



HOST OPERATIONS 2025-26 MANUAL

Division III Swimming & Diving

Contents

Section 1 • Alcoholic Beverages and Tobacco Products	5
Section 2 • Americans with Disabilities Act	6
Section 3 • Artificial Noisemakers	7
Section 4 • Awards	8
Section 5 • Banquet/Social	11
Section 6 • Branding	12
Section 7 • Broadcasting/Internet	13
Section 8 • Commercialism/Contributors	14
Section 9 • Competition Site Requirements	20
Section 10 • Drug Testing	24
Section 11 • Equipment	25
Section 12 • Financial Administration	26
Section 13 • Health & Safety Considerations	28
Section 14 • Hydration Product	30
Section 15 • Insurance	31
Section 16 • Lodging	32
Section 17 • Marketing	33
Section 18 • Media Services	35
Section 19 • Meet Management	44
Section 20 • Merchandise/Licensing	48
Section 21 • Neutrality	50
Section 22 • Officials	51
Section 23 • Presentation/Fan Engagement	52
Section 24 • Programs	56
Section 25 • Safety and Security	57
Section 26 • Site Visit	60
Section 27 • Ticketing	61
Section 28 • Transportation	64
Section 29 • Volunteers	65
Appendix A • Meet Schedule	67
Appendix B • Order of Events	69
Appendix C • Awards Presentation Information	71
Appendix D • Volunteer Waiver	72
Appendix E • Streaming Guidelines	73

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 everyone involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and championship attendee.

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF 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 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 event 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 GOVERNING SPORT COMMITTEE

The NCAA's core purpose, values and envisioned future provide the framework for all actions in the committee's administration of the championship and its stewardship of the competition. 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 Council.

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.

LGBTQ+ Inclusion

LGBTQ+ inclusion ensures every student-athlete, regardless of sexual orientation, gender identity or gender expression, may fully participate in and benefit from intercollegiate athletics. Division III championships hosts play a unique role in supporting the participating LGBTQ+ student-athletes and coaches' overall well-being and sense of belonging. The [LGBTQ+ communication resource](#) offers several inclusive communications best practices.

NCAA COMMITTEE AND STAFF

Christopher Sykes Head Men's and Women's Swimming and Diving Coach Illinois College Phone: 847-899-9867 Email: christopher.sykes@ic.edu Term expires Aug. 31, 2027	Abby Jarvis Assistant Commissioner Northwest Conference Phone: 740-963-2300 Email: abby@northwestconf.org Term expires: Aug. 31, 2029
Andrew Brabson Head Men's and Women's Swimming and Diving Coach California Institute of Technology Phone: 626-395-6853 Email: abrabson@caltech.edu Term expires Aug. 31, 2026	Doug Milliken Head Men's and Women's Swimming and Diving Coach Case Western Reserve University Phone: 216-368-4652 Email: dem82@case.edu Term expires: Aug. 31, 2027
Carolyn Miles Associate Director of Athletics Williams College Phone: 413-597-3939 Email: cdm3@williams.edu Term expires: Aug. 31, 2028	Shawn Austin Head Men's and Women's Diving Coach State University of New York at Geneseo Phone: 585-245-3428 Email: austinsm@geneseo.edu Term expires: Aug. 31, 2029
Kiki Jacobs, chair Director of Athletics Roger Williams University Phone: 401-254-3428 Email: kjacobs@rwu.edu Term expires: Aug. 31, 2026	Dean Brownley Head Men's and Women's Swimming and Diving Coach Centre College Phone: 859-238-5540 Email: dean.brownley@centre.edu Term expires: Aug. 31, 2027
Corey Bray Associate Director, Championships and Alliances NCAA Phone: 317-917-6076 Cell: 463-302-2048 Email: cbray@ncaa.org	CJ Sowards Assistant Coordinator, Championships and Alliances NCAA Phone: 317-917-6001 Email: csowards@ncaa.org
Keith Beckett Meet Coordinator Office: 330-263-2189 Cell: 330-988-8525 Email: kbeckett@wooster.edu	Peggy Carl Assistant Meet Coordinator Cell: 978-818-9544 Email: peggy.carl@gmail.com
Lewis Fellingner, Diving Coordinator Cell: 216-288-3483 Email: lfellingner@jcu.edu	Michelle Chaffin Meet Entries/Times Coordinator Cell: 303-579-5459 Email: michelle@chaffin.net
Greg Lockard, Secretary Rules Editor Phone: 973-486-5501 Email: greg@swimdiverules.com	

Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Unless expressly permitted in writing by the NCAA (subject to the applicable NCAA legislative, policy changes and/or championship hosting arrangements), 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 competitions 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

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

Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. 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 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 3 • Artificial Noisemakers

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

Section 4 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

These items can be covered through the operations budget or the local organizing committee budget. The NCAA has preapproved artwork with pricing available. If assistance with ideas or ordering the preapproved items is needed, please contact Nathan Arkins at 317-917-6790 or narkins@ncaa.org. Otherwise, please work directly with the primary sign contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

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

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

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION

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

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

Award Presentation

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

At this time, we would like to present the Elite Scholar-Athlete Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who 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 Scholar-Athlete Award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

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

In-Venue Presentation

The NCAA and host staff are encouraged to look for opportunities for the Elite Scholar-Athlete Award winner to be presented with their award in the championship venue during a time when most participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple competitions in one day that disperses the crowd chronologically, it should be explored for championships in which most 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 competition.
- The award winner could be recognized during a scheduled opening or closing ceremony at which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

If the Elite Scholar-Athlete 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 with the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite Scholar-Athlete Award, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who 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 Scholar-Athlete Awards is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

The recipient of the Elite Scholar-Athlete Award—for the 2026 (Men's or Women's) NCAA Division III Swimming Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

Press Release

On the day of/or prior to the winner of the Elite Scholar-Athlete 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 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 92 winners after the on-site announcement is made. Olivia Baumhoer will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post. The host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to socialmedia@ncaa.org.

