



**2024 DIVISION III  
SWIMMING  
& DIVING  
CHAMPIONSHIPS**

*GREENSBORO, NC • Old Dominion Athletic  
Conference and Greensboro Aquatic Center, Hosts*

***HOST OPERATIONS  
2023-24 MANUAL***

**2024 DIVISION III SWIMMING AND DIVING CHAMPIONSHIPS**  
**HOST OPERATIONS MANUAL**  
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## Section 1 – Introduction

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

The NCAA considers this hosting opportunity a partnership between the host institution/ conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championships shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee. We look forward to working with the staff members of the host institution/conference, competition site and community to achieve the “experience” objective at an optimal and equitable level.

Comments and suggested additions to this manual are always welcome. Please contact the NCAA staff if you have any questions.

### Definitions

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

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

#### **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 Sports Committee**

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

#### **Gameday the DIII Way**

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

## Section 2 – NCAA Committee and Staff

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### **Section 3 – Alcoholic Beverages and Tobacco Products**

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Unless expressly permitted in writing by the NCAA (subject to the applicable legislative and/or policy changes at the NCAA), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's, venue's, and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

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

### **Section 4 – Americans with Disabilities Act**

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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.

### **Section 5 – Artificial Noisemakers**

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No air horns or artificial noisemakers are allowed, and bands may not play when the meet is in progress.

### **Section 6 – Awards**

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

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

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

### **Championship Awards**

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

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

### **Awards Podium**

An award stand with space for eight recipients must be provided. Each place-finish position should be large enough to hold a relay team of four people. Since the awards participants march to the awards stand, logistics in moving people to and from it should be considered when establishing a location. Host institutions should decorate the awards stand if possible. NCAA signage should be used in prominent places.

### **Awards Presenters**

The host institution is responsible for designating awards presenters each night; these recommendations should be sent to the NCAA championship manager prior to arriving on site. The form in the appendixes should be used (and revised, if necessary) in acquiring biographical information on the presenters.

### **Awards Ceremony/Presentations**

Individual awards will be presented to the top eight finishers/relay teams in each event. The awards ceremony for each individual/relay event will be held immediately after the final of the women's events. The host institution should set up an awards staging area where the student-athletes should be placed in the proper order, according to the awards stand specifications. An escort should lead the participants from the staging area to the awards stand, followed by the awards presenter and the winners, in order of the stand. The winners should be in their official team warm-ups and should not be allowed to bring towels, balloons, flowers or other items to the awards stand. Hats should not be worn, unless they are part of the official warm-up. Music should be played during the march to the awards stand and turned off once all participants are in their places. Cue music at end of awards so that student-athletes know when to leave awards stand. Personnel should be on hand to make sure that all winners report in a timely manner.

In the event of a tie, the mini-trophy should be given to one of the student-athletes on site, and the other student-athlete will receive a mini-trophy after the championships. Awards personnel should make note of which student-athlete takes the award at the championship, and should relay that information to the NCAA championship manager after the championships. The NCAA will send the host instructions for shipping awards back to MTM that are not presented on site.

Official NCAA team awards will be presented to the top four men's and women's teams. The team awards will be presented after the final women's relay awards are presented and once team scores have been

verified. Team awards will be presented in order of fourth place, third, second and then first place.

### Elite 90 Awards

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. Mark Bedics 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 X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).*

**Presentation at the Student-Athlete Banquet.** This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the



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

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

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

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

Other In-Venue Recognition. If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. 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 his or her sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.*

*The recipient of the Elite 90 Award-for the (list year/championship here: 2024), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).*

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

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

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

For more information on the Elite 90 award winners, log on to [NCAA.com/elite90](https://www.ncaa.com/elite90).

### 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. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

### Participant Medallions

Participant medallions will be provided to all student-athletes selected to the championships, and should be distributed during registration. The host will be responsible for securing volunteers to distribute participant medallions at registration. The numbers to be given to each team will be provided by NCAA staff prior to the start of registration. Uninvited relay alternates will not receive participant medallions.

### Personnel

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

### **College Swim Coaches Association of America Awards**

The College Swim Coaches Association of America will present awards after the team championship awards have been presented. A representative from the CSCAA will work with the announcer on the presentation.

### **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. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

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

## **Section 7 – Banquet/Social/Reception**

### **Student-Athlete Banquet**

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

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

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly

to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90-minute time frame should be used as a guiding template. Please note, that a 60-minute event is ideal, and the event should not last longer than 90 minutes.

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

#### Run of Show

- |           |  |
|-----------|--|
| 6:30 p.m. | Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)  |
|           | Soft A/V presentation (e.g., music, slideshow of participating teams and student-athletes, NCAA anthem video, DII or DIII branding video – optional) |
| 6:45 p.m. | Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative                                   |
| 6:50 p.m. | Dinner buffet lines open or plated dinner served   |
| 7:20 p.m. | Guest speaker (optional)   |
| 7:40 p.m. | Comments by head coaches or Q&A with selected student-athletes (optional)*   |
| 7:50 p.m. | Comments by the NCAA committee chair and the presentation of Elite 90 Award  |
|           | Championship video (if available)  |
| 7:55 p.m. | Closing comments (emcee with talking points from NCAA or NCAA chair)   |
- \*Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers

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

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

The host will assume the lead production role for the student-athlete banquet but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show,

speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

#### Sample Enhancements.

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

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

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming)
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes)

- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association
- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed

## **Section 8 – Branding**

### **Ancillary Events**

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

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

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

### **Logos**

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1 (31.1.1 for Division II). Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

### **Public Address and Text Board Scripts**

The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting.

