Appendix B • Championships Week Checklist

- _____ 1. Officials Items.
 - _____ a. Work with NCAA staff on communication with key officials, including:
 - (1) Dress.
 - (a) Preliminaries.
 - (b) Finals.
 - (2) Staging Area.
 - (a) Location.
 - (b) Time.
 - (c) Agenda.
 - _____ b. Install video cameras for relay takeoff review.
- _____ 2. Start and finish.
 - _____ a. Horn, gun, horn and gun, or underwater siren.
 - _____ b. Recall procedures on false starts.
 - _____ c. Bells for final lap.
 - _____ d. Lap counters (swim).
- _____ 3. Disqualification.
 - _____ a. Procedures.
 - (1) Informing referee.
 - (2) Completion of disqualification card.
 - (3) Notification of student-athlete.
 - (4) Notification of coach.
 - _____ b. Situations.
 - (1) Start.
 - (2) Strokes.
 - (3) Turns and finishes.
 - (4) Relay takeoffs.
- _____ 4. Relay confirmation (Rule 4-14).
- _____ 5. Swimmers entering the water.
 - _____ a. Preliminaries -- no.
 - _____ b. Finals -- yes.
- _____ 6. Timing procedures.
 - _____ a. Primary source.
 - (1) Touch pads (required at each end of the pool/backups must be available).
 - (2) Recording of splits.
 - (3) Lead-off time recorded.
 - (4) Final time and place.
 - (5) Set to record in hundredths.
 - (6) Ties.
 - (7) Operators and timing system representative (if possible).
 - (8) When is time official?
 - _____ b. Secondary source.
 - (1) System.
 - (2) Number of buttons per lane.
 - (3) Procedures for malfunction of primary source (Rule 4-21-d).

- _____ c. Tertiary source.
 - (1) Number of watches.
 - (2) Procedures.
 - (a) Head timer's responsibilities.
 - (b) Recording splits.
 - (c) Relay takeoffs.
 - (d) Touches and finishes.
 - (e) Double-check with board.
 - (f) Swimmers, relays in proper lanes.
 - (g) Record times.
- _____ 7. Appeals (Rule 8-4-9)
 - _____ a. Location of appeal forms (referee).
 - _____ b. Submission of completed form to meet committee representative.
- _____ 8. Heat sheets, finals sheets, results sheets.
 - _____ a. Number per team.
 - _____ b. Distribution point.
 - _____ c. Time frame.
 - _____ d. Sale to general public.
 - _____ e. Review seeding procedures (e.g., 1,650 free, 800 free relay).
- _____ 9. Procedures for recording each event.
 - _____ a. Computer.
 - _____ b. Daily heat sheets, finals sheets, results.
 - _____ c. Runners.
 - _____ d. Official scorer, record time and individual points.
 - _____ e. Seeding.
 - _____ f. Scoreboard -- placement, personnel in charge.
- _____ 10. Procedures for diving event.
 - _____ a. Computer with scoring keypads.
 - _____ b. Announcer for qualification meet.
 - _____ c. Time frame (30 seconds per dive).
 - _____ d. Recording tables.
 - _____ e. Cuts -- preliminaries and finals.
 - _____ f. Starting and ending time of each session.
 - _____ g. Swimmers' warm-up during diving competition.
 - _____ h. Divers' warm-up during swimming competition.
 - _____ i. Practice schedule -- numbers, sign-up.
 - _____ j. Panel of judges/selections.
 - _____ k. Visibility.
 - _____ l. Diving well as a warm-up/warm-down facility.
 - _____ m. Hot tub available on deck and close to diving well.
 - _____ n. Flash cards for backup scoring.
 - _____ o. Crowd control.

DIVISION II SWIMMING AND DIVING

- _____ 11. Posting of schedule/timeline for daily events (location).
- _____ 12. Ticketing.
 - _____ a. Confirm location of sales before and during competition sessions.
 - _____ b. Establish credit card and cash options for purchase.
- _____ 13. Awards ceremony.
 - _____ a. Checking of inventory (including two Elite 90 awards).
 - _____ b. Staging area.
 - _____ c. Procedures.
 - _____ d. Presenters.
 - _____ e. Inspection of awards platform (must be large enough to safely accommodate four swimmers at each place).
 - _____ f. Escorts.
 - _____ g. Team trophies.
 - _____ h. Music.
- _____ 14. Scratch box.
 - _____ a. Location.
 - _____ b. Hours open to coaches (Tuesday: 9:30 a.m. to end of coaches meeting for all Tuesday events. 9:30 a.m. to 5:30 p.m. for all Wednesday events., 9:30 a.m. to end of preliminaries and 4:30 to 5:30 p.m., Thursday-Friday).
- _____ 15. Optional entries (check criteria).
- _____ 16. Relay cards.
 - _____ a. Location.
 - _____ b. Deadline for submission.
 - _____ c. Late Relay Entry Cards.
- _____ 17. Seating of teams.
 - _____ a. Top five men's and women's teams -- first choice.
 - _____ b. Diagram of area and location of team seating. Areas must be assigned according to team size.
- _____ 18. Announcers – Swimming/Diving.
 - _____ a. Duties/NCAA guidelines.
 - _____ b. Coordination with referee, awards chair.
 - _____ c. Flow of results.
- _____ 19. Meet committee.
 - _____ a. Chair.
 - _____ b. Composition.
 - _____ c. Meeting room location.
 - _____
 - _____