For more information on the Elite Scholar-Athlete Award winners, [click here](#).

PARTICIPATION

Preliminary Rounds

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

Finals

Participation awards are permissible (one per participant) if they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee**. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. All participation awards will be distributed at the site of the championship(s). Hosts should work with the championship manager on award logistics.

Section 5 • Banquet/Social

No banquets or social events for student-athletes should be held at the championships.

Section 6 • 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. 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.

COMPETITION PRESENTATION

NCAA championship hosts are required to use NCAA provided public address announcer scripts, runs-of-show and video board content. Host and participating team messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognitions and sponsorships. Any proposed enhancements for the event must be approved in advance by the championship staff liaison.

PUBLIC ADDRESS AND TEXT BOARD SCRIPTS

The public address announcer scripts allow event management/event presentation to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with the NCAA championship manager to secure a timing sheet, PA script and run-of-show for the championship event.

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 the NCAA championship manager to identify if there is a Van Wagner producer assigned to the championship (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:

Bridget Bacon
Van Wagner
Telephone: 818-648-2330
Email: bbacon@vanwagner.com

Section 7 • Broadcasting/Internet

Please see the NCAA broadcast and media services policies at ncaa.com/media.

Section 8 • 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 will provide the requested space or similar accommodation.

Local Organizing Committee Hospitality

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

Other Functions

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

PREMIUMS GUIDELINES

The competition venue shall provide the NCAA with a set of guidelines, like 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 use and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers

Laser pointers of any kind are not permissible.

Noisemakers

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

Promotional Items

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

Signs, Flags, Banners

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

Video Camera/Still Camera Policies

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 92 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 use the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relations staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as local contributors of the LOC. Local contributors may not use the word official, official sponsor of or corporate champion/partner in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, except for small signs in private hospitality locations; in the souvenir (print or digital) 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 with an opportunity to purchase an advertisement in the souvenir program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA TRADEMARKS

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

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

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

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

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

DIVISION III SWIMMING AND DIVING

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

Identification of Commercially Named Venues on NCAA Materials

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

NCAA Logo Use by Commercially Named Venues

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

The following conditions apply to this NCAA logo use:

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

NCAA Trademarked Protection Language

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example. Ashley Murray at amurray@ncaa.org for assistance with exact wording.

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

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

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

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

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

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

NCAA Licensed Trademarks

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

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

Helpful Links

[The NCAA's Advertising and Promotional Standards](#)

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

The NCAA licensing program is designed to ensure the quality and consistency of all 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.org/championships/marketing/ncaa-official-licensee-list.

ADVERTISING/SIGNS/LOOK AND DÉCOR

Advertising/Banners/Signs/Displays

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

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 92 NCAA championships.

External Signs

All exterior venue corporate signs, 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 preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) sign 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 Signs/Product Branding

Regarding any signs 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 signs or other elements of its own third-party designees in covering such existing signs/product branding.

NCAA Corporate Champion and Partner Branding/Recognition

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

Official Stickers and Stencil

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

Fan Promotional Materials

If the 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.

Digital Inventory

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

Section 9 • Competition Site Requirements

ATHLETIC TRAINING AND MEDICAL NEEDS

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).

Athletic training areas should be designated in the competition area and should be equipped with towels, BODYARMOR/ 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 30 minutes after the end 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 must provide standard procedures and equipment for handling injuries involving blood. The host should work with the NCAA championship manager to determine if an ambulance needs to be on site.

CONCESSIONS

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

FACILITY USE

The facility shall be reserved for the exclusive use of the NCAA beginning at 2 p.m. Monday through the conclusion of the championships, Saturday night, unless otherwise negotiated. All space shall be available, and the facility set up no later than two hours prior to the beginning of the first practice.

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

Entrances

Entrances must be staffed by an adequate number of people. Signs should be posted to clearly identify all entrances (e.g., team, committee, fans).

Team Personnel Entrance

An entrance must be identified for all student-athletes and coaches to enter the facility.

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).

Hot Tubs

An adequate number of hot water sources/hot tubs (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 the 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 4-foot by 8-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 announcers and referees.
- Computer for results.
- Public-address system.
- Copy machines.
- Electronic scoreboard for individual scores and auxiliary scoreboard to display leaders.
- Internet for media.
- Adequate sound system/equipment for music.
- Adequate lighting to support streaming the competition.

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 current 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.

DIVISION III SWIMMING AND DIVING

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 team massage therapy tables.

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.

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

A hospitality area should be set up adjacent to or in the media workroom to accommodate the working press throughout practices and competition. Only NCAA, DASANI and/or generic drinking cups (devoid of commercial identification) should be used in the hospitality area.