### **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 championship liaison to identify if there is a Van Wagner producer assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

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

Fred Bowen – Senior Producer  
Van Wagner  
Telephone: 574-807-5287  
Email: [fbowen@vanwagner.com](mailto:fbowen@vanwagner.com)

Electronic Messages. No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Warner Media/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

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## Section 9 – Broadcasting/Internet

Please see the NCAA broadcast and media services policies at [www.ncaa.com/media](http://www.ncaa.com/media).

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## Section 10 – Commercialism/Contributors

### Space Requirements

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

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

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

### Premium Guidelines

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

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

**Noisemakers.** 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, etc.) with commercial slogans or identification 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 Warner Bros. Discovery and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

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

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

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

#### **Local Contributor Program**

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



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

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate 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.

### **Official Championships/Licensee and Suppliers**

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

Any premiums and/or other merchandise that bear NCAA Marks, Brackets, Taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. 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”**

**Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer’s table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV’s, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired

numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

**Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.

**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).

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

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

**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, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital

inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

## **Section 11 – Competition Site Requirements/Diagrams**

### **Concessions**

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

### **Locker Rooms**

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

### **NCAA Space Requirements**

Athletic Training and Medical Needs. Athletic training areas should be designated in the competition area and should be equipped with towels, POWERADE/water product, and other necessary training equipment. Training areas should be staffed with appropriate personnel on practice and competition days, and should open at the start of practice or warm-up each day through at least one hour after the conclusion of the last event. Accommodations should be made to allow institutional athletic training staff to set up athletic training tables on a space available basis.

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

Diving Boards. Ensure that two of each diving board (1-meter and 3-meter) surfaces are adequate (i.e., not slippery) to prevent injuries to divers. Inspect diving boards for proper heights, level (i.e. must be level with fulcrum set at mid-point) and stability. Have extra bolts available in case of breakage. Lubricate Teflon slides on fulcrums regularly throughout competition (Duraflex Model C).

Note: An adequate number of hot-water source/hot tub (one at minimum) should be made available to participating institutions. The location of the hot water source should be on deck or immediately adjacent to the deck area. Information regarding the availability (number, locations) of hot water source should be communicated in the Participant Manual.

Diving Dry Land Area. An area must be designated for diving dry land activities. This area should be large enough to accommodate all divers, should be equipped with mats and should be on deck, if possible.

Diving Judges Seating. Comfortable seats for diving judges should be available for all diving events. Two four-foot by eight-foot risers should be provided for the judges seating area during the three-meter competition.

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

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

- Electronic timing system, with two back-ups, connected to electronic scoreboard;
- Microphones for announcer and referee;
- Computer for results;
- Public-address system;
- Copy machines;
- Scoreboard for individual scores and auxiliary scoreboard to display leaders;
- Telephone(s) and internet for media;
- Adequate sound system/equipment for music; and
- Adequate lighting to support web streaming.

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

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.

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 are to 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.

Massage Therapy Area. Adequate space adjacent to the deck should be designated for massage therapy tables of participating institutions. The host should work with the NCAA Swimming and Diving Committee and staff to develop a plan for assigning space for massage therapy tables as institutions arrives.

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.

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

An interview area is the other must 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.

Committee Meeting Room. A room or office near the pool should be reserved for use by the games committee. This area should be completely separate and secure from other areas and from the deck. As noted previously, a secured area should also be designated for video review. These areas can be the same if there is adequate space.

Officials Meeting Area. An area should be made available for officials to meet prior to and after all rounds of competition. This includes all key officials as well as the head volunteer timers.

Parking. Parking should be reserved for officials, Swimming and Diving Committee, NCAA staff and any other personnel working the championships. The host institution should work with the Swimming and Diving Committee and staff to determine the number of parking passes that each participating team should receive. If parking is not available immediately adjacent to the facility, there should be a drop-off area designated for team vans/busses.

Scoreboards. A scoreboard (preferably electronic) displaying divers, scores and rankings should be available.

Signage. The NCAA will provide a basic signage package. Additional signage may be available for the finals site and should be ordered through the NCAA championships manager. No signage except NCAA-provided and/or approved signage should be displayed throughout the competition and practice areas. Team flags/banners used by spectators will be permitted at the championships, but must remain off of the competition course. The host must strictly enforce this policy.

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

Signs or banners promoting the participating teams are permissible under the following circumstances: (1) They are hung in areas designated by the host institution, and (2) the Swimming and Diving Committee approves them in regard to appearance and content. Institutions on the deck are permitted one banner only. Commercial identification on banners cannot be visible.

Registration. The championships host must designate a registration area, and the registration desk will be open by 4 p.m. Monday.

Team Seating. Bleacher/chair seating for the participating teams on the deck should be provided. 1 seat per participant is considered adequate. A diagram of the seating locations must be included in the coaches' packets. At the coaches meeting, the teams will choose their seating locations. It also is a good idea to have some diagrams available at the coaches meeting in the event packets are misplaced.

Pool Measurement. Be sure that the pool is measured and specifications are approved prior to the championships to substantiate any records that may be set. Specifically, a measurement from the bulkhead to bulkhead should be taken prior to the start of competition to ensure accuracy for records. The NCAA championships manager 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.

