



HOST OPERATIONS 2023-24 MANUAL

Division I Wrestling

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INTRODUCTION

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

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

NCAA DIVISION I WRESTLING COMMITTEE ROSTER

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

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Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers) may be sold and dispensed at NCAA Division I and National Collegiate championship and ancillary events, provided that the host, venue, and/or concessionaire:

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

General

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

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

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

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

TOBACCO PRODUCTS

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

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 in order to discuss the issue.

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

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

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

These items can be covered through the operations budget, as well as the local organizing committee budget. The NCAA has preapproved artwork with pricing available upon request. If you need assistance with ideas or ordering the preapproved items, please contact Ali Narracci at 317-966-6950 or anarracci@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONS LOCKER ROOM PROGRAM

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in the championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

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

CHAMPIONSHIP AWARDS

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks before to the championship. When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. Please check (1) correct championship (division/sport/gender) and (2) correct color of award (gold - first, silver - second, and bronze - third through eighth). The awards boxes should then be retaped, closed and secured in a limited-access area.

The host will receive the following awards:

- One National Champion Watch;
- One National Champion Team Trophy;

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- One National Runner-Up Team Trophy;
- One Third Place Team Trophy;
- One National Champion Team Mini-Trophy;
- One National Runner-Up Team Mini-Trophy;
- One Third Place Team Mini-Trophy;
- Individual Mini-Trophies placed 1-8 for each of the 10 weight classes (total of 80);
- One Elite 90 award, one Most Falls plaque, one Most Tech Falls plaque, one Most Dominant Wrestler plaque; and
- Participant medallions for all selected student-athletes - 330 total.

Remaining awards will be sent to the top three teams after the championships.

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

AWARDS PODIUM

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

AWARDS CEREMONY/PRESENTATIONS

In the sport of wrestling, the awards ceremony is an integral part of the championships. An awards stand is necessary and should be constructed in the event a stand is not available. No specific dimensions are suggested as they may vary with its location, the facility, etc. The cost of this stand is the responsibility of the host institution. The stand should bear the championships logo and identify the weight class (e.g., 125, 133). Each position one through eight is to be identified. The individual weight class awards will be presented following each match (e.g., 125 lbs. awards after 133 lbs. match; 133 lbs. awards after 141 lbs. match). The 197 and heavyweight and team awards will be presented following the conclusion of all wrestling. The weight class order may be changed at the discretion of the wrestling committee and broadcast partner, thus the awards ceremony order would also change.

Place finishers in each weight class are to assemble in an area of the arena away from the spectators with easy access to the floor, beginning at the conclusion of the 125 lbs. match. The wrestlers are to be lined up in the order in which they will stand on the awards platform. After leaving the awards stand, the champion is presented the framed bracket. When student-athletes are receiving awards, they must wear their official school warm-up. No extra equipment (e.g., hats, jewelry, signs) may be worn or carried at the awards ceremony. The wrestlers are required to stay on the stand for pictures and are asked to turn around, if appropriate, for recognition by all spectators. Please note that the awards ceremony procedure may be modified prior to the championships due to television demands.

The team awards are presented on the raised championships mat. The individual awards for the final two contested weight classes will be presented, followed by the team awards. The chair of the wrestling committee shall present the team awards. Only the awards presenters and recipients should be allowed on the raised mat. Depending on the available space, media photographers may also be arranged on the raised platform for team award photos. Please note, National Champion teams will receive a gold mini-trophy and watch as an award.

ELITE 90 AWARD PRESENTATION

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two

years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mark Bedics or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Award presentation

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

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

The recipient of the Elite 90 Award for Division I Wrestling with a GPA of X.XXX in (major, is student-athlete and institution).

In-Venue Presentation

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

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

Press release

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

Social Media

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

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

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

PARTICIPATION AWARDS

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee**. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

PARTICIPANT MEDALLIONS

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

PERSONNEL

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

Section 4 • Championship 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 90 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

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

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

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

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

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

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

Section 5 • Championship 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 and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

Public Address Scripts

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

Video Boards

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance.

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

Mark Brown – Senior Producer
Van Wagner
Telephone: 301-992-4527
Email: mbrown3486@gmail.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 you would recommend with your NCAA staff point person for approval.

DIVISION I WRESTLING

Break in action contests or promotions

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

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No 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 would not be 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:

- Local groups or personal contacts who could provide this service at no cost are recommended.
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- 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.

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:

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

Musical entertainment

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

Affiliated award recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person 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, fly-overs, parachute teams, precision drill teams, etc. Please work with the NCAA CR and In-Venue team to finalize military involvement, as some elements may be influenced by partnership agreements. - *Please see Military Involvement page for full description and guidelines.*

MILITARY INVOLVEMENT

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

Guidelines

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

Section 6 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. Laser pointers of any kind are not permissible.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

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

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

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relations staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

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 has already been identified as a registered mark. NCAA Women's Final Four®.

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

Identification of commercially named venues on NCAA materials

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

NCAA logo use by commercially named venues

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

The following conditions apply to this NCAA logo use:

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

NCAA trademarked protection language:

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ali Narracci at anarracci@ncaa.org or 317-917-6222.

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

[NCAA Trademarks](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

OFFICIAL CHAMPIONSHIPS/LICENSEES AND SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, go to [NCAA Licensing - ncaa.org](http://ncaa.org).

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

1. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. 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. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed.

DIVISION I WRESTLING

NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- 2. Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- 3. External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- 4. Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- 5. Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- 6. NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- 7.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- 8.** If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- 9.** At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 7 • Drug Testing

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

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

Section 8 • Equipment

EQUIPMENT INFORMATION

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

CUPS, COOLERS AND WATER BOTTLES

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact Anthony Holman (317-917-6929; aholman@ncaa.org).

MATS

Arrangements to secure eight 42' x 42' wrestling mats will be made by the national office with copies of all correspondence sent to the host institution/conference. The host institution/conference or sponsoring agency should deal directly with the mat company to confirm drop-off/pick-up. These mats will be supplied by Resilite, the official NCAA mat company. The NCAA staff, in consultation with the hosts, will determine the color schematic layout of the various mats.

Please note that Resilite, at its discretion, may supply mats at the warmup areas for the championships and the Fan Fest (if applicable) or padding for any columns. A conversation must take place with Resilite officials regarding this matter. Other mats for the workout and warm up areas or Fan Fest area can be borrowed from local high schools, if needed. These arrangements are to be made by the host institution/conference. It would be ideal if these were also Resilite mats.

The mats should arrive not later than the Monday prior to the championships and be available for use on Tuesday morning. Individuals from the host institution/conference and sponsoring agency must be available to unload and load the mats.

TABLE SET-UP

The floor must be set according to guidelines determined by the NCAA Wrestling Committee (See [Appendix D](#)) and also must meet all specifications as outlined in the [2023-24 and 2024-25 NCAA Wrestling Rules and Interpretations](#). Each mat must have the following items:

- a. Skirted table.
- b. Chairs (six per table, three chairs per corner – three red, three green).
- c. Towels for wiping down wrestlers.
- d. Ankle bands – three red, three green.
- e. Pencils/pens.
- f. Green and red challenge bricks, red, green and white flags or equivalent.
- g. Towels for cleaning mats.
- h. Mat tape.
- i. Biohazard waste cans.
- j. Proper materials (disinfectants, wipes, rubber gloves) for dealing with blood situations (uniforms, skin and surfaces).
- k. One emergency stop watches for each table.
- l. Main scoreboard clock on corner of each mat with power leading to the clock (NCAA provides).
- m. Mat numbers to sit atop each scoreboard, one per table and one per mat (NCAA provides).
- n. Mat protectors for corners (red and green) and for all score clocks (48” square padded platform).
- o. Space for videographer, announcer and medical personnel.
- p. Telephone at each mat side table that has direct dial capability to the head table.
- q. For the championship matches a 54’ x 54’ two-foot riser shall be secured.