An interview area is required. 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 committee. This area should be 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, the Swimming and Diving Committee, NCAA staff and any other personnel working at the championships. The host 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/buses.

Scoreboards

An electronic scoreboard displaying divers, scores and rankings should be available.

Signs

The NCAA will provide a basic sign package. Additional signs may be available for the finals site and should be ordered through the NCAA championships manager. No signs except NCAA-provided and/or approved signs 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 the competition course. The host must strictly enforce this policy.

Hosts should create directional signs for all areas accessible throughout the championships (i.e., registration, massage therapy, media, hospitality), including the race ready and awards areas on deck. All directional signs 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/conference/facility, (2) the Swimming and Diving Committee approves the appearance and content, and (3) they are no bigger than 5' X 8'. 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. One seat per participant is considered adequate. A diagram of the seating locations must be included in the participant manual. The championships manager will coordinate the selection of assigned seating locations with each team with at least 10 student-athletes.

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 in the participant manual.

Section 10 • Drug Testing

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

Comprehensive drug testing details for hosts can be found at the following link: [NCAA Drug Testing Program - ncaa.org](https://www.ncaa.org/sportscollection/competition/competition-operations/ncaa-drug-testing-program).

Section 11 • Equipment

EQUIPMENT INFORMATION

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

CUPS, COOLERS AND WATER BOTTLES

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

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.

HYDRATION PROGRAM

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

Please contact Corey Bray (317-917-6076; cbray@ncaa.org) with questions.

Section 12 • Financial Administration

AUDIT

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

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

APPROVAL OF THE BUDGET

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

The host 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

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

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

DRUG TESTING EXPENSES

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

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit online expense forms via the [Travel Expense System \(TES\)](#) to the travel group at the NCAA national office within 45 days of the competition. Please note that if an institution hosts a championship and participates in the championship the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

SITE REPRESENTATIVES

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

TRANSPORTATION

The NCAA shall pay for the rental of cars for a predetermined number of 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 reserve the vehicle.

Local Transportation for Teams

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 the championship is conducted at a predetermined site, On Location will assist with the management of those hotel room blocks

Please click [here](#) for NCAA championship travel policies.

Section 13 • Health & Safety Considerations

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

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

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

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 cost incurred is reimbursable by the NCAA. Any ambulance used must be equipped in accordance with all applicable government regulations and industry medical and safety standards.

COACHES, OFFICIALS, EVENT STAFF AND SPECTATORS

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

MEDICAL STAFF CREDENTIALS AND ACCESS

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

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

PORTABLE IMMERSION TUBS

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

Section 14 • Hydration Product

EQUIPMENT INFORMATION

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

CUPS, COOLERS AND WATER BOTTLES

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

HYDRATION PROGRAM

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

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

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

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

USE OF NCAA-PROVIDED COOLERS FROM PREVIOUS YEARS

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

Please contact Corey Bray (317-917-6076; cbray@ncaa.org) with questions.

Section 15 • Insurance

LIABILITY

If the event is held on campus:

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

If the event is held off campus:

Host institutions/conferences 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).

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

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

Section 16 • Lodging

NCAA PREDETERMINED PRELIMINARY-ROUND COMPETITIONS AND PREDETERMINED CHAMPIONSHIPS

For all NCAA predetermined preliminary-round competition and predetermined championships, On Location acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). The contracted hotel properties shall be within 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on the availability and quality of rooms for participating institutions/student-athlete(s). Teams must stay at an NCAA contracted hotel unless otherwise noted. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

Hosts are no longer required to secure the rooms. On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

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

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

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

MERCHANDISING

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

Section 17 • Marketing

CONTACTS

The host 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 person to work closely with the NCAA championships marketing contact person to create and implement the championship marketing plan. While many hosts may have a marketing contact person in the athletics department/conference office, 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 person should be submitted through the key contact portion of the Championships Bid Portal.

EXPECTATIONS

- Know the marketing budget. The host tournament manager or the NCAA championship manager can communicate the marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in the 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 the area.
- Track marketing efforts and analyze results post championship to share with the NCAA marketing contact.

MARKETING PLAN

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

MARKETING COLLATERAL

NCAA Marketing Portal

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

Championship hosts should customize and download all necessary artwork to promote the championship from the website. Hosts should use 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 championship host marketing contact and tournament manager will receive an email with the marketing website address, username and password. Please contact ncaachampspromotions@ncaa.org for assistance this information.

DIVISION III SWIMMING AND DIVING

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

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

All requests must be approved by the national office staff before proceeding. Artwork requests and approvals will be managed through the website. If a local print vendor is not available, NCAA preferred vendors are listed 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 92 NCAA Championships.

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

Television/Video and Radio Ticket Spots

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

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (Facebook, X, 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://ncaa.org/sports/2021/3/3/digital-social-media.aspx) (ncaa.org/sports/2021/3/3/digital-social-media.aspx) for a listing of official NCAA social media accounts.

Section 18 • Media Services

The host media coordinator should become familiar with the NCAA media policies, all of which are outlined at [ncaa.com/media](https://www.ncaa.com/media).