## Section 12 – Drug Testing

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

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

### Drug Testing Expenses

The proposed budget included in the site coordinator’s [manual](#) should be completed and submitted to the National Center for Drug Free Sport, Inc., before the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement.

### Facility Specifications

Hosts must identify a room where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. The testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. Separate restroom facilities are required if the championship includes both genders. These restrooms must be secure and closed to the public.

### Host Notification

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

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

### Media Obligations

At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing venue.

### Next-Day Testing

If competition begins at 10 p.m. or later (local time), teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately after the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than Noon (local time) at the original test site. The host must arrange necessary transportation for

teams that elect to test the next morning or for individuals being tested who need to remain at the facility after other team members have departed.

### Participant Notification

Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

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

### Site Coordinator's Responsibilities (Host)

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (Team Championships).** The site coordinator will provide official travel party and drug-testing contact information to the drug-testing crew chief.
- **Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the drug-testing crew chief during testing.
  - **Confirmation.** Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management or medical/athletic training is preferred.
  - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
  - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Report.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.

**Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew's transportation and lodging, but may request the assistance of the site coordinator.

## **Section 13 – Equipment**

### **Equipment Information**

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

### **Cups, Coolers and Water Bottles**

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.

### **Deck Equipment 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, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite).

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

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



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

If you have any questions regarding any of this information, please contact Will Hopkins (317-917-6779; whopkins@ncaa.org).

## **Section 14 – Financial Administration**

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### **Audit**

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

The NCAA will make every effort to notify sites selected for audits within 30 days after the approval of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the documentation requested could include: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; competition venue rental agreement; and any other documentation to support all information reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

### **Approval of the Budget**

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

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

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

### **Financial Report**

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, 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 settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial

report by NCAA staff and receipt of this email. 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 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

#### **Drug Testing Expenses**

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

#### **Officials Fees**

The NCAA will pay all officials’ fees.

#### **Participants**

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

#### **Lodging Expenses**

Officials and NCAA Affiliates. Will be responsible for his/her own incidental expenses while room and tax will be direct billed to the NCAA.

#### **Site Representative/Swimming and Diving Committee**

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

#### **Transportation**

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

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

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

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

[NCAA Championship Travel Policies.](#)

## **Section 15 – Game/Meet Management**

### **Announcements**

NCAA public address announcements will be sent to the meet director and announcer prior to the meet. Additionally, text board/video board announcements will be sent to the host.

### **Communication**

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

### **Competition Schedule**

Please see the appendixes for the competition schedule.

### **Meetings**

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

Tuesday	2 p.m.	Diving coaches informational meeting
	3 p.m.	Swimming coaches informational meeting
	4-4:30 p.m.	CSCAA debriefing
	6:30 p.m.	Banquet

Please see the appendixes for a full schedule of events and agendas.

### **Deck Passes/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. No one is allowed to enter the facility without proper identification. A lost pass must be replaced, and the individual(s) is charged the amount of an all session ticket for a replacement pass.

Coaches, official representatives and managers will receive a predetermined amount of deck passes. Deck passes should be included in the participating teams’ pre-meet information packet. The maximum number of allowable institutional representative deck passes per one gender’s program is as follows:

One – 1 to 5 participants

- Two – 6 to 10 participants
- Three – 11 to 15 participants
- Four – 16 or more participants

An additional deck pass will be provided to the head diving coach from any institution qualifying a diver to the national championships.

Coaches without a credential must pay the regular admission fee. There are no exceptions to this policy. Media credential requests, including sports information directors for participating institutions, must be made directly to the host.

#### **Credential Boards.**

The NCAA also will provide credential boards. These are to advise security personnel at the competition venue which credentials are allowed into which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

#### **Evaluations**

The NCAA will distribute online evaluations to all participating teams after competition. NCAA staff will share the results and comments of the evaluations with all hosts.

#### **Facility Availability**

A warm-up 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.

A schedule for the entire week of the meet, beginning the Monday prior to the start of the meet, has been developed by the Swimming and Diving Committee and will be finalized on the first pre-meet teleconference.

The Swimming and Diving Committee, meet coordinator and staff will conduct a walk-through the Monday evening prior to competition. The deck and ancillary areas should be set up in accordance with the rules and specifications outlined in this manual.

#### **Games Committee**

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

#### **Medical Requirements**

Please see the **Competition Site Requirements** section of this manual regarding medical needs.

#### **Meetings**

A meeting with all coaches of participating student-athletes should be conducted prior to the start of competition. This meeting shall be run by the NCAA and host.

#### **National Anthem**

The national anthem shall be played or sung prior to the start of the final session each day. The host should

work with the Swimming and Diving Committee and staff to develop unique ways of presenting the national anthem, if possible.

## 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 that you designate, it is always best to have four or five individuals who can fill in at a variety of places. Following are the types of personnel needed:

- Adequate security, with at least one uniformed security person;
- Ticket sellers;
- Ticket takers;
- Ushers, if necessary;
- Concession workers;
- NCAA merchandise sellers, if applicable;
- Lifeguards to cover all practices and competition sessions;
- Timers for each preliminary and finals session; and
- Diving table personnel.

### Head Trainer.

1. Arrange for a physician to be on-call for all swimming and diving competition and practices.
2. The Swimming and Diving 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 prequalification meet.
3. Arrange for medical supplies, water and ice for all practices and competition.