CONTROL CENTER

Telephone or hand radios must be provided for the members of the games committee, national office representatives and local organizing committee members, as well as communication with each mat and the head table.

It is suggested plans be made in the early stages to ensure the traffic flow and communications. Plans must be submitted to the championships manager not later than three months prior to the championships.

CHAMPIONSHIP BRACKETS

The brackets will be supplied by Resilite. The NCAA will coordinate arrangements with Resilite. These brackets will be sent to the champions in each weight class after the championships.

CARPETING

The facility shall provide blue PMS 300, or black, carpeting over the entire floor surface.

SCALES

The NCAA has entered into an agreement with Tanita Scales to provide scales for the championships. There will be 14 digital scales provided for the championships, and 10 scales must be used for each weigh-in. The host institution/conference or sponsoring agency will need to work with the NCAA championships manager(s) and Tanita to obtain a technician from the local area to certify the scales on or prior to Tuesday of championships week. Arrangements to secure scales will be made by the national office with copies of all correspondence sent to the hosts. The host institution/

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conference or sponsoring agency should deal directly with the scale company to confirm drop off/pick up. There is no charge for the use of the scales. If any scale(s) are not returned to Tanita following the event, the host institution/conference or sponsoring agency will be financially responsible for reimbursing Tanita for any missing scales.

SCORE CLOCKS

Mat Score Clocks. Eight mat score clocks are required for the Division I Championships plus one backup, in case of mechanical failure. These score clocks should arrive by Monday the week of the championships. The hosts must have personnel available to assist in unloading and loading of the score clocks. Sufficient electrical power must be available at each mat to operate the score clocks. TrackWrestling, the company providing the score clocks, will assign personnel to remain at the championships to demonstrate operation of the score clock and perform repairs if needed. Please note that the host institution/conference or sponsoring agency must build eight padded platforms (48" square) in which these score clocks can be placed on the mats. The host institution/conference or sponsoring agency should also secure black tablecloth, skirting, or duvetyen to cover the base of the score clock stands and padded platforms.

Team Scoreboards. The team scores of the top 10 or 20 teams (and possibly even the scores for all teams) should be made visible throughout the championships for the spectators, coaches and participants. This may be displayed on a large scoreboard with rotating information and scores or using an overhead electrical scoreboard. It is important that the team score be visible and attractive. This information also has been displayed in the past on the arena ribbon boards.

SPEC SEATS, INC.

The NCAA will provide 65 chairs with the championships logo for the mat corner areas. The LOC/Host shall be permitted to retain up to 10 chairs. The LOC/Host may also work with the NCAA to sell championship chairs. Any unsold chairs should be sent back to the NCAA office. The boxes should be retained so that the chairs can be placed back in the boxes for shipping.

Section 9 • Financial Administration

AUDIT

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

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

APPROVAL OF THE BUDGET

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

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

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

FINANCIAL REPORT

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

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

COMMITTEE EXPENSES

The NCAA is responsible for reserving hotel rooms for the NCAA committee (10) for arrival Monday and departure Sunday. For the men's championships, six to eight rooms are held for Sunday arrival for the committee. Committee rooms should be direct-billed to the host institution. Hotel expenses should be included as a budgeted item in and reimbursed through the host budget. All other committee expenses will be paid directly by the NCAA.

DRUG TESTING EXPENSES

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

OFFICIALS

All approved officials' fees will be paid through RefQuest.

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the [Travel Expense System \(TES\)](#) within 45 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

TRANSPORTATION

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

Local Transportation. The host institution can assist each team in arranging for local transportation. Please reference the NCAA travel policies [here](#). The host/LOC shall provide local transportation from the hotel to the HQ hotel, as well as back and forth transportation between the HQ hotel and competition venue for officials, NCAA staff, Committee, and VIPs.

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

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

[NCAA Championship Travel Policies](#)

Section 10 • Game/Meet Management

SCHEDULE OF EVENTS

The schedule of events for the Division I Wrestling Championships must be followed. Please contact the championships manager with any questions regarding the schedule. Various meetings must be planned and the National Wrestling Coaches Association (NWCA) also holds functions in conjunction with the NCAA championships.

GAMES COMMITTEE

The games committee will consist of members of the NCAA wrestling committee and the tournament director.

Members of the games committee will be assigned responsibilities for the conduct of the championships. Games committee member's responsibilities are determined by the NCAA championships manager(s) and/or the appropriate games committee chair.

Expenses for approved members of the games committee are paid by the NCAA.

COACHES PACKET

The host institution/conference or LOC is responsible for establishing an area for registration.

The confirmation requires each institution to indicate the student-athletes that are in attendance. The registration desk should tentatively be open noon to 9 p.m., Tuesday, and 8 a.m. to 5 p.m., Wednesday.

A list with all entrants (team roster) is to be made by the host institution/conference or sponsoring agency. On arrival at the site, the head coach or the appointed institutional representative must officially register and verify the entry of the student-athlete(s) of his institution for the NCAA Division I Wrestling Championships. The coach or team representative must verify the entries, and sign for the registration materials.

The coaches packet should include the following:

- Participant credentials (by formula).
- Coaches credentials. (Please see [Appendix I](#) for more information on credentials). Each institution is eligible to receive up to a maximum of four complimentary coaches' credentials, regardless of the number of competing student-athletes. Teams may be eligible to purchase one (1) additional credential for non-coaching support staff for \$200.
- Parking passes (if necessary).
- Grocery gift certificates and/or food (in lieu of the student-athlete banquet – maximum of \$30 limit per qualifier).
- Medical check/weigh-in information.
- Schedule of events.
- Locker room and or team space assignments and/or directions.
- Information about individual photos of awards ceremonies (awards order form).
- Area and facility maps.
- Other information a host feels is necessary for smooth administration of the championships.
- Meals. Each participating institution is responsible for their meal arrangements; however, the tournament material should include a restaurant list. In the event there is not an adequate number of eating facilities in the immediate vicinity where teams are lodged, consideration should be given for special arrangements through the campus or hotel restaurants. Arrangements should be made to accommodate large groups for late dining.
- Practices. The times the venue will be open for practice is listed in the schedule of events.

APPEALS

The NCAA Division I Competition Oversight Committee will not consider any appeal from the decision of a governing sports committee, or a subcommittee designated by it, during the conduct of an NCAA championship or 48 hours immediately preceding the beginning of a championship. During such a period, the governing sports committee or a subcommittee designated by it shall be the final authority in acting on protests concerning the conduct of the championships, subject to the provisions of Bylaw 31.1.1.2 pertaining to individual eligibility questions.

In addition, the Division I Competition Oversight Committee will not consider an appeal of the decision from a governing sports committee, or a subcommittee designated by it, concerning selection of teams or individuals or their assignment in championships competition.

VIDEO (MATSIDE) CAMERA OPERATION TIPS

The host institution/conference or LOC shall secure matside video camera operators for each competition mat. Quality matside video camera operation is essential for several reasons. The video may be used by the referee to review wrestling action to confirm or overturn calls, as well as correct scoring and/or timing errors. The video will serve as an archive for the competing student-athletes to share their memories for generations to come. Additionally, the video may be used for future rules review and referee training. The following recording tips are very important for the video camera operators to follow.