Media coordinators should work closely with the national office staff and the sports information directors (SIDs) of each participating team to provide smooth press operation at each site, both for the media and the coaches and student-athletes. The SID/media coordinator should make personal contact with key media in the area to try to generate features and/or columns prior to the competition, as well as interest television stations in the meet.

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

BROADCASTING

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

For final sites of all nontelevised championships, [ncaa.com](https://www.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 stream of the event.

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

Please log on to [ncaa.com/media](https://www.ncaa.com/media) for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](https://www.ncaa.org/sports/2021/2/9/statistics.aspx) - [ncaa.org/sports/2021/2/9/statistics.aspx](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 and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites. PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers (jrodders@ncaa.org) for more information. If a host produces its 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](https://www.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 competition 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 (post competition only).
- Participant – For student-athletes, coaches, equipment managers (anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postcompetition 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 competition is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credentials to allow them to specific places such as the truck compound.

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Final-Round Site

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

Preliminary-Round Site

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

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

CREDENTIAL BOARDS

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

DISTRIBUTION OF INFORMATION

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

FINAL RESULTS BOOKS AND STATISTICS

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

The host institution/conference office is responsible for providing complete statistics of all NCAA championships competition.

HEAT SHEETS

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

INTERNET POLICY

Wireless Internet should be accessible for the media, NCAA committee, coaches, etc. The host institution may NOT assess an additional hookup fee to any media agency. Hard line connections must be available for timing and web streaming personnel, if necessary.

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

The NCAA and its partners own the internet rights to all of its 92 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and postevent footage use. The NCAA and its partners own all competition action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

Hotel

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

Hospitality

Media hospitality, if applicable, should be separate from other hospitality areas.

Meals

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

Parking

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

Media Workroom

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

NEWS FILM AND MINI-CAMS

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

NCAA championship hosts and LOC's 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 and enhance their experience in preparation for traveling to the host city. The following information should assist hosts with the creation of a local microsite.

The URL for host microsites 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 the 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 it with the championship manager to begin the approval process.

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

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

Local News

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

Venue and Transportation Information

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

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

Volunteer Information

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

Travel Information

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

Selections, Preliminary Rounds and Broadcast Schedule

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

Email Sign Up

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

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

- Host cannot promote or click through to any URL other than ncaa.com.
- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: ncaaphotos.photoshelter.com/contact.

- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

Social Media

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

Mobile Version

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

Local Contributor Recognition

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

- Referred to as Local Contributors or Host City Contributors. No usage of official, official sponsor or corporate champion/partner in any manner.
- In text only. No logo presence of the local contributor is permitted.
- Page must be free of any NCAA logos.

Microsite Examples

Please reference the following page for an approved championship microsite:

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

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, shall attend all press conferences, including any conducted before the start of championship play. A media coordinator can decide to have a news conference prior to the championships if the number of media or interest in the championship warrants it. If a formal press conference is held, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

All student-athletes and coaches must be made available for interviews. With permission from the NCAA, exceptions may be made to the policy.

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

If a student-athlete is selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.

Individual Championships with No Postevent News Conference

Student-athletes are allowed a maximum 10-minute cooling-off period after an event before meeting with the media. If the student-athlete is ready before the end of the 10-minute period, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.

News Conference Setup

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

The interview area should have a public address system and an elevated head table. Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

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

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

For selected NCAA championships, press conference backdrops will be sent to the institution, and the NCAA will provide microphone flags. Quotes shall be distributed to the media immediately after each press conference.

OFFICIATING QUESTIONS

If it is deemed necessary to get an interpretation from an official regarding a specific occurrence during the championships, a pool reporter shall be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgment call.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is on-site, they can answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

PERSONNEL

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

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

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

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when locker room is open and closed to the media.

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

PHOTOGRAPHY

Commercial use of any photograph is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please refer to information [here](#) for further information regarding photography done at the championships.

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

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

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

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

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

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

For internal member institution use, please contact Clarkson-Creative at info@ncaaphotos.com with the name of the desired image(s), 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/NCAA Photos. For all other uses, please contact Howie Burke (howie.burke@gettyimages.com).

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

For additional questions regarding championship photography, please contact Nate Flannery (nflannery@ncaa.org or 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 ncaa.com/media.)

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

RESULTS

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

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, 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 meet/event summary.

Institutions should send all the information as follows:

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

Copies of the results from each event should be printed and placed in the designated spot on deck for coaches to pick up. Updated team scores should be included each night. Additional copies should be made for the head table as well. A copy of the results should all be posted in all designated areas for viewing.

All diving results are to be printed and kept at the diving head table.

A web page for live results will be created and managed by the swimming data specialist. The host media coordinator should send the link for live results directly to all media attending the championships.

SECURITY

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

SPACE REQUIREMENTS

Adequate seating should be designated for the media, with limited deck access for photographers only. Media **should not** roam the deck during the competition.

A working media room must be available, equipped with a copier if one is not available in the facility. Internet access for the media is required.

An interview area should also be established. Usually, interviews are held throughout the finals each night, based on media demand. Some interviews may be held during the prelims, but usually there is not much demand unless an NCAA or an American record is set. 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.

SOCIAL MEDIA/BLOGGING POLICIES

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.

SOCIAL MEDIA GUIDELINES

The official NCAA social media pages and official hashtags are located here: on.ncaa.com/sociallinks.