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

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

- Scorer;
- Timing system operator(s) and technician;
- Timers for each pool lane per session (two per lane preferred);
- Results system computer specialist;
- Message board operator, if necessary;
- Awards personnel;
- Registration workers;
- Drug-testing couriers, if necessary;
- Training room personnel;
- Diving table workers;
- Diving announcer;
- Media room personnel;
- Officials' and coaches' hospitality workers;
- Copy Machines;

- Miscellaneous runners;
- National anthem singer or band, if wanted;
- Music coordinator;
- Volunteer officials;
- Awards presenters; and
- Banquet access oversight workers.

### **Playing Rules**

The championships must be run in accordance with the 2023-24 and 2024-25 NCAA Swimming and Diving Rules Book. The rules book is located at [ncaapublications.com](http://ncaapublications.com).

### **Press Conference/Interviews**

An area should be set up adjacent to the deck for press conferences/interviews with designated student-athletes and coaches. A press conference may be held prior to the meet with coaches and student-athletes from the top-ranked teams. Hosts interested in scheduling a pre-meet press conference should work with NCAA staff to finalize the logistics of the press conference.

### **Registration**

The host institution must designate a registration area, which should be open by 4 p.m., local time, Monday, March 18. The registration area should have tables and chairs set up for the team information packet pick-up.

### **Reports**

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

1. Psyche sheet;
2. Two sets of institutional entries;
3. Team roster – lists institutional information and team members of all institutions entered in the meet;
4. Heat sheets – produced each evening after the scratch box has closed for preliminary sessions and each morning/mid-afternoon for the evening sessions;
5. Results;
6. Meet records – produced Saturday night after the meet;
7. After-action report – produced after the meet.

### **Results**

Copies of results should be made available for participating coaches at the conclusion of each event.

During the championships and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to NCAA staff and NCAA.com. Instructions for reporting results will be sent to hosts prior to competition.

### **Team Packets**

The packets given to each institution at registration should contain the items listed below. Hosts are responsible for preparing the packets prior to competition. Credentials may be included in the packets or held at a separate location at registration. Hosts should confirm the process for credential distribution prior to the championships.

- Psyche sheet;
- Team entry sheet;
- List of all teams and coaches;
- Schedule and timeline for the week;
- Any other important information from the participant manual;
- Medical information, sick-call procedures, phone numbers;
- Parking passes and information on parking;
- Banquet tickets;
- Credentials;
- Scratch forms;
- Relay entry form;
- Wi-Fi access information for coaches (if necessary);
- Emergency evacuation plan and any other emergency information; and
- Maps of pool, locker room facilities, bathrooms, campus, local areas, etc.

## Section 16 – Insurance

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### Liability

On-Campus Event. 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).

Off-Campus Event. 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.

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## **Section 17 – Lodging**

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### **Participants**

For this particular championship, 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.

### **Drug-Testing Crew**

The host institution will reserve four rooms for members of the drug-testing crew any area hotel.

### **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 pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

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## **Section 18 – Championships Marketing**

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### **Contacts**

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

### **Expectations**

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.



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

### Marketing Collateral

NCAA Online Marketing Website. 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 [www.ncaachampspromotion.com](http://www.ncaachampspromotion.com).

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](mailto: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](mailto: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.

\*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Marketing Portal.

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

#### **Social Media Guidelines**

Host institutions/conferences may use already established social media accounts (e.g. Facebook, Twitter, etc.) 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 (<https://www.ncaa.org/sports/2021/3/3/digital-social-media.aspx>) for a listing of official NCAA social media accounts.

## **Section 19 – Media Coordination/Credentials**

#### **Social Media/Blogging Policy**

A credentialed media member may blog or provide updates via social media during any NCAA championship event, provided that such posts do not produce in any form a “real-time” description of the event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential.

#### **Championships Records**

NCAA championships records are available in PDF format at NCAA.org - <https://www.ncaa.org/sports/2021/2/9/statistics.aspx>.

## Credentials

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

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

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

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

Issuance of Credentials. Working credentials shall not be mailed. The media coordinator shall issue credentials individually.

Drug Testing. In the event of drug testing, plastic credential badges will be issued for the drug-testing team by Drug Free Sport staff.

## Internet Policy

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships. Please visit [www.ncaa.com/media](http://www.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 post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

**Internet Live Statistics.** The 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 non-exclusive 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 Jeff Williams (phone 317-917-6138; [jswilliams@ncaa.org](mailto:jswilliams@ncaa.org)).

#### **Live Scoring**

Please refer to the [ncaa.com/media](http://ncaa.com/media).

#### **News Film and Mini-Cams**

Please visit <http://www.ncaa.com/broadcast> for updated information related to television, video and ENG policies.

#### **Photography**

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

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

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

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

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

### 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 <http://www.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 <http://www.ncaa.com/content/audio-policies-0>.

### Team Videographer

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

### Security

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

### Social Media Guidelines

**The official NCAA social media pages and official hashtags are located at <https://on.ncaa.com/SocialLinks>.**

Host Promotion of Championships. A lot of hosts already have an established presence in social media. Examples are a school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or 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 is also 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) feed, Instagram, Snapchat, TikTok account, etc.) solely devoted to promoting an NCAA championship.** These pages become outdated, distract fans from established pages and fracture the NCAA message.

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

### **Statistics Reporting to the NCAA**

Each host should e-mail the NCAA media coordination and statistics staff ([ncaastats@ncaa.org](mailto:ncaastats@ncaa.org)), the Stat Crew packed file from each NCAA championship game/match upon completion of each day of competition. On the final day, the e-mail should include the all-tournament and Most Outstanding Player selections.