- _____ 20. Medical procedures.
- _____ a. Athletic trainers.
 - _____ b. Physician.
 - _____ c. Location and distance of hospital.
 - _____ d. Ambulance.
 - _____ e. Rubdown area - away from diving area to prevent distractions and transfer of oils to deck and diving boards.
 - _____ f. Location of ice.
 - _____ g. Lifeguards on duty.
 - _____ h. Sterile wash.
 - _____ i. Compliance with ice bath regulations.
- _____ 21. Security procedures.
- _____ a. Personnel.
 - _____ b. Deck control.
 - _____ c. Deck passes -- water resistant, plastic.
 - _____ d. Tickets.
 - _____ e. Emergency exits.
 - _____ f. Evacuation procedure from building.
- _____ 22. Opening ceremonies.
- _____ a. Clear competition pool 10 minutes before start.
 - _____ b. National anthem – include Canadian anthem if applicable.
 - _____ c. Start of meet.
 - _____ d. General music/awards music.
- _____ 23. Announcement board.
- _____ a. Location.
 - _____ b. Authorization of messages.
- _____ 24. Hours of operation.
- _____ a. Hospitality/meal schedule.
 - _____ b. Sale of heat sheets.
 - _____ c. NCAA merchandise.
 - _____ d. Concessions.
 - _____ e. Lounge area for coaches and officials.
- _____ 25. Parking.
- _____ a. General area.
 - _____ b. Passes.
 - _____ c. Handicap.

DIVISION II SWIMMING AND DIVING

- _____ 26. Videotaping/webcasting of meet.
 - _____ a. Host meet photographer secured.
 - _____ b. NCAA action photographer.
 - _____ c. Videotaping areas/procedures.
 - _____ d. Assist NCAA webcast crew with needs.
- _____ 27. Other media.
 - _____ a. Interview area.
 - _____ b. Press room.
 - _____ c. Equipment.
 - _____ d. Strobes, lighting policies.
- _____ 28. Locker rooms.
 - _____ a. Officials (men and women).
 - _____ b. Student-athletes.
 - _____ c. Coaches.
 - _____ d. Policies on locks, towels and shaving.
- _____ 29. Meeting/social activities schedule.
- _____ 30. Coordinate final results with HY-TEK database specialist to email files to teams after the event.
- _____ 31. Meet records.
 - _____ a. Record keeper.
 - _____ b. Pool certification.
 - _____ c. Procedures.
 - (1) American.
 - (2) NCAA.
- _____ 32. Head table (assignment of seats).
- _____ 33. Registration of teams.
 - _____ a. Location.
 - _____ b. Hours.
 - _____ c. Personnel.
 - _____ d. Procedures.
- _____ 34. College Swimming Coaches Association of America meeting.
- _____ 35. Drug testing.
 - _____ a. Site coordinator.
 - _____ b. Couriers.
 - _____ c. Drug-testing area.

- ☐ d. Procedures.
- ☐ 36. Posting of daily meet results.
 - ☐ a. Events per participant.
 - ☐ b. Qualified events competed.
 - ☐ c. Participants per team.
- ☐ 37. CSCAA voting for coaches/athletes of the year.
 - ☐ a. Ballots.
 - ☐ b. Box location.
- ☐ 38. Post-meet reports.
 - ☐ a. Final meet report from meet coordinator.
 - ☐ b. Committee evaluations.
 - ☐ c. NCAA reports.
 - ☐ d. File financial report within 60 days after the meet (by May 10).

Appendix C • Coaches Registration Packet Information

Information to be Included in Coaches Registration Packets (per gender)

1. Credentials for coaches, competitors and team personnel.
2. Powerade bottles.
3. Student-athlete gifts.
4. Division II gift.
5. NCAA patches.
6. Parking pass (1) – if divers, (1) additional.

Note: The championship manager will provide a breakdown of quantities of these items to be given to each team.