- Be sure to take footage of the scoreboard prior to the start of the match to include bout number.
- Keep the zoom on the camera adjusted to be able to comfortably keep all wrestling action in view and the bodies of both wrestlers in the frame. If the wrestling action is near the cameras and moving across the mat, the zoom should be pulled back to a wider view. If the action is more stationary the zoom should be pushed in closer to frame the wrestlers as close as possible, but all wrestlers' bodies should still be able to be seen in the frame.
- It is critical that the camera moves right and left as wrestling moves right and left. The camera operator cannot lose concentration and fail to move the camera to keep all wrestling action properly framed always.
- In-between periods and during some other breaks in action the camera should pan to the scoreboard to record a short amount of footage of the score and time. At no time should this interfere with the recording of the actual live wrestling action. The video camera operator should also record some short footage of the scoreboard after the match prior to the wrestlers being cleared from the mat and prior to the scoreboard being cleared. This footage would also include the bout number.
- Start the video tape recording well prior to the start of the first whistle. Do not turn the camera off except during long time outs. If the camera is turned off during a timeout in a match, the camera operator must remember to turn the camera recording on well prior to the official blowing the whistle to restart the match. This assures that the beginning of any starts is part of the recording.
- When turning the video recording off during long time outs or after the match, be sure to continue to record for approximately five seconds after the last segment you wish to record. After the match, be sure and record the wrestlers shaking hands and record the referee raising the hand of the winning wrestler. Continue to record at least five seconds after that time. This assures that the important segments and memories are not recorded over in subsequent video recordings. During the later rounds (semifinals and finals) the camera operator may even consider keeping the recording live after the match to capture some of the celebration with the wrestler and coach.
- Again, the video operator should also be sure to record some footage of the scoreboard after the match to reflect the final score.
- Stay alert.
- The scoreboard operators need to be sure to not clear the scoreboard too soon after the match so that video footage can be taken of the scoreboard after the match. Someone from the table can communicate directly with the camera operator to "clear" the scoreboard.
- The assistant referee must remember to keep from blocking the line of sight of the camera if possible. Marking an "X" on the mat near the boundary line may help this.

VIDEO REVIEW COMMUNICATOR/CREW CHIEF/CAMERA OPERATOR

All championships must have an adequate number of knowledgeable individuals to assist in the conduct of the championships. It is the tournament director's responsibility to seek out these individuals to assist in the conduct of the championships.

A video review communicator must be assigned for each mat. These individuals will communicate between the head table and the mats and handle any official challenges. This individual will record the official challenge request information and communicate with the head table. These individuals must have wrestling knowledge.

A crew chief to supervise the table, ensure that the bout number, score, match time, riding time, injury time and number of injury timeouts are correct. Serve as a runner and back up scorer, communicator, or timer if needed.

Camera operator to operate the matside camera to record each match. Ensure the camera is synced to the mat side computer and score clock. Ensure that all live action is recorded and include the score clock at the end of each period.

The tournament director or volunteer coordinator should arrange a meeting with the above personnel to review their responsibilities (proper method of scorekeeping and instructions in the use of the clocks). The meeting should be held the Wednesday prior to the start of competition. A subsequent meeting of all the workers should be held Thursday prior to the first session. At this meeting, the head referee or national coordinator of officials will review various officiating procedures and methods. This will also give the timers additional practice in the operation of the clocks prior to the first session.

A shirt may be given to all workers for floor identification.

MEDICAL CARE

1. **Pre-event participation clearance.** The skin examination and weigh-in area shall be a private, secure area. Only official institutional representatives, NCAA Wrestling Committee members, NCAA staff and participants will be admitted to the skin check and weigh-in area. Provisions should be made for appropriate lighting and the necessary facilities to confirm and diagnose skin infections. Media are not permitted at the weigh-ins or medical examinations. All participants must report to all weigh-ins clean shaven, nails trimmed and hair at proper length. A student-athlete may not weigh-in without skin check clearance verification. Failure to complete the pre-event participation clearance requirements during the designated time may result in disqualification. The medical check time will occur in conjunction with weigh-ins (exact time TBD), which are scheduled for each day of competition.
 - a. **Skin Infection Check:** All student-athletes shall be examined by knowledgeable physicians (one of which shall be a dermatologist) and certified athletic trainers for communicable diseases before the competition. The skin check component shall be conducted each day of competition and shall take place at the site of competition at weigh-ins.
 - Male student-athletes are required to wear shorts and female student-athletes are required to wear shorts and a sports bra during examinations.
 - Guidelines for the disposition of skin infections are located in the [Wrestling Rules of the Game | ncaa.org - The Official Site of the NCAA](#) book.
 - Medical examiners should examine the skin and hair of all wrestlers.
 - All competitors in a single weight class need to be examined prior to moving on to the next weight class. When all student-athletes for a weight class have been examined and the next class is called, that weight class is closed.
 - Infectious skin conditions are considered cause for medical disqualification. The decision made by the physician and/or certified athletic trainer "on site" shall be considered FINAL. Please refer to Section three below for more details.
 - Skin infection checks end precisely after the last student-athlete has been checked.
 - b. Games committee members must assign individuals to check for conformance with the grooming rules and fingernail rule.

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- c. Weight verification: An area must be available all three days, to stage student-athlete weigh-ins. Student-athletes should gather by weight class in the assigned area. Weight classes will then be escorted from the gathering area to the private secure scale area by host institution personnel.
- Equipment. The provision of the following equipment is required.
 - Certified Scales (minimum of 14). Arrangements for the championships finals scales will be made by the national office
 - Weigh-in forms.
 - Clip boards (minimum of 20).
 - Pens (minimum of 24).
 - Public address system with portable microphone.
 - Two hand radios.
 - Two digital wall clocks (synchronized - one for arena and one for weigh-in area).
 - Disposable razors (70).
 - Fingernail clippers (minimum of 24).
 - Personnel.
 - One member of the NCAA Wrestling Committee or designee for each scale.
 - Weigh-in chairperson from the NCAA Wrestling Committee.
 - Scale technician appointed by weigh-in chairperson.
 - One volunteer for each scale to record actual weights on weigh-in forms.
 - Dermatologist (present the day prior to competition for a 3 p.m. Eastern time screening and during weigh-ins on all scheduled days of competition for medical/skin checks and weigh-ins).
 - All personnel other than NCAA Wrestling Committee members, NCAA staff, authorized personnel and the wrestler weighing in must remain outside of the secured area.
 - Certified scales will be available for unofficial weight checks during the skin checks and up to 10 minutes prior to beginning of the official weigh-in process.
 - No student-athlete may weigh-in unless he has passed the medical check and the weigh-in sheet has been signed.
 - Procedure.
 - Weigh-ins will begin two hours prior to the first official match on the first day of competition, and an hour prior to the competition for the subsequent day (if applicable).
 - Student-athletes should line up by order of competition beginning with 125 pounds. They will be called to the scale one at a time and weighed in by games committee members.
 - Student-athletes should line up alphabetically by last name in weight class groups and stand behind a roped-off scale area.
 - Once a student-athlete reports to the weigh-in area and is positioned in line at the designated time, they must remain in the area and in line.
 - Names must be checked off or initialed on an official weigh-in sheet.