A lot of hosts already have an established presence in social media. Examples are a school, local organizing committee, sports corporation, venue or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship using 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 by cross-posting on Facebook or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on 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 feed, Instagram, Snapchat, Tumblr account, etc.*) **solely devoted to promoting an NCAA championship.** These pages become outdated, distract fans from established pages and fracture the NCAA message.

Please send direct questions, ideas, or news to Lynnea Phillips, lphillips@ncaa.org.

STROBE LIGHTS

The need for strobe lights for photography will be determined, administered and pooled through discussions with the host tournament manager and media coordinator and at the discretion of the NCAA.

If needed, a maximum of three sets of strobe lights may be installed at an arena for media agencies requiring immediate news coverage. Strobe lights for a conventional arena must not exceed 2,400 watt-seconds for each power pack, and the flash duration should be less than 1/1,000-second. A typical approved installation consists of four power packs with tube heads on each pack.

All hanging or installed strobes must be as close to the playing surface as possible, depending upon the physical structure of the arena, near the corners of the playing surface. All strobes must be installed and tested, if necessary, at the site 24 hours before the start of the event during which the strobes will be used. The committee representative or NCAA championships staff liaison will grant final approval relative to the installation of strobes.

If the physical structure of an arena prevents a media agency from meeting these specifications, the agency may petition the specific sport committee for an exception.

No other strobes, including hand-carried units, are permitted in the arena, and no strobe or any other photography equipment may be placed on or attached to a goal standard.

TEAM VIDEOGRAPHER

Institutions are permitted to record 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 The Team Content Policy link at ncaa.com/media-center/broadcast-services.

INTERNET

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

Section 19 • Meet Management

ANNOUNCEMENTS

NCAA public address announcements will be sent to the meet director and meet coordinators, to be shared with the announcers at 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 communication devices (i.e., radios) throughout the meet.

COMPETITION SCHEDULE

Please see the appendix for the competition schedule.

MEETINGS

During championships week, many meetings and functions are scheduled. Please see the appendix for a full schedule of events and agendas. A meeting with all coaches of participating student-athletes should be conducted prior to the start of the competition. This meeting shall be run by the NCAA and host.

DECK PASSES/CREDENTIALS

The NCAA will provide credentials (deck passes) for the participants, institutional representatives, NCAA 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.

Teams will receive a predetermined number of deck passes. Deck passes should be provided to teams during registration. The maximum number of allowable institutional representative deck passes per one gender's program is:

- 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 for the head diving coach from any institution qualifying a diver for 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 the competition. NCAA staff will share the results and comments of the evaluations with all hosts.

FACILITY AVAILABILITY

A warmup and practice schedule for the use of the pool for swimming and diving must be developed and posted, and each lane must be designated for a particular purpose.

A schedule for the entire week of the meet, beginning Monday prior to the start of the meet, was developed by the Swimming and Diving Committee and will be distributed to the host.

The Swimming and Diving Committee, meet coordinators and staff will conduct a walk-through 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 Division III Swimming and Diving Committee is the games committee at the meet.

MEDICAL REQUIREMENTS

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

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

Facility Management

Depending on the facility, the number of individuals needed in each category will vary. Besides the designated number, it is always best to have four or five individuals who can fill in at a variety of places. The 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.
- Diving table personnel.

Head Athletic Trainer

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

Key Championships Personnel

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

DIVISION III SWIMMING AND DIVING

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.
- Swimming announcer.
- Media room personnel.
- Officials' and coaches' hospitality workers.
- Miscellaneous runners.
- National anthem singer or band, if wanted.
- Music coordinator.
- Volunteer officials.
- Awards presenters.
- Banquet access oversight workers.

PLAYING RULES

The championships must be run in accordance with the current NCAA Swimming and Diving Rules Book. The rules book is located at 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 press conference prior to the meet should work with NCAA staff to finalize the logistics of the press conference.

REGISTRATION

The host must designate a registration area, which should be open by 4 p.m. local time the Monday of the championships. The registration area should have tables and chairs set up for the team information packet pickup.

REPORTS

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

1. Psyche sheets.
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 the 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 the 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 sheets.
- Team entry sheet.
- 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.
- Credentials.
- Wi-Fi access information for coaches (if necessary).
- Emergency evacuation plan and any other emergency information.
- Maps of pool, locker room facilities, bathrooms, campus, local areas, etc.

Section 20 • 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).

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 92 National 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 all merchandise upon arrival from Event 1, Inc., as well as receiving all orders required to meet customer demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Provide a locked and supervised storage that is adequate to accommodate all championship merchandise.
- c. Provide immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. No notification will represent host or vendor acceptance of the 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. Remaining items 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 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 products at all selling locations.
 - Selling locations located in high traffic and easily located locations.
 - The vendor shall be responsible for hanging any display or signs provided by the concessionaire.
 - Always keeping selling areas clean and neat.

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

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

Institutional Merchandise

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

Reordering Process

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

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

DIVERSE SUPPLIERS

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

Section 21 • Neutrality

Hosts 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 institution/conference signs should not be used to create a home atmosphere. Traditional precompetition or between-competition activities are not permissible (e.g., tossing items to the crowd, permitting mascots to lead trains through the stands).

Section 22 • Officials

MEETING

The meet coordinators and the NCAA championships manager will meet with the officials (separately from the participants' meeting) to review their responsibilities and review the reimbursement process.