Appendix D • Awards Schedule

2025 Championships Awards Schedule

Tuesday	Wednesday	Thursday	Friday	Saturday
W 800 F.R. Time Finals	Last heat W 1000 Free	Consol W 100 Fly	Consol W 500 Free	Last heat W 1650 Free
M 800 F.R. Time Finals	Last heat M 1000 Free	Final W 100 Fly	Final W 500 Free	Last heat M 1650 Free
Awards W 800 F.R.	Consol W 200 IM	Consol M 100 Fly	Consol M 500 Free	Consol W 100 Free
Awards M 800 F.R.	Final W 200 IM	Final M 100 Fly	Final M 500 Free	Final W 100 Free
	Consol M 200 IM	Consol W 400 IM	Consol W 100 Back	Consol M 100 Free
	Final M 200 IM	Final W 400 IM	Final W 100 Back	Final M 100 Free
	Awards W 1000 Free	Consol M 400 IM	Consol M 100 Back	Awards W 1650 Free
	Awards M 1000 Free	Final M 400 IM	Final M 100 Back	Awards M 1650 Free
	Consol W 50 Free	Awards W 100 Fly	Awards W 500 Free	Consol W 200 Back
	Final W 50 Free	Awards M 100 Fly	Awards M 500 Free	Final W 200 Back
	Consol M 50 Free	Consol W 200 Free	Consol W 100 Breast	Consol M 200 Back
	Final M 50 Free	Final W 200 Free	Final W 100 Breast	Final M 200 Back
	Awards W 200 IM	Consol M 200 Free	Consol M 100 Breast	Awards W 100 Free
	Awards M 200 IM	Final M 200 Free	Final M 100 Breast	Awards M 100 Free
	Announce diving finalists	Awards W 400 IM	Awards W 100 Back	Consol W 200 Breast
	Awards W 50 Free	Awards M 400 IM	Awards M 100 Back	Final W 200 Breast
	Awards M 50 Free	Announce diving finalists	Consol W 200 Fly	Consol M 200 Breast
	Women's 1-M Diving Finals	Awards W 200 Free	Final W 200 Fly	Final M 200 Breast
	Awards W 200 IM	Awards M 200 Free	Consol M 200 Fly	Awards W 200 Back
	Awards M 200 IM	Men's 3-M Diving Finals	Final M 200 Fly	Awards M 200 Back
	W 200 M.R. Time Finals	W 400 M.R. Time Finals	Awards W 100 Breast	Announce diving finalists
	M200 MR. Time Finals	M 400 M.R. Time Finals	Awards M 100 Breast	Awards W 200 Breast
	Awards W 1-M Diving	Awards M 3-M Diving	Announce diving finalists	Awards M 200 Breast
	Awards W 200 M.R.	Awards W 400 M.R.	Awards W 200 Fly	Men's 1-M Diving Finals
	Awards M 200 M.R.	Awards M 400 M.R.	Awards M 200 Fly	W 400 F.R. Time Finals
			Women's 3-M Diving Finals	M 400 F.R. Time Finals
			W 200 F.R. Time Finals	Awards M 1-M Diving
			M 200 F.R. Time Finals	Awards W 400 F.R.
			Awards W 3-M Diving	Awards M 400 F.R.
			Awards W 200 F.R.	Team Awards W 4-3-2-1
			Awards M 200 F.R.	Team Awards M 4-3-2-1

Appendix E • Awards Ceremony Memo for Coaches



MEMORANDUM

TO: All Coaches and Competitors.

FROM: NCAA Division II Men's and Women's Swimming and Diving Committee.

SUBJECT: Awards Ceremony.

Your cooperation is needed to ensure the smooth running of the awards ceremony each night. Should you be a championship finalist in an event, you are asked to do the following:

1. Review awards schedule.
2. **Bring your official school warm-up uniform and a towel to the blocks with you.** An escort will be at your lane with a basket into which you can place these items.
3. At the conclusion of the event, be certain to check the board so you know your placing.
 - a. Escorts will have brought your basket to the awards preparation area.
 - b. Depending on the timing of your event and awards, get out of the pool, dry off and get into your school warm-ups, then check in with the NCAA committee member. Or, if time permits, you may cool down, but be aware of the time to return to the awards preparation area.
 - c. The announcer will introduce the presenter and the music will begin. You will be signaled to move onto the awards stand going directly to the block indicating your place finish.
4. Winners must be in official school warm-ups and are prohibited from bringing towels, balloons, flowers or other items to the awards stand. Hats may not be worn, unless they are part of the official warm-up.