- If a contestant fails to make weight on one of the designated scales, the contestant may step on each additional official scale one time to make weight immediately after the heavyweight class. The contestant may not leave the weigh-in area. Now, weigh-ins are concluded.
- Weigh-ins will end after the heavyweight weight class.
- Weigh-in results are to be reported as soon as possible for verification.
- Duties of host institution/conference or sponsoring agency in conjunction with Weigh-in Coordinator.
 - Contact arena personnel and make sure scales are available beginning on Monday.
 - Contact approved scale manufacturer to make certain scales are certified and a scale technician will be on hand.
 - Contact committee members when they arrive to give assignments for skin check and weigh-in process.
 - Contact medical personnel (tournament physician, dermatologist, athletic trainers) at the host institution to ensure they will be on hand for the weigh-ins.
 - Make sure all supplies are secured for weigh-ins.
 - Keep in contact with bracket chairperson for updated brackets immediately following weigh-ins.
- Hospitality. A hospitality area should be set up for the student-athletes from the start of weigh-ins for a one-hour period. This area should accommodate the necessary wrestlers competing in the competition. The following items should be provided: bagels with several different varieties (no poppy seed bagels); margarine; regular cream cheese; peanut butter; and jelly with plenty of plastic utensils, plates and napkins. In addition, a variety of fruit should be provided (apples and bananas are recommended), granola bars, cereal; and electrolyte replacements (e.g., Coca-Cola products, PowerAde). This area should be equipped with multiple toasters and shall be monitored by volunteer/event staff and is to be used only by the student-athletes competing in the championships. All items should be individually wrapped for single serve and grab and go service.
- Research. The NCAA may conduct research on weight management issues in conjunction with the weigh-ins.
- Personnel.
 - One weigh-in coordinator (NCAA Secretary Rules Editor or sports committee member).
 - One certified athletic trainer for each weight class.
 - One member of the NCAA sports committee or designee for each scale.
 - Scale technician.
 - Physician and dermatologist (each scheduled day of competition for medical/skin checks and weigh-ins).

2. Care and Coverage: Each scheduled practice or contest of any round of an NCAA championship shall require:

- a. Medical and Treatment Room. An area for medical services (i.e., physician, athletic training, first aid) must be made available to all student-athletes with staff supervision.
- b. Concussion assessment room. A quiet, dark room that can be used to assess student-athletes that potentially sustain a concussion.
- c. The on-site presence of a person qualified and delegated to render emergency care to a stricken participant. All competitions require the on-site presence of a tournament physician and assignment of a certified athletic trainer to each mat.
- d. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.

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- e. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services. All competitions require the on-site presence of an ambulance.
 - f. Access to a working telephone or other telecommunications device, whether fixed or mobile.
 - g. All necessary emergency equipment to be at the site or quickly accessible, including an automated external defibrillator (AED).
 - h. Equipment to be in good operating condition, and personnel trained in advance to use it properly.
 - i. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.
 - j. The practice of disease transmission prevention techniques (as outlined by OSHA guidelines). The hosts must provide standard procedures and equipment for handling injuries involving blood.
 - k. The recording of injury incidence.
- 3. Procedure to medically disqualify a student-athlete during an NCAA Championship.** As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's participation will not expose other participants to a significantly enhanced risk of harm.
- a. The NCAA tournament physician, as designated by the host school, has the unchallengeable authority to determine whether a student-athlete with an injury, illness, or other medical condition (e.g., skin infection) may expose others to a significantly enhanced risk of harm and, if so, to disqualify the student-athlete from continued participation.
 - b. For all other incidences, the student-athlete's on-site team physician can determine whether a student-athlete with an injury or illness should continue to participate or is disqualified. In the absence of a team physician, the NCAA tournament physician will examine the student-athlete and has valid medical authority to disqualify him or her if the student-athlete's injury, illness or medical condition poses a potentially life-threatening risk to themselves.
 - c. For all incidences, the examining physician should make a recommendation to the student-athlete, the coach and the chair of the governing sports committee, or a designated representative, as to the advisability of continued participation or disqualification of the student-athlete.
 - d. The chair of the governing sports committee, or a designated representative, shall be responsible for administrative enforcement of the medical judgment if it involves disqualification.
 - e. Medical Forms. Please see [Appendix G](#) for various medical forms.

MEDICAL PROCEDURES

Each scheduled practice and contest requires (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, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

MEETINGS

Administrative Meeting. The wrestling committee will conduct a mandatory administrative meeting before the tournament to review championships issues. It is mandatory that a representative from each institution attend this meeting.

Section 11 • 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 non-exhaustive 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.
 - Sickle Cell and Other Exertional and Non-Exertional Collapse.
 - Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

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

Ambulance Service

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

Coaches, Officials, Event Staff and Spectators

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

Medical Staff Credentials and Access

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

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

Portable Immersion Tubs

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

Medical Scratches

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

Section 12 • Insurance

LIABILITY

If event is held on-campus:

Host institution/conference must maintain:

- Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed, Host Liquor Liability, Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference is located, covering employees, volunteers, temporary workers and leased workers.
- Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

If event is held off-campus (also applies when on campus venue is operated by a third party):

Host institution/conference or Local Organizing Committee must maintain:

- Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations, Host Liquor Liability and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located, covering employees, volunteers, temporary workers and leased workers.
- Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

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All venues (for competition and ancillary events) must maintain:

- Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations and Contractual Liability coverage. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit
- Liquor Liability insurance with minimum limits of \$10,000,000 per occurrence and \$10,000,000 in the aggregate. The NCAA must be named as an additional insured on the venue's Liquor Liability policy.

Notes:

- All agreements, whether with the institution, conference, an LOC or the venue shall include mutual indemnification language.
- If an Unmanned Aerial Vehicle (UAV) or Drone will be used by the hosts or venue or its contractor, \$1M in liability insurance coverage shall be procured and maintained for third party body injury, property damage or privacy with no exclusion for loss arising from electronic malfunction.
- Certificate must be submitted to NCAA 30 days prior to competition.
- Waivers for state institutions can be offered, but will not be offered in cases where the host institution is not responsible for championship operation.
- Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
- All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

Section 13 • Lodging

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

Championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

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

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

MERCHANDISING

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

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

Section 14 • Marketing

CONTACTS

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

EXPECTATIONS

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

MARKETING PLAN

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

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The [NCAA Marketing Portal](#) can be accessed at [NCAACHampsPromotion.com](#).

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

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

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

- PRINT
 - Poster

- Flyer
- Print Ad
- Table Tent
- DIGITAL
 - Email blast
 - Banner
 - Social Media Graphics
 - Video Board
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines
 - Special Artwork Requests

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

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

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

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

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

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (e.g., Facebook, Twitter) 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 for a listing of official NCAA social media accounts.

Section 15 • Media Services

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

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

BROADCASTING/INTERNET

Please log on to [NCAA.com/media](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) - [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 (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](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 game surface.
- Event Management – For event management staff who do not need All-Access.
- Media – For members of the media to provide them access to press areas (press row/box, media room, interview room, locker rooms [postgame only]).
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas (playing surface, locker rooms [postgame only], press box and media room).
- SID – For sports information directors of the participating teams (allows access for media areas and locker rooms as needed).
- Television Network – If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credentials to allow them to specific places such as the truck compound.
- It is up to the tournament director to determine which areas may be accessed with each credential type.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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

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

FINAL RESULTS BOOKS AND STATISTICS

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

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

FLIP CARDS

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

INTERNET POLICY

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships.

Please visit NCAA.com/media for updated NCAA championship internet policies.

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

Internet Live Statistics

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

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

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

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

MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site and/or if media guides and postseason

information should be uploaded to the NCAA box library. If wanting to provide a printed version, the media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

MEDIA ACCOMMODATIONS

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

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

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

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

NEWS FILM AND MINI-CAMS

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

OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff. When possible, the media coordinator should designate the reporter from the Associated Press or the local newspaper as the pool reporter. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets (if applicable) distributed prior to competition.

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

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

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

PERSONNEL

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

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

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

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

NEWS CONFERENCES

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

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

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

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

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

Individual Championships with a Formal News Conference. Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.

Team Championships with a Formal News Conference. The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

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

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

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

Press Conference Moderator Duties

- The press conference moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
- Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
- The moderator should open the press conference by asking the head coach for his/her opening statement.
- After the coach's comments, the moderator should invite questions from media.
- If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
- Limit the losing team to 10 minutes and the winning team to 20 minutes.
- The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Press Conference Setup. Each host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should have a public address system and an elevated head table.