FEES AND EXPENSES

Officials fees, travel expenses and per diem will be reimbursed by RQ+. The tournament director, unless otherwise determined by the NCAA, is not responsible for paying officials fees. The officials should be housed in the same hotel as the committee and may not be housed in the same hotel as the teams.

SELECTION

Selection and assignment of officials for the championships will be the responsibility of the Swimming and Diving Committee. The host is responsible for securing eight volunteer relay take-off judges per session.

The NCAA championship manager shall contact the officials to confirm their acceptance of the assignments through the RQ+ system. The host should contact the officials, once confirmed, to obtain arrival times and provide information regarding the officials' meeting and lodging arrangements.

TICKETS

The officials are entitled to purchase a maximum of two championship tickets each (e.g., for family members or friends). The officials should communicate this information to the NCAA championship manager and the tournament director. The officials themselves should be provided with a credential for admittance.

Section 23 • Presentation/Fan Engagement

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. 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 proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

Competition Presentation

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

Public Address and Run-of-Show

The public address announcer scripts allow competition management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with the NCAA championship manager to secure a PA script and run-of-show for the championships.

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 the NCAA championship manager to identify if there is a Van Wagner producer assigned to the championship (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:

Bridget Bacon
Van Wagner
Telephone: 818-648-2330
Email: bbacon@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.

IN-VENUE ENTERTAINMENT

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

Break in Action Contests or Promotions

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

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

National Anthem Singers

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

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

Enhanced Team Introductions

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

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

Musical Entertainment

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment for greeting fans in the venue entrance or other congregating area.

Affiliated Award Recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on the playing surface during NCAA championships (e.g., Elite Scholar-Athlete Award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA championship manager to determine appropriateness.

Military Involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, flyovers, parachute teams, precision drill teams, etc. Please work with the NCAA corporate relations and game presentation teams to finalize military involvement, as some elements may be influenced by partnership agreements. *Please see Military Involvement below for full description and guidelines.*

MILITARY INVOLVEMENT

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups were arranged by the host to perform. These performances included, but are not limited to national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, flyovers, parachute teams, precision drill teams, eagle releases, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any recommended forms of military involvement with the NCAA championship manager who would in turn discuss with the NCAA corporate relations and game presentation teams as some elements may be influenced by partnership agreements.

Guidelines

- Involvement from military groups often requires substantial government paperwork. Flyovers and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Host connections with local military bases will be most cost effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the military unit which 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.").
- 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 military transport cannot be arranged.

- 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 the NCAA championship manager who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with the NCAA championship manager if providing complimentary access to watch the championship before or after the presentation is appropriate and possible.
- When several military groups are in attendance and recognized during one competition/session of a multiday championship, please consider a Military Appreciation Day/Night. This should be discussed with the NCAA championship manager. The NCAA marketing staff should also be involved if a theme night is conducted.

Coaches' Association Award Guidelines

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

Section 24 • Programs

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

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

LEARFIELD is 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 Chad Laytham (chad.laytham@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.

Please contact the championship manager to receive this information ahead of time.

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 25 • Safety and Security

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

The NCAA 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 a final safety and security plan when submitting bid materials. In addition, the Critical Incident Response Team form must be submitted when completing the bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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

GENERAL SECURITY GUIDELINES

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

Each host is asked to:

1. Provide local authorities and critical incident response team contact information.
2. Review the emergency protocol before the start of the event.
3. Identify the chain of authority.
 - a. Incident commander (second in command).
 - b. Decision-making personnel/team.
4. Identify incident command center.
5. Identify incident communication plan.

DIVISION III SWIMMING AND DIVING

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

Interruption of Competition

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

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

Power Source/Public Address

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

Disruption

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

Communication

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

Meeting

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

Normal Conditions

The committee shall determine when conditions returned to normal.

Resumption of Competition

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

Spokesperson

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

CROWD CONTROL

The responsibility for crowd control rests with the director of athletics/conference commissioner or designated representative of the host. Hosts should provide a copy of the evacuation plan as well as other crowd control measures for review by the sport 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.

The host 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. Hosts 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

WEATHER MONITORING SYSTEMS AND ENVIRONMENT SCHEDULE CHANGES

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

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

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

Section 26 • Site Visit

The NCAA championship manager and the committee chair will conduct a site visit prior to the championship.

Facility Tours

The tournament director should make arrangements to tour any facilities that will be used during the championship, including the playing facilities, locker rooms, banquet facility, hotel(s), etc.

Hotel

The tournament director should reserve nonsmoking rooms for the NCAA championship manager and the committee chair at the team headquarters hotel, if possible, for one night only. The NCAA will pay for the necessary hotel rooms for the site visit.

Meetings

The tournament director should organize meetings for all pertinent people, including the marketing director, ticket manager, hotel coordinator, concessions coordinator, drug-testing site coordinator, etc.

Section 27 • Ticketing

TICKET POLICIES/OPERATIONS

Ticket Design/Printing

If championship tickets must be printed, the NCAA will manage the design and printing of the tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.

Ticket Pricing

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

Please note any minimum and maximum ticket prices as set forth by the committee or needed to meet financial guarantees.

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

Control of Ticket Sales

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

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

Control of Venue Seating

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

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

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

DIVISION III SWIMMING AND DIVING

Suites

The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.