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

Institutions should send all information as follows:

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

### **Live Streaming**

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

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

## **Section 20 – Championship Merchandise/Licensing**

### **Administration**

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

### **Availability**

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

### **General Policies**

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate 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 8AM 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. Non-notification 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. At the conclusion of the event, 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.
  - Re-stocking 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 phone line to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders 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 percent 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 percent 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 percent 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.**

## Section 21 – Medical Procedures

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### Medical Procedures

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

### Medical Facilities

**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.

**Biohazard Cleanup.** The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and



properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed within easy reach on deck.

General Public. The facility, at its expense, must provide certified medical personnel and a first-aid room on competition days.

Hospital. The host athletic trainer shall identify a hospital, in close proximity, that will be available to participating teams and shall ensure that championship participants will be provided priority care and assistance.

Participants. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and competition at the facility. The training room must open a minimum of two hours before all practices and competition, and remain open one hour after the conclusion of all practices and competition. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during competition.

Supplies. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment should include, but is not limited to the following:

- Automated external defibrillator (AED);
- A bag-valve mask, advanced airway tools;
- A spine board and other stabilization supplies for the head and neck;
- Splints;
  - Immobilization splints;
  - Immobilizer/knee stabilizer; and
  - Crutches.
- Bleeding control materials, such as a tourniquet and large sterile dressings;
- Ice;
- Blood-borne pathogen kitMoist hot packs;
- Muscle stimulator;
- Sharps kit/biohazard trash can;
- Ultrasound unit;
- Gurney;
- First-aid equipment/athletic training supplies;
- Suture materials; and
- Emergency eye care and dental equipment.

Sports medicine providers should be trained to use emergency supplies.

### **Concussions**

The NCAA has adopted legislation that requires each active member institution to have a concussion-management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

### **Medical Staffing**

Host Medical Staff. It is the responsibility of the host institution/conference to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

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 Baths**

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 22 – Neutrality**

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

## Section 23 – Officials

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### Meetings

The Swimming and Diving Committee will meet with the officials (separately from the participants' meeting) to review their responsibilities and review the reimbursement process.

### Selection

Selection and assignment of officials for the championships will be the responsibility of the Swimming and Diving Committee. Officials shall adhere to the Association's policies relating to gambling activities and drug and alcohol use.

The host institution is responsible for securing eight volunteer relay take off judges per session.

## Section 24 – Presentation/Fan Engagement

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

### Guidelines.

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band... and for all of the American military service personnel who they proudly represent.").
- Request for any type of presence on-site (e.g. booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA point person if providing complimentary access to watch the

championship before or after their presentation is appropriate and possible.

- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night “Military Appreciation Day/Night.” This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

## Section 25 – Programs

### General Information

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

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

### Content/Editorial

LEARFIELD 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](mailto: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](mailto:chad.laytham@learfield.com)) at LEARFIELD.

## Section 26 – Safety and Security

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

The suggestions outlined in 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, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

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.

## Preparation

The facility liaison and NCAA staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the game. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

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

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

Interruption of Competition. The officials have the authority to interrupt competition. If competition is interrupted because of events beyond the control of the Swimming and Diving Committee, it shall be continued from the point of interruption at a time determined by the Swimming and Diving Committee. The Swimming and Diving Committee should review the following procedures for interruption of a game:

Student-Athletes and Coaches. These individuals should proceed to the bench area or, on instruction from the NCAA staff or Swimming and Diving Committee members, 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.

Responsibility. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if competition is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, 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 scorer's table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and officials must be kept informed throughout the delay.

Meeting. The Swimming and Diving Committee chair, NCAA staff and game-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at the scorer's table to assess the situation.

Normal Conditions. The Swimming and Diving 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 games committee shall determine the revised schedule after consultation with the Swimming and Diving Committee. If possible, the contest should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals and other individuals designated by each institution's administrators and required facility operations personnel. Also, the games committee has the authority to reschedule the competition or session in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA playing rules.

Spokesperson. The Swimming and Diving 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**

The tournament manager must review crowd-control policies with the Swimming and Diving Committee liaisons and is responsible for strict enforcement of these policies.

### **Personnel**

Adequate uniformed security (not necessarily uniformed police) must be provided for areas for which a credential is required or where crowd control is necessary. The Swimming and Diving Committee representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Emergency Plans. Facility management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

Local Spokesperson. The host institution, working with facility management and federal, state, county and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve

as a local spokesperson during an emergency.

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

Laser Pointers. Laser pointers are not permitted.

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

Promotional Items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc., except products sold 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.

#### **Spectator Photography/Video Cameras.**

Flash photography is prohibited; however, spectators are permitted to bring video cameras. Fans must remain in their seats and not obstruct others' view.

## **Section 27 – Tickets/Seating**

Hosts should work with the NCAA point person to finalize the ticket prices for the championships. Once ticket prices have been established, a timeline for ticket sales should be finalized. Team ticket requests should be available prior to the public sale of tickets. Traditionally teams are given the opportunity to purchase all-session tickets in prime seating, which are filled either on a first-come-first-serve basis or by lottery. Hosts should submit the language and process for team ticket requests to the NCAA for review and approval prior to sending it to teams. NCAA staff can provide a distribution list for all Division III swimming and diving coaches upon request.