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

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

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

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

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Additional information regarding photography can be found [here](#).

PHOTOGRAPHY AREA POLICIES

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

PROGRAMS

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

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

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

- are only distributed with the purchase of a program;
- do not include information available in the program;
- do not include advertisements.

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

RADIO/INTERNET AUDIO COVERAGE

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

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

TEAM VIDEOGRAPHER

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

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

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

SECURITY

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

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

DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations
- Shopping and Dining
- Special Attractions

LOCAL NEWS

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

VENUE AND TRANSPORTATION INFORMATION

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

- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

VOLUNTEER INFORMATION

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

TRAVEL INFORMATION

Hotel, car rental and other travel accommodations should link to: [NCAA.com/Travel](https://www.ncaa.com/travel).

SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

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

EMAIL SIGN UP

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

LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true.

COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

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

- Host cannot promote or click thru to any URL other than [NCAA.com](https://www.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](https://www.ncaa.com/social).

MOBILE VERSION

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

LOCAL CONTRIBUTOR RECOGNITION

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only
- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).

DIVISION I WRESTLING

- This page is entitled “Local Contributors”.
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

MICROSITE EXAMPLES

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

Utah March Madness First & Second Round: <http://www.uteathletics.com/ncaa/>

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

PHOTOGRAPHY

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

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

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

Section 16 • Officials

SELECTION

The NCAA Wrestling Committee selects 20 referees to officiate the NCAA Division I Wrestling Championships. Referees that participate in the championships must meet the requirements approved by the NCAA Wrestling Committee to qualify as an NCAA wrestling championships referee.

REFEREES

The NCAA national coordinator of officials selected by the Wrestling Committee for the Division I Championships will have the following duties:

- Work with the games committee to ensure matches are officiated in compliance with NCAA rules.
- Meet with all referees on Wednesday evening for an interpretation meeting and to review NCAA rules and interpretations.
- Go over any rules or points of emphasis at the mandatory coaches meeting on Wednesday.
- Serve as a liaison between the tournament referees and coaches.
- Organize and make evaluation assignments with the referees' evaluator coordinator.
- Conduct a training session for all table workers and tappers before the first round.
- Assign all referees as approved by the games committee throughout the tournament.
- Coordinate with the games committee the proper assignment of referees for the final round.
- Check the arena floor with a committee member prior to each round for:
 - Clocks.
 - Table workers.
 - Rule books.
 - Coaches chair setup.
 - General safety of floor (check mats, tables).
 - Pencils.
 - Pens.
 - Towels.
 - One stopwatch per table.
 - Three sets of ankle bands (red and green) are at each mat side table.
 - Other areas deemed necessary.
- Serve as spokesperson to broadcast partner to answer any officiating questions (if requested by the wrestling committee and/or NCAA staff).
- Instruct all referees on the regulations in the championships handbook in reference to travel and per diem.
- The National Coordinator of Officials (or the head referee) should be in the arena (preferably at the head table) during all rounds of competition.

FEES AND EXPENSES

Each referee is paid a fee of \$250 per session officiated. Referees will receive travel expenses according to the actual mode of transportation, not to exceed jet coach airfare or 65 cents per mile, but not including terminal or other local transportation. Ground transportation will be reimbursed at the rate of 65 cents per mile, not including local transportation. In addition, they will receive a \$45 per diem for meals and incidentals for each day of the championships, beginning with the day of arrival and ending with the day of departure.

Fees and expenses will be submitted through RefQuest.

HOTEL

Officials' hotel room and tax charges should be direct billed to the NCAA; the officials are responsible for incidental charges. The officials should be housed in a separate property from both the teams.

MEETINGS

All referees selected to officiate the national championships are required to attend a meeting given by the national coordinator of officials the evening prior to the opening session of the tournament.

TICKETS

Each official is entitled to purchase a maximum of four tickets to the competition (e.g., for family members or friends); the championships manager(s) will administer this process. The officials themselves should be provided a credential for admittance.

TRANSPORTATION

Officials who receive approval for air travel must make flight arrangements through Short's Travel Management at 866-821-8547. The host shall coordinate local ground transportation for officials.

UNIFORMS

The NCAA will provide a black jacket or wind shirt to the officials participating in the championships. This shall be used as part of their official uniform.

Section 17 • Programs

PROGRAMS

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

BOUT SHEETS

At the championship site, LEARFIELD provides bout sheets to be made available throughout the event. Coupons for the bout sheets are enclosed in each program and can be presented to any program vendor for redemption. Bout sheets can also be sold individually, without a coupon. Further instructions for distribution will be communicated by LEARFIELD prior to the championship.

PROGRAM VENDING AND COMPLIMENTARY PROGRAMS

LEARFIELD will enter into an agreement with the official program vendor of the host institution or sponsoring agency, and will supply programs and settlement sheets to the official vendor. The official vendor of the host institution or sponsoring agency at the site of the championship(s) is responsible for complete vending accountability, including full responsibility for inventory. When the requirements listed below (Program Vending Standards) are met, the host institution will receive a 20% commission of net sales for providing these services. Below are the program vending responsibilities of both LEARFIELD and the host, or official program vendor.

LEARFIELD Responsibilities

- Reserves the right to manage vending/fulfillment in-venue.
- Will email a vending agreement and settlement sheet to the vending contact and tournament manager prior to championship.
- Will ship and manage shipment of programs to arrive no later than the day prior to the start of the event, unless otherwise communicated by LEARFIELD.
- Within one week post-championship, will provide the host with instructions for returning or destroying the remaining programs (if applicable).
- Will pay sales tax to the proper taxing authority.

Host Responsibilities

- Prior to the event, the program vending contact listed on the host's online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by LEARFIELD.
- The host venue will provide all vendors unless otherwise prearranged with LEARFIELD.
- Return a signed vending agreement to LEARFIELD prior to the event.

DIVISION I WRESTLING

- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing LEARFIELD. All program vendors shall receive standard facility credentials.
- Distribute the allotted amount of complimentary programs.
- Meet the “Program Vending Standards” (listed below) to receive 20% commission of the net program sales.
- After meeting the “Program Vending Standards,” LEARFIELD will pay the vendor 20% commission of net sales. The vendor is to keep the commissions earned and cut a check to LEARFIELD for the amount due listed on the LEARFIELD provided settlement sheet within two weeks after the event.
- Email and mail the completed settlement sheet provided by LEARFIELD after the event within the time frame specified in the vending agreement.

Program Vending Standards

- Receive and take inventory of the programs upon arrival. Notify LEARFIELD of any discrepancies in the quantity received or damages to the programs within 24 hours.
- Provide total management, control and accountability of the programs. If programs are lost, stolen or damaged, the programs are the responsibility of the vendor.
- Keep programs in locked and supervised storage.
- Provide an appropriate number of sellers throughout the facility in order to meet the demands of the projected crowds. The appropriate number of sellers should ensure that every fan entering the event will pass one person actively and exclusively selling programs, as well as placing multiple sellers in high-traffic areas to provide a quick transaction for all fans.
- Sellers should be either at designated program stands and/or stationed in high-traffic areas of the facility that are easily located (such as ticketed entrances).
- Ensure program stands and/or sellers are prepared to sell prior to the gates being opened. If using program stands or tables, the programs should be neatly displayed at all times. If using tables, please make best effort to make table presentable.
- Ensure that sellers are neatly dressed and are customer-oriented.
- Keep selling areas clean and neat at all times.
- Programs can be available at merchandise stands (i.e., along with apparel) but should not be sold exclusively in this manner.
- Sell programs throughout the event for a mutually agreed upon time with LEARFIELD.
- Display signage in a professional manner, if provided by LEARFIELD.
- Make sure vendors have necessary materials for selling throughout the event, i.e., appropriate number of programs and change. Replenishing sellers with programs and providing change should be done in a fast and efficient manner. This may include transferring merchandise between the slower and higher volume selling areas to meet customer demands.
- Below are a few best practices for vending programs:
 - Designate individuals to sell programs and pay them a commission for each program they sell; or
 - Recruit volunteers to sell programs as a fundraiser for their non-profit organization and pay them commission for each program they sell.