Relays:

All four swimmers in each relay are asked to follow the same instructions given for an individual swimmer – walk to the awards preparation area for your basket of clothes, get into your official warm-ups, check in with the NCAA committee member, move to the awards stand when instructed to do so by the NCAA committee member.

Divers:

Divers are asked to get into their official school warm-ups and walk directly to the awards preparation area as soon as the diving event is over and then follow the procedure for individual events.

Adhering to the above directions will make the awards presentation more meaningful.

Thank you for your cooperation.

Appendix F • Agendas for Meetings

SAMPLE AGENDA

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

DIVISION II MEN'S AND WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS

MEET COMMITTEE AND KEY OFFICIALS MEETING

1. Introduction of participants.
 - a. Host personnel.
 - b. Meet committee and NCAA staff.
 - c. Other key officials.
2. Meet committee concerns.
 - a. Officials.
 - b. Communication between officials.
 - c. Start.
 - d. Recalling false starts.
 - e. Disqualifications.
 - f. Dual confirmation/relay take-off platforms.
 - g. Swimmers entering the water.
 - h. Time and place procedure.
 - (1) Primary source.
 - (2) Secondary source.
 - (3) Tertiary source.
 - (4) Timers per lane.
 - i. Appeals.
 - j. Procedures for recording events.
 - k. Procedures for diving events.

DIVISION II SWIMMING AND DIVING

NCAA Meet Committee and Key Officials

Meeting Agenda

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- l. Practice/warm-up.
 - m. Scratch procedures.
 - n. Relay entry procedures.
 - o. Optional entries.
 - p. Official Verification Cards.
 - q. Seating of teams.
 - r. Awards ceremony.
 - s. Announcers.
 - t. Meet committee meetings.
 - u. Medical/security procedures.
 - v. Rubdown area.
 - w. Team banners.
 - x. Head table.
 - y. Registration.
 - z. Measurement of pool.
 - aa. Parking passes.
3. Administrative meeting agenda.
4. Other business.
5. Adjournment.

S A M P L E A G E N D A

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

DIVISION II MEN'S AND WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS

ADMINISTRATIVE MEETING

Chair, NCAA Division II Men's and Women's Swimming and Diving Committee

1. Introductions and welcome.
2. Future sites.

Meet Referee and Meet Coordinator

1. Meet schedule.
2. Optional entries.
3. Timing system.
4. Prelims/finals.
5. Relay entries.
6. Warm-down areas.
7. Entering the water.
8. Seating.
9. Appeal forms.
10. Scratch procedures.

NCAA Committee Chair

1. Misconduct policy.
2. Filming and videotaping of events.
3. Commercial logos/dress for awards/team banners.
4. Drug testing.
5. Tobacco.
6. Team expense forms.

Meet Director

1. Welcome.
2. Parking.
3. Registration table.
4. Credentials and admission policy.
5. Pool hours.
6. Practice times.
7. Medical coverage.
8. Locker room availability and policies.
9. Student-athlete areas during competition.
10. Rubdown areas.
11. Hospitality.
12. Permissible areas for media persons.
13. Availability of heat sheets and finals results.
14. Pictures.
15. Awards ceremony.

DIVISION II SWIMMING AND DIVING

NCAA Division II Swimming and Diving
Championships – Administrative Meeting Agenda
Page No. 2

16. Evacuation procedures.
17. Student-athlete experience.

Chair, NCAA Division II Men's and Women's Swimming and Diving Committee

1. Coaches meeting (rules and input).
2. Diving coaches meeting.
3. Questions and answers.
4. Closing remarks.

Appendix G • Sportsmanship Statement

SPORTSMANSHIP STATEMENT

(To be read by public address announcer before start of event)

“_____ (Host) and the NCAA promote good sportsmanship by student-athletes, coaches and fans. We request your cooperation in supporting the student-athletes and officials in a positive manner. Profanity, derogatory comments or other intimidating actions directed at athletes, officials, team representatives or other fans will not be tolerated and are grounds for removal.

We appreciate your cooperation in creating a safe and positive game environment. Respect, it's the name of the game.”

Appendix H • Volunteer Release and 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
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Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
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Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
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Appendix I • Live Stats/Broadcast/Streaming Guide

WARNERMEDIA



2024-25 Host Site Stats Document

NCAA LiveStats

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

Hosts not Utilizing NCAA LiveStats

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

Downloading NCAA Broadcastr

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

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

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

For Hosts Utilizing StatCrew

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

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

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



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

Appendix J • Photography Terms and Conditions



NCAA Championships - Photography Terms & Conditions

Clarkson Creative Photography is the official photographer for NCAA Championships, providing photography services for all 90 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 (also known as Clarkson Creative Photography) 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 jschwaberow@ncaaphotos.com or 303.295.7770.