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

#### **Complimentary Tickets**

No complimentary tickets shall be issued, with the exception that children 24 months or younger may be admitted free or charge (if facility policy permits) if accompanied by a ticketed adult. In this case, the child must sit on the adult's lap and not occupy another seat.



### Email Databases

The NCAA owns and Turner Sports retains the exclusive right to any NCAA email databases. A championship host (including venue operators) may collect email addresses as a part of its efforts to market/promote and sell tickets to an NCAA championship. Any email addresses collected by a host must be sent to the NCAA within seven business days of a request or within 30 days following the conclusion of the championship if no request has been made. The NCAA retains the right to withhold any honorarium associated with hosting the championship until it has received all email addresses collected as part of marketing/promoting or selling tickets to the championship.

Any email marketing should include opt-in language for receiving more information from the NCAA.

A host institution/conference is permitted to merge any collected email addresses into its own database at the conclusion of the championship. However, a host may not use or create a specific database from email addresses collected as part of its championship hosting obligations.

### Ticket Back (Disclaimer)

Please refer to **Appendix F**.

### Ticket Backs

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

Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

Coupons. Under no circumstances may a “coupon promotion” be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

### Printing Tickets

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

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

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

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

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

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

## Section 28 – Transportation

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### Local Transportation for Teams

The host institution is urged to assist each team in arranging for local transportation (i.e., provide names and telephone numbers of companies that could be contacted).

### Parking

The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

### Rental Cars

The NCAA shall pay for the rental of cars for a predetermined number of game officials and the Swimming and Diving Committee representative(s). The championships staff will make all arrangements directly through Short's Travel and communicate arrangements to the individuals who have been approved to rent cars.

## Section 29 – Volunteers

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### 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 2023-24 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

### Goals and Recruitment

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

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

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

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

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

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

#### **Waivers**

Each volunteer must sign a waiver of liability before the start of the championship (see **Appendix G**). 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.

**APPENDIX A – Meet Schedule**  
**2024 NCAA Division III Men’s and Women’s**  
**Swimming and Diving Championships**

<b><u>Monday, March 18</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Swimming practice	4 – 9 p.m.	Greensboro Aquatic Center
Diving practice	4 – 9 p.m.	Greensboro Aquatic Center
Athletic training room	4 – 9 p.m.	Greensboro Aquatic Center
Registration	4 – 9 p.m.	Greensboro Aquatic Center

<b><u>Tuesday, March 19</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Swimming practice	7 a.m. – 5:30 p.m.	Greensboro Aquatic Center
Diving practice	7 a.m. – 5:30 p.m.	Greensboro Aquatic Center
Athletic training room	7 a.m. – 6 p.m.	Greensboro Aquatic Center
Registration	7 a.m. – 5:30 p.m.	Greensboro Aquatic Center
Scratch deadline	5 p.m.	Greensboro Aquatic Center
Diving coaches meeting*	4 p.m.	Virtual (Microsoft Teams)
Swimming coaches meeting*	5 p.m.	Virtual (Microsoft Teams)
CSCAA debriefing	6 p.m.	Virtual (Microsoft Teams)

***\*Attendance mandatory***

<b><u>Wednesday, March 20</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Athletic training room	7 a.m. – 10 p.m.	Greensboro Aquatic Center
Swimming warm up	7 – 9:45 a.m.	Greensboro Aquatic Center
Diving warm up	7 – 10 a.m. (open boards)	Greensboro Aquatic Center
	10 a.m. – 12:45 p.m. (flighted)	Greensboro Aquatic Center
Swimming preliminaries	10 a.m.	Greensboro Aquatic Center
Diving preliminaries	12:45 p.m.	Greensboro Aquatic Center
Diving consolation finals	Immediately after prelims	Greensboro Aquatic Center
Swimming warm up	4:30 – 5:45 p.m.	Greensboro Aquatic Center
Scratch deadline	5 p.m.	Greensboro Aquatic Center
Diving warm up	5:30 – 6:30 p.m. (open boards)	Greensboro Aquatic Center
Finals	6 p.m.	Greensboro Aquatic Center

<b><u>Thursday, March 21</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Athletic training room	7 a.m. – 10 p.m.	Greensboro Aquatic Center
Swimming warm up	7 – 9:45 a.m.	Greensboro Aquatic Center
Diving warm up	7 – 10 a.m. (open boards)	Greensboro Aquatic Center
	10 a.m. – 1 p.m. (flighted)	Greensboro Aquatic Center
Swimming preliminaries	10 a.m.	Greensboro Aquatic Center
Diving preliminaries	1 p.m.	Greensboro Aquatic Center
Diving consolation finals	Immediately after prelims	Greensboro Aquatic Center
Swimming warm up	4:30 – 5:45 p.m.	Greensboro Aquatic Center
Scratch deadline	5 p.m.	Greensboro Aquatic Center
Diving warm up	5:30 – 6:30 p.m. (open boards)	Greensboro Aquatic Center
Special Olympics	5:45 p.m.	Greensboro Aquatic Center
Finals	6 p.m.	Greensboro Aquatic Center