Questions

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

Section 18 • Safety and Security

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

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

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

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

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

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

Section 19 • Ticketing

TICKET POLICIES/OPERATIONS

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

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

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

4. **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 re-sell allotted championship game 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.

5. **Suites.**
 - a. 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.
 - b. 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.
 - c. 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.

- d. 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.

6. LOC/Host Ticket Policies.

- a. **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.
- b. **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.
- c. **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.
- d. **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.

7. Competition Venue Responsibilities.

- a. **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.
- b. **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."
- c. **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.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general 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.
- e. **Participating Institutions' 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.
- f. **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.
- g. **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.

- h. **Email Databases.** The NCAA owns, and Turner Sports retains the exclusive right to any NCAA email databases. A championship host (including venue operators) may collect email addresses as a part of its efforts to market/promote and sell tickets to an NCAA championship. Any email addresses collected by a host must be sent to the NCAA within seven business days of a request or within 30 days following the conclusion of the championship if no request has been made. The NCAA retains the right to withhold any honorarium associated with hosting the championship until it has received all email addresses collected as part of marketing/promoting or selling tickets to the championship. Any email marketing should include opt-in language for receiving more information from the NCAA. A host institution/conference is permitted to merge any collected email addresses into its own database at the conclusion of the championship. However, a host may not use or create a specific database from email addresses collected as part of its championship hosting obligations.

8. Promotions.

- a. **Use of Promotional Tickets.** When tickets are used in radio giveaways, the following guidelines apply:
- There may be no implied sponsorship of the championship or contest by the radio station or another corporate entity, with the exception of official NCAA Corporate Champions/Partners.
 - Use wording like this when there is no NCAA Corporate Champion/Partner involved: “Be the fifth caller to the radio station and win two tickets to the NCAA championship hosted by the Big 12 Conference March 30 and April 1.”
 - Use wording like this when there is an NCAA Corporate Champion/Partner involved: “Enter the (Corporate Champion/Partner Name) Women’s Basketball Ticket Challenge. Tune into WXYZ for a chance to win tickets to the NCAA championship hosted by the University of Washington March 19 and 21.”
 - Wording like this is unacceptable: “WXYZ offers you a chance to win tickets to the NCAA championship in the WXYZ morning trivia contest.”
- b. **Ticket Donation.** Host institutions/conferences should distribute a mailing to the local parks and recreation department(s) soliciting donations for the purchase of tickets for children who participate in recreational programs.
- c. **Ticket Mailings.** Host institutions/conferences should send ticket information to the following groups:
- Booster club members.
 - Season ticket holders.
 - Previous year’s ticket holders of postseason competition, if applicable.
 - High school coaches in the area.
 - Local chamber of commerce and merchants.
 - Host institution’s faculty, staff and students.
 - Local youth-group leagues.

If a host plans to distribute flyers, in addition to those produced by the NCAA, or to transmit ticket information via an email blast, the material must be approved in advance by the NCAA staff.

Section 20 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must make 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 onsite 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 our online system. The TES can be found at travel.ncaa.org.

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

PARKING

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

Section 21 • 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; and
- Contribute to the general excitement surrounding the championship.
- Assist the LOC with championship operations.

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

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

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

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

WAIVERS

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

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

Appendixes

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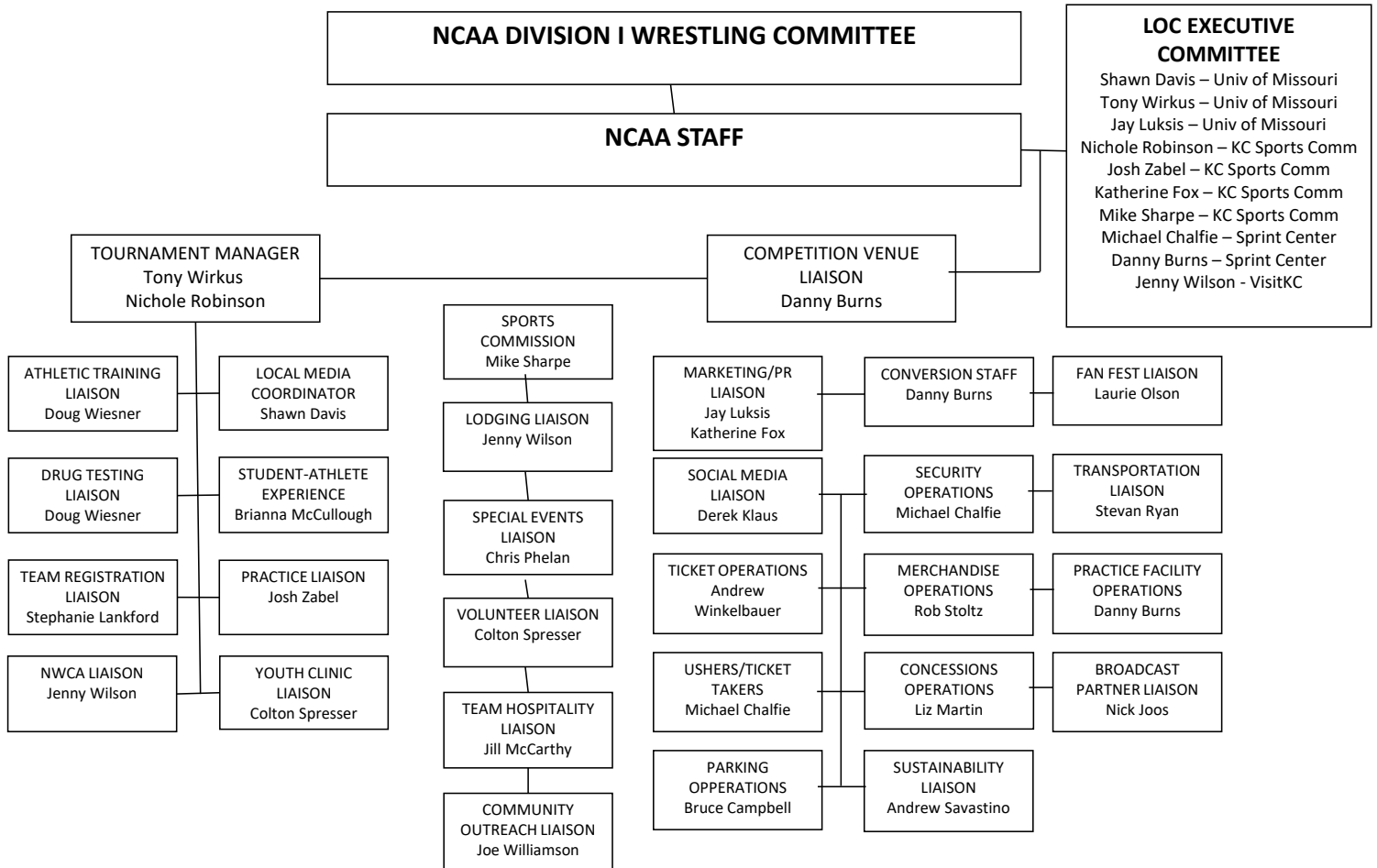
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Appendix A • Tournament Organizational Chart

ORGANIZATIONAL STRUCTURE

The Kansas City Local Organizing Committee will include a diverse group of individuals with unique backgrounds who will be charged with ensuring the championship is executed in a manner that exceeds the NCAA’s expectations.