The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

Subject to NCAA approval, suites not made available to the NCAA, or its designees, shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.

Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff, if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

LOC/HOST TICKET POLICIES

Allocation

For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.

Budget Relief

At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.

Ticket Allocation Limitation

No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.

Assignment Information

The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

Subject to NCAA approval, the assignment of public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

COMPETITION VENUE RESPONSIBILITIES

Seating Manifest

The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.

Broadcast Partner Site Survey

The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for seat kills.

Final Manifest

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

Public Seating Assignments

Subject to NCAA approval, the assignment of public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

Participating Institution Tickets

The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.

Sales Reports

The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.

Final Ticket Database

Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post event purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: last name, first name, address, city, state, zip code, email, phone number and purchase information such as total seats purchased and total purchase price.

2025-26 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Section 28 • Transportation

PARTICIPATING INSTITUTIONS

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

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book on-site ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at ncaachamps@stmDriven.com.

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

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

All NCAA championship travel information can be found [here](#).

PARKING

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

Section 29 • Volunteers

GOAL AND RECRUITMENT

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

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

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

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

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

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

WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship (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.

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 2025-26 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

Appendixes

Contents

Appendix A • Meet Schedule	67
Appendix B • Order of Events	69
Appendix C • Awards Presentation Information	71
Appendix D • Volunteer Waiver	72
Appendix E • Streaming Guidelines	73

Appendix A • Meet Schedule

NCAA Division III Men's and Women's Swimming and Diving Championships

<u>Monday, March 16</u>	<u>Time</u>	<u>Location</u>
Swimming practice	4-8 p.m.	IU Natatorium
Diving practice	4-8 p.m.	IU Natatorium
Athletic training room	4-8 p.m.	IU Natatorium
Registration	4-8 p.m.	IU Natatorium
<u>Tuesday, March 17</u>		
Swimming practice	8 a.m.-8 p.m.	IU Natatorium
Diving practice	8 a.m.-8 p.m.	IU Natatorium
Athletic training room	8 a.m.-8 p.m.	IU Natatorium
Registration	8 a.m.-8 p.m.	IU Natatorium
Scratch deadline	5 p.m.	IU Natatorium
<u>Wednesday, March 18</u>		
Athletic training room	7 a.m. - 1/2 hour after last race	IU Natatorium
Swimming warmup	7-9:45 a.m.	IU Natatorium
Diving warmup	7-10 a.m. (open boards)	IU Natatorium
	10 a.m.-12:15 p.m. (flighted)	IU Natatorium
	12:15-12:45 p.m. (event only)	IU Natatorium
Swimming preliminaries	10 a.m.	IU Natatorium
Diving preliminaries	1 p.m.	IU Natatorium
Diving consolation finals	30 minutes after prelims	IU Natatorium
Swimming warmup	4:30-5:45 p.m.	IU Natatorium
Scratch deadline	5 p.m.	IU Natatorium
Diving warmup	5:30-6:30 p.m. (open boards)	IU Natatorium
Finals	6 p.m.	IU Natatorium
<u>Thursday, March 19</u>		
Athletic training room	7 a.m. - 1/2 hour after last race	IU Natatorium
Swimming warmup	7-9:45 a.m.	IU Natatorium
Diving warmup	7-9:45 a.m. (open boards)	IU Natatorium
	9:45 a.m.-12 p.m. (flighted)	IU Natatorium
	12 p.m.-12:30 p.m. (event only)	IU Natatorium
Swimming preliminaries	10 a.m.	IU Natatorium
Diving preliminaries	12:45 p.m.	IU Natatorium
Diving consolation finals	30 minutes after prelims	IU Natatorium
Swimming warmup	4:30-5:45 p.m.	IU Natatorium
Scratch deadline	5 p.m.	IU Natatorium
Diving warmup	5:30-6:30 p.m. (open boards)	IU Natatorium
Special Olympics	5:45 p.m.	IU Natatorium
Finals	6 p.m.	IU Natatorium
<u>Friday, March 20</u>		
Athletic training room	7 a.m. - 1/2 hour after last race	IU Natatorium
Swimming warmup	7-9:45 a.m.	IU Natatorium
Diving warmup	7-10 a.m. (open boards)	IU Natatorium
	10 a.m.-12:15 p.m. (flighted)	IU Natatorium
	12:15-12:45 a.m. (event only)	IU Natatorium
Swimming preliminaries	10 a.m.	IU Natatorium
Diving preliminaries	1 p.m.	IU Natatorium
Diving consolation finals	30 minutes after prelims	IU Natatorium

DIVISION III SWIMMING AND DIVING

Swimming warm up	4:30-5:45 p.m.	IU Natatorium
Scratch deadline	5 p.m.	IU Natatorium
Diving warm up	5:30-6:30 p.m. (open boards)	IU Natatorium
Senior & Elite Scholar	5:45 p.m.	IU Natatorium
Recongnition		
Finals	6 p.m.	IU Natatorium

Saturday, March 21

Athletic training room	7 a.m. - 1/2 hour after last race	IU Natatorium
Swimming warmup	7-9:45 a.m.	IU Natatorium
Diving warmup	7-9:45 a.m. (open boards)	IU Natatorium
	9:45 a.m.-12 p.m. (flighted)	IU Natatorium
	12-12:30 p.m. (event only)	IU Natatorium
Swimming preliminaries	10 a.m.	IU Natatorium
Diving preliminaries	12:45 p.m.	IU Natatorium
Diving consolation finals	30 minutes after prelims	IU Natatorium
Swimming warmup	4:30-5:45 p.m.	IU Natatorium
Diving warmup	5:30-6:30 p.m. (open boards)	IU Natatorium
Finals	6 p.m.	IU Natatorium

WARMUP PROCEDURES

Monday, March 16

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

Tuesday, March 19

General swimming practice	8 a.m.-8 p.m.
General diving practice	8 a.m.-8 p.m.