**Friday, March 22**

Athletic training room	7 a.m. – 10 p.m.	Greensboro Aquatic Center
Swimming warm up	7 – 9:45 a.m.	Greensboro Aquatic Center
Diving warm up	7 – 10 a.m. (open boards) 10 a.m. – 1 p.m. (flighted)	Greensboro Aquatic Center Greensboro Aquatic Center
Swimming preliminaries	10 a.m.	Greensboro Aquatic Center
Diving preliminaries	12:45 p.m.	Greensboro Aquatic Center
Diving consolation finals	Immediately after prelims	Greensboro Aquatic Center
Swimming warm up	4:30 – 5:45 p.m.	Greensboro Aquatic Center
Scratch box	Closes at 5 p.m.	Greensboro Aquatic Center
Diving warm up	5:30 – 6:30 p.m. (open boards)	Greensboro Aquatic Center
Senior night	5:45 p.m.	Greensboro Aquatic Center
Finals	6 p.m.	Greensboro Aquatic Center

**Saturday, March 23**

Athletic training room	7 a.m. – 10 p.m.	Greensboro Aquatic Center
Swimming warm up	7 – 9:45 a.m.	Greensboro Aquatic Center
Diving warm up	7 – 10 a.m. (open boards) 10 a.m. – 1 p.m. (flighted)	Greensboro Aquatic Center Greensboro Aquatic Center
Swimming preliminaries	10 a.m.	Greensboro Aquatic Center
Diving preliminaries	1 p.m.	Greensboro Aquatic Center
Diving consolation finals	Immediately after prelims	Greensboro Aquatic Center
Swimming warm up	4:30 – 5:45 p.m.	Greensboro Aquatic Center
Diving warm up	5:30 – 6:30 p.m. (open boards)	Greensboro Aquatic Center
Finals	6 p.m.	Greensboro Aquatic Center

**WARM UP PROCEDURES**

**Monday, March 18**

General swimming practice	4 – 8 p.m.
General diving practice	4 – 8 p.m.

**Tuesday, March 19**

General swimming practice	7 a.m. – 8 p.m.
General diving practice	7 a.m. – 8 p.m.

**Wednesday, March 20 - Saturday, March 23**

**Preliminaries**

7 – 9:15 a.m.	General warm up
9:15 – 9:30 a.m.	Sprint lanes 2, 8 one way only
	Pace lanes 3, 4, 5, 6
	General lanes 2, 7
9:30 – 9:45 a.m.	Sprint lanes 2, 3, 7, 8 one way only
	Pace lanes 1, 4, 5, 6
9:45 a.m.	Clear competition pool

**Finals**

4:30 – 5:15 p.m.	General warm up
5:15 – 5:30 p.m.	Sprint lanes 2, 8 one way only
	Pace lanes 3, 4, 5, 6
	General lanes 1, 7
5:30 – 5:45 p.m.	Sprint lanes 2, 3, 7, 8 one way only
	Pace lanes 1, 4, 5, 6

5:45 p.m.

Clear competition pool

NOTE: Only on Thursday, March 21 the 9:15- 9:30 a.m. and the 5:15-5:30 p.m. lane assignments will be removed and the 9:30-9:45 a.m. and 5:30-5:45 p.m. will be extended to 9:15-9:45 a.m. and 5:15-5:45 p.m.

NOTE: NO STRETCH CORDS WILL BE ALLOWED. Competition pool will be closed during breaks and before and after relays.

**APPENDIX B – Order of Events**  
**2024 NCAA Division III Men’s and Women’s**  
**Swimming and Diving Championships**  
**Greenboro Aquatic Center – Greenboro, North Carolina**

**DAY 1 – Wednesday, March 20**

**Trials – 10 a.m.**

*Note: Men will precede the women in all events*

<b><u>Event No.</u></b>	<b><u>Name of Event</u></b>
1 - 2	500-yard freestyle
3 - 4	200-yard individual medley
5 - 6	50-yard freestyle
	20-minute intermission *Starts at the conclusion of each respective genders’ event
8 - 9	200-yard medley relay
7	Three-meter diving (M) —Trials

**Finals – 6 p.m.**

<b><u>Event No.</u></b>	<b><u>Name of Event</u></b>
1 - 2	500-yard freestyle
3 - 4	200-yard individual medley
5 - 6	50-yard freestyle
7	Three-meter diving (M) - Finals
8 - 9	200-yard medley relay

**DAY 2 – Thursday, March 21**

**Trials – 10 a.m.**

*Note: Men will precede the women in all events*

<b><u>Event No.</u></b>	<b><u>Name of Event</u></b>
10 - 11	200-yard freestyle relay
	10-minute intermission *Starts at the conclusion of each respective genders’ event
12 - 13	400-yard individual medley
14 - 15	100-yard butterfly
16 - 17	200-yard freestyle
	20- minute intermission *Starts at the conclusion of each respective genders’ event
19 - 20	400-yard medley relay
18	One-meter diving (W)—Trials

**Finals – 6 p.m.**

<b><u>Event No.</u></b>	<b><u>Name of Event</u></b>
10 - 11	200-yard freestyle relay
12 - 13	400-yard individual medley
14 - 15	100-yard butterfly
16 - 17	200-yard freestyle
18	One-meter diving (W)—Finals
19 - 20	400-yard medley relay

### DAY 3 – Friday, March 22

#### Trials – 10 a.m.

*Note: Men will precede the women in all events*

<b><u>Event No.</u></b>	<b><u>Name of Event</u></b>
21 – 22	200-yard butterfly
23 – 24	100-yard backstroke
25 – 26	100-yard breaststroke
	20-minute intermission *Starts at the conclusion of each respective genders' event
28 – 29	800-yard freestyle relay – Timed Finals-Slowest to fastest with fastest heat during finals
27	One-meter diving (M)—Trials*