This group will oversee the technical, financial and experiential elements of the championship – working with the NCAA to ensure every element and activity is in alignment with the goals and objectives of the Division I Wrestling Committee.



Appendix B • Tournament Planning Guide

NCAA DIVISION I WRESTLING TOURNAMENT PLANNING GUIDE

1. PRETOURNAMENT.
 - a. Certification of entries.
 - (1) List of qualifiers to NCAA following the conference tournaments.
 - (2) Preliminary mailing to all coaches.
 - b. Packets for coaches.
 - (1) Preparation of packets.
 - (2) Participant credentials.
 - (3) Check-in and distribution.
 - (4) Container for packets.
 - (5) Schedule of events, preparation and distribution.
 - c. Information.

Signs, preparation and location.
Register here; pass gate, contestants only, officials only, media only, etc.
2. PROGRAM.
 - a. Provided by LEARFIELD.
 - b. Sales to general public (obtain program sellers).
3. BRACKET SHEETS.
 - a. Original printing, names and school abbreviations.
 - b. Corrections and updating.
 - c. Reprinting for next session.
 - d. Distribution to coaches (per formula), press.
 - e. Sales to spectators (obtain bracket sheet sellers).
 - f. Post tournament printing with final results.
 - g. www.ncaa.com.
4. CREDENTIALS.
 - a. Credentials for participants, coaches, athletic trainers/physicians, volunteers.
 - b. Games committee.
 - c. Officials.
 - d. Media.
5. MEDIA.
 - a. Press Location.
 - b. Personnel.
 - c. Seating assignments, place cards.
 - d. Technical aid, electrical hookups, phone hookups.
 - e. Packets, preparation and distribution.

- f. Press room, personnel and security.
 - g. Copy machines, speed and reliability, lots of paper; personnel to collate and distribute.
 - h. Food and drink (Coca-Cola products only).
 - i. Coats, etc. Protection.
 - j. Runners.
 - k. Advance promotion to media press, radio and TV.
 - l. Photo assignments, photographer locations.
6. HEAD TABLE.
- a. Personnel. Seating for approximately 30.
 - b. Platform.
 - c. Setup tables, chairs, etc.
 - d. Microphone, independently powered, off-on switch, removable from stand.
 - e. Paper flow.
 - f. Bout sheets, pens and pencils, wall charts, consolidation charts and sheets.
7. ARENA FLOOR.
- a. Personnel.
Table workers (e.g., timers, scorers, runners, challenge coordinator, video camera operator, backups).
 - b. Floor Setup.
 - (1) Tables, chairs, towels for wiping, disinfectants, receptacles for blood contaminates, swatters, ankle bands, pencils/pens, towels for mopping, mops, buckets, mat tape, spit boxes, backup stop watches.
 - (2) Wrestling mats.
 - (3) Scoreboard clocks, boards underneath to support scoreboard clocks (one backup clock is needed).
 - (4) Extension cords, check on power to scoreboards on floor.
 - (5) Mat numbers to sit atop scoreboards, tablefront and on mat itself.
 - (6) Coaches' chairs, three red, three green (times number of mats).
 - (7) Coaches' box, red/green (Eight foot restricted zone).
 - (8) Videographer (one chair and ample space for equipment next to the scorer's table).
8. BRACKET DISTRIBUTION AND SPECTATOR AIDS.
- a. Brackets.
 - (1) Updated brackets prior to each session.
 - (2) Posting of QR Codes for downloading.
 - b. Team score announcements.

9. NCAA COMMITTEE/STAFF.
 - a. Seating at head table.
 - b. Communications.

10. COMPUTER.
 - a. Pretournament.
 - (1) Programming and experimentation.
 - (2) Personnel.
 - (3) Procedures.
 - (4) Modifications in program.
 - (5) Standardized abbreviations of schools and colors.
 - b. Equipment.
 - (1) Communication from arena.
 - (a) Dedicated telephone line.
 - (b) Another area with telephone for pretournament data entry bracket printouts (press room?)
 - (2) Equipment at site, printer backup.
 - (3) Security of equipment is essential!
 - c. Data entry.
 - (1) Deadline for final list.
 - (2) Personnel.

11. WEIGH-IN FACILITIES.
 - a. Public address system.
 - b. Scales.
 - c. Personnel to aid sports committee.
 - d. Medical personnel required at weigh-in.
 - e. Practice/warm-up mats.
 - f. Workout equipment (e.g., bicycles, etc.).
 - g. Security for equipment such as scales, mats.
 - h. Digital wall clocks (in arena, weigh-in and locker room areas).

12. BUILDING SECURITY.
 - a. Facility evacuation plan in case of emergency.
 - b. Floor security.
 - (1) Admissions.
 - (a) Badges, design, daily entry recertification.
 - (b) Pass gate, location, personnel, signs.
 - (2) On-floor security.
 - (a) Personnel.
 - (b) Ropes/stanchions?
 - (c) Head table and competition floor "traffic cop."

13. WARM-UP AREA.
 - a. Mats.
 - b. Access from warm-up area to floor.
 - c. Public address speaker must be heard in warm-up area.

14. OFFICIALS.
 - a. Selected by NCAA Committee (must be certified officials).
 - b. Hospitality room.
 - c. Dressing room.

15. TICKET SALES.
 - a. Price.
 - b. Ticket printing (must include disclaimer).
 - c. Credit cards.
 - d. Attendance reports.
 - (1) Advance sale.
 - (2) Prior to teams selected/decided.
 - (3) Week prior to conference tournaments.
 - (4) Passouts.
 - (5) Provide master database of all ticket purchasers (e.g., name, address and telephone number) to the NCAA following the regionals.

16. MISCELLANEOUS NOTES.

Complete critical incident response plan prior to the event.

Appendix C • Procedure for Grand March Awards

ALL-AMERICAN PROCEDURES FOR PARADE OF ALL-AMERICANS (GRAND MARCH) CHAMPIONSHIP MATCHES AND AWARDS PRESENTATION

1. **Parade of All-Americans (Grand March – Prior to the start of session VI)**
 - a. Grand march will be led by the grand marshal and or the escorts for each weight class.
 - b. All place-winners report in full official team uniform (warm-up attire). **no hats, NO JEWELRY, no commercial clothing, NO SIGNS.**
 - c. Each of the All-American place-winning wrestlers will line up for the Olympic-style procession into the arena.
 - d. All-American wrestlers will enter the arena single file, by weight class led by escort(s).
 - e. Grand March staging organizers should assign the finalists with their colors during staging and encourage them to report to the respective staging tunnel well ahead of time prior to their match (see below). Stagers will need a copy of the finalists color assignments along with a list of the names and schools of the eight All-Americans. Remind all All-Americans about cooperating with staging for the awards ceremonies. This same information should be provided to the coaches in the coaches and also to the wrestlers at weigh-in staging on Saturday morning.
 - f. After all wrestlers are in the arena, prepare for the national anthem.
 - g. After the national anthem, all participants retire to the respective seating areas.
 - h. A meeting/social is to be held prior to the Grand March with the dignitaries (a.k.a., weight class escorts and awards presenters) that are escorts for the Grand March and who are providing individual and team awards. The Grand March and individual award presentation duties should be outlined to them at that time by the NCAA staff or LOC/Host volunteers in charge of the Grand March, Finalist Introductions and the Awards Ceremony and assisted by the individual from the LOC in charge of these areas. Some of the areas that need to be outlined are the Grand March staging area, route, cues, exits, and also awards ceremony staging, mechanics, cues, photographs, public address announcement scripts, exits, etc. A diagram of these functions available is recommended. The final weight class assignments are determined for the escorts **at this time.**
 - i. Be sure that the announcer has a copy of the final weight class assignments for the escorts and a biography for the escorts. The biography for the escorts should be made available to the announcer at the mandatory meeting regarding the Grand March, Finalist Introductions and Awards Ceremony Friday afternoon, the day prior to the finals.