Wednesday-Saturday, March 18-21

Preliminaries

7-9:15 a.m.	General warmup
9:15-9:30 a.m.	Sprint lanes 2 and 8 (one way only)
	Pace lanes 3, 4, 5 and 6
	General lanes 1 and 7
9:30-9:45 a.m.	Sprint lanes 2, 3, 7 and 8 (one way only)
	Pace lanes 1, 4, 5 and 6
9:45 a.m.	Clear competition pool

Finals

4:30-5:15 p.m.	General warmup
5:15-5:30 p.m.	Sprint lanes 2 and 8 (one way only)
	Pace lanes 3, 4, 5 and 6
	General lanes 1 and 7
5:30-5:45 p.m.	Sprint lanes 2, 3, 7 and 8 (one way only)
	Pace lanes 1, 4, 5 and 6
5:45 p.m.	Clear competition pool

NOTE: Only on Thursday, March 19 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.

NO STRETCH CORDS WILL BE ALLOWED. The competition pool will be closed during breaks and before and after relays.

Appendix B • Order of Events

NCAA Division III Men's and Women's Swimming and Diving Championships IU Natatorium – Indianapolis, Indiana

DAY 1 – Wednesday, March 18

Trials – 10 a.m.

Men will precede the women in all swimming events.

<u>Event No.</u>	<u>Name of Event</u>
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	400-yard medley relay
7	3-meter diving (M) - Trials

Finals – 6 p.m.

<u>Event No.</u>	<u>Name of Event</u>
1 - 2	500-yard freestyle
3 - 4	200-yard individual medley
5 - 6	50-yard freestyle
7	3-meter diving (M) - Finals
8 - 9	400-yard medley relay

DAY 2 – Thursday, March 19

Trials – 10 a.m.

Men will precede the women in all swimming events.

<u>Event No.</u>	<u>Name of Event</u>
10 - 11	200-yard freestyle
12 - 13	100-yard butterfly
14 - 15	400-yard individual medley
20-minute intermission starts at the conclusion of each respective genders' event	
17 - 18	200-yard freestyle relay
16	1-meter diving (W)

Finals – 6 p.m.

<u>Event No.</u>	<u>Name of Event</u>
10 - 11	200-yard freestyle
12 - 13	100-yard butterfly
14 - 15	400-yard individual medley
16	1-meter diving (W)
17 - 18	200-yard freestyle relay

DAY 3 – Friday, March 20

Trials – 10 a.m.

Men will precede the women in all swimming events.

<u>Event No.</u>	<u>Name of Event</u>
19 - 20	200-yard medley relay
10-minute intermission starts at the conclusion of each respective genders' event	
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 – slowest to fastest timed finals with fastest heat during finals
27	1-meter diving (M)

DIVISION III SWIMMING AND DIVING

Finals – 6 p.m.

<u>Event No.</u>	<u>Name of Event</u>
19 - 20	200-yard medley relay
10-minute intermission starts at the conclusion of each respective genders' event	
21 - 22	200-yard butterfly
23 - 24	100-yard backstroke
25 - 26	100-yard breaststroke
27	1-meter diving (M)
28 - 29	800-yard freestyle relay - fastest seeded heat of timed finals

DAY 4 – Saturday, March 21

Trials – 10 a.m.

Men will precede the women in all swimming events.

<u>Event No.</u>	<u>Name of Event</u>
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
30 - 31	1,650-yard freestyle -fastest to slowest timed finals alternating genders with fastest* heat during finals
38	3-meter diving (W) - Trials

Finals – 6 p.m.

<u>Event No.</u>	<u>Name of Event</u>
30 - 31	1,650-yard freestyle - Fastest seeded heat of timed finals
32 - 33	100-yard freestyle
34 - 35	200-yard backstroke
36 - 37	200-yard breaststroke
38	3-meter diving (W) - Finals
39 - 40	400-yard freestyle relay

NOTE: For a detailed diving schedule, 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 • Awards Presentation Information

Event: _____

Date: _____

Name of Presenter: _____

Title: _____

Notes on Presenter:

Appendix D • 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.

Signature of Participant Date

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

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

Appendix E • Streaming Guidelines



NCAA.COM BROADCAST/STREAMING REQUIREMENTS

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

Network Connection

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

Equipment

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

Equipment Receiving/Shipping

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

Crew/Announcers

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

Replay/Video Boards

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

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

Event Specific Accommodations

We will make every effort to accommodate video needs hosts might have. Identifying these needs early in the planning process is important. It is suggested that hosts fill out the [broadcast site survey](#) before planning can begin. Please contact Tupelo Honey with questions regarding 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