#### Finals – 6 p.m.

<b><u>Event No.</u></b>	<b><u>Name of Event</u></b>
21 – 22	200-yard butterfly
23 – 24	100-yard backstroke
25 – 26	100-yard breaststroke
27	One-meter diving (M)—Finals*
28 – 29	800-yard freestyle relay — Fastest seeded heat of timed finals

### DAY 4 – Saturday, March 23

#### Trials – 10 a.m.

*Note: Men will precede the women in all events*

<b><u>Event No.</u></b>	<b><u>Name of Event</u></b>
32 – 33	100-yard freestyle
34 – 35	200-yard backstroke
36 – 37	200-yard breaststroke
	20-minute intermission *Starts at the conclusion of each respective genders' event
39 – 40	400-yard freestyle relay
38	Three-meter diving (W)—Trials*
30 – 31	1650-yard freestyle — Timed finals-Fastest to slowest alternating genders with fastest heat during finals

#### Finals – 6 p.m.

<b><u>Event No.</u></b>	<b><u>Name of Event</u></b>
30 – 31	1650-yard freestyle — Fastest seeded heat of timed finals
32 – 33	100-yard freestyle
34 – 35	200-yard backstroke
36 – 37	200-yard breaststroke
38	Three-meter diving (W)—Finals*
39 – 40	400-yard freestyle relay

*\*Note: For a detailed schedule of diving, refer to Rule 6-2-2 in the rules book*

### **AWARDS**

The awards for each event will be presented at the conclusion of the women's championship heat for that event. Awards will be presented to the championships finalists only.



## **APPENDIX C – Crowd-Control Statement**

The responsibility for crowd control rests with the director of athletics or designated representative of the host institution. Host institutions should provide a copy of their evacuation plans as well as other crowd control measures for review by the sports committee. The director of athletics of the competing institutions are expected to communicate with their student-athletes and other fans to encourage enthusiastic support within the confines of good sportsmanship.

Host institutions must provide adequate security and ushers, preferably in uniform, for effective crowd management. Attention should be given to seating arrangements that will alleviate crowd control problems. In addition, evacuation and emergency plans should be in place and should be reviewed with the games committee.

The tournament manager, or a designated representative, shall be prepared to use the public-address system at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions. Host institutions will be provided with a script prior to the event and should refer to the script for various other announcements to be made throughout the duration of the event.

## APPENDIX D – Coaches’ Meeting Agenda

### A G E N D A

#### NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

#### DIVISION III MEN’S AND WOMEN’S SWIMMING AND DIVING CHAMPIONSHIPS COACHES MEETING (TENTATIVE)

#### Chair, NCAA Division III Men’s and Women’s Swimming and Diving Committee

- Introductions and welcome.

#### 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 Championships Manager

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. Pool hours.
3. Practice times.
4. Medical coverage.
5. Hospitality.
6. Evacuation procedures.
7. Banquet.
8. Awards ceremony.
9. Pictures.
10. Parking.
11. Locker room availability.

12. Registration table.
13. Credentials and admission policy.
14. Student-athlete areas during competition.
15. Availability of heat sheets and finals results.
16. Permissible areas for media persons.
17. Rubdown areas.

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

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

## APPENDIX E – Awards Presentation Information

**Event:**

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**Date:**

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**Name of Presenter:**

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**Title:**

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**Notes on Presenter:**

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## **APPENDIX F – 2023-24 Standard Ticket Back Disclaimer Language**

**Updated 07/02/2018**

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

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

## APPENDIX G – Volunteer Waiver

### 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.

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Signature of Participant Date

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

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

## APPENDIX H – Live Streaming



**WBD Sports**



**Tupelo Honey** is responsible for video content and live productions at thousands of events annually. Since 2010, in partnership with WBD Sports (Turner Sports) and NCAA.com, Tupelo Honey has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

### **Network Connection**

To deliver a high quality video production, we require 50 Mbps sustained upload speed with dependable QoS, dedicated to one wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Support staff utilizes TeamViewer to diagnose and troubleshoot our equipment once on site, therefore, this connection must allow TeamViewer access. It is extremely important that the IP network be addressed early in the planning process. Our team will arrive a day or two prior to the event to test network connectivity with WBD/Turner Sports. 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.

### **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, weather-proof production space. Please provide four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. 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. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful. The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

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 special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked. Following the event, our on-site producer will coordinate pickup of the equipment.

### **Crew/Announcers**

WBD/Turner Sports provides all necessary equipment for a successful NCAA.com broadcast. The production crew and announcers are secured by Tupelo Honey and WBD Sports. If the host institution already has contacts 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.

### **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. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

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



## APPENDIX I – 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.

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

*Final approval of the city specific microsite will come from the NCAA event marketing and branding team. Prior to the microsite URL going live, please share 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: [www.NCAA.com/Travel](http://www.NCAA.com/Travel).

### **Selections, Preliminary Rounds and Broadcast Schedule**

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

### **Email Sign Up**

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

### **Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at <https://ncaa-logo.pd.dmh.veritone.com/user/login>.

### **Copyrights, Licensing, Trademarks and Corporate Marks**

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

Host cannot promote or click 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: <https://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](https://www.ncaa.com/social).

### **Mobile Version**

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

### **Microsite Examples**

If you would like to review an approved championship microsite please reference one of the following page:

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