- j. Be sure the stagers for the Grand March, stagers for the Finalist Introductions, stagers for the Awards Ceremony, Head Table Cue, Announcer and the Television crew all have a copy of the escort assignment by weight class, All-Americans by weight class and the color assignment for the finalists for introductions.
- k. The LOC needs to inform all escorts/presenters, and volunteers the location of their reserved floor seating (if applicable) for the championships finals.

2. Finalists Introduction Information

- It is important that finalists *report to their respective tunnel early for staging.*
- 125 lb. (or the weight class assigned as the first match of the evening) finalists report to the tunnel area immediately following the grand march.
- All other finalists report to the tunnel area one match prior to their bout.
- The wrestler in the red corner will be introduced first. Proceed to the center of the mat and then to your corner.

The LOC should have a red and green (respective) carpet laid out from the tunnel to the steps to enter the elevated stage area. There should also be one corner with red carpet and one corner with green carpet designated on the mat.

The green corner finalist should not be allowed to leave the tunnel area until the red corner finalist has been completely introduced and the announcer begins to announce the green corner finalist.

The finalist introduction stagers in the tunnel, the head table cue, announcer and television crew all need to have the color assignments sheet for the finalists and a television timing protocol.

Security and traffic flow needs for the tunnel and aisle to the stage need to be addressed.

Each tunnel (Red and Green) need a stager with a head set that communicates directly with the head table cue. The head table cue needs to keep the stager, announcer and television all in sync with one another. The tunnel stager can communicate and confirm whether a finalist is properly staged, and the announcer and television can then cue accordingly (or visa-versa if necessary). The tunnel stagers and head table cue need to test the communication sets prior to the Grand March.

The finalists are assigned a color by the National Coordinator of Officials and/or the Championship Match Maker, after the semifinal round in an effort to match color assignments with school colors and singlet colors as close as possible. Conducted properly, this is intended to prevent a potential color assignment that may confuse the referee or fans or may prevent the referee from changing the colors at matside and confusing fans. In order to achieve this, it is recommended that the National Coordinator

of Officials and/or Championship Match Maker keep in mind that the singlet a finalist may wear in the championship finals may be different than that worn previously in the tournament. Obtaining confirmation on the finalist's singlet color is desirable for maximum efficiency in this process.

- There should be ten sets of red ankle bands and ten sets of green ankle bands for the championship finals and introduction of the championship finals. Each finalist should put both respective colored ankle bands on in the tunnel prior to being introduced. The next set of finalists can then also be staging and put both sets of the respective colored ankle bands on prior to being introduced and while the previous finalists are wrestling. When a championship finals match ends the ankle bands should be gathered by the wrestling official and brought to the mat-side table. The LOC should have someone to shuttle these ankle bands to the respective tunnels while the awards ceremonies are taking place and/or the next finalists are being introduced for the next finalists yet to be staged. The finalists being staged should have no more than an "appropriate" top on institutionally issued apparel (in addition to their wrestling singlet) that can be removed easily once they are on stage. These procedures will minimize delay for television while the wrestlers are being introduced and coming up on the mat and then entering the mat and being introduced. This eliminates taking time to pull off a large number of over-garments and putting on ankle bands mat-side. The tunnel stagers need to be alert for "inappropriate" tops that a finalist may be wearing. This can also be addressed and defined at the coaches meeting, the Saturday morning weigh ins and the staging of the All-American March.

The LOC should have adequate reserved floor seating for staging the awards ceremony, eight seats for the awards recipients and for the escorts, presenters, volunteers, etc. for the championship finals.

The LOC should have adequate seating at the head table for the NCAA Wrestling Committee members, NCAA staff, secretary-rules editor and the National Coordinator of Officials for the entire tournament and also for the championship finals.

3. **Awards Presentation Plan.**

- a. Individual Awards. The 125 (or the weight class designated as the first match) pound weight class awards would be presented after the conclusion of the 133-pound weight class championship match. The 133-pound weight class awards would be presented after the 141-pound weight class championship match and so on. Each weight class would have one weight class championship match in between the conclusion of that particular championship match and the presentation of the awards for that weight class. This would continue up to the conclusion of the Heavyweight Championship match. At that time, the awards will be presented to the 197-pound weight class and then go immediately to the

Heavyweight class. The buffer time of one weight class allows contestants time to cool off, be interviewed, gather themselves, put their proper attire on and then be staged. This also allows the award ceremony organizers time to stage and be organized. The ability to obtain organization and staging becomes a challenge after the heavyweight championship match. The 197-pound weight class should already be properly staged, but there is only a short window to stage the heavyweight class.

- (1) When using this type of individual awards ceremony, it is critical that the stagers of the individuals (contestants, presenters, etc.), the Head Table Cue and the Announcer all work well in getting the contestants staged. Asking head coaches to help with this process may also help. It is also important that the mechanics of the awards presentations to the individual weight classes is extremely smooth. This is especially important if this process is being conducted in between championship weight classes during a television timeout. There is little margin for error. It may also be necessary to move quickly to stage a weight class for the awards ceremony in the case of a quick fall in a championship match.
- (2) If this awards presentation alternative is used, the awards stand will not be able to be put on the elevated stage with the championship mat. An area roped off and secured with staging, chairs, etc. would be necessary. This area should still be in clear view of the spectators.
- (3) The official photographer should be the only photographer that is allowed access to this area until the conclusion of the presentation of awards for that respective weight class and the conclusion of work for the official photographer. If desired, the LOC may have individuals operating the access to the awards stand in a manner that other photographers (including possible family member photographers) are then allowed in or near the area for more photographs. The LOC volunteers must be sure and keep the individual contestants on the awards stand for this process.
- (4) As the announcer finishes the awards presentation of a respective weight class and the official photographer concludes their work, it is recommended that the announcer turn the crowd's attention to introducing the next finalists for the next weight class and that wrestling begin for the next weight class in a timely fashion. This can take place while the additional photographers and family are allowed into the awards ceremony area and eventually ushered out of the area as the awards presenter volunteers prepare for staging the next weight class. This procedure allows for a smooth spectator and contestant friendly environment. ***The announcer should have a visual cue from the awards ceremony workers to indicate the timing of turning the place-winners to acknowledge the crowd behind them (if applicable) and that the attention can now be turned to the introduction of the next finalists.***

b. **Team Awards Alternative.**

- (1) The team awards would be presented after the last (heavyweight) individual awards are presented. (The NCAA Division I Wrestling Championships may choose to stay with the order of first, second, third and fourth place teams in order to be able to present the championships team the trophy in a window of live broadcast). However, if television windows are not an issue, then in this alternative, the team awards are presented in this order of fourth, third, second and first-place team. The local organizing committee (LOC) may choose to use the same area to present the team awards as they used for the individual award presentations or they may choose to use the elevated mat stage.
- (2) *After each team is presented their trophy and photographs are complete it is recommended, they be escorted off of the stage opposite the side that they came onto the stage.*

4. **Announcer Cues for Awards.**

a. Friday Night.

- (1) Finalist “biography” sheets.
- (2) Directions for the staging of All-Americans (Grand March) for Saturday.

b. Saturday.

- Again—directions for staging of All-Americans (Grand March).

c. Saturday during Finals.

- (1) Staging of All-Americans and Awards Presenters for the Grand March.
- (2) Cue the Grand March participants to turn 90 degrees three times to be acknowledged by fans.
- (3) Staging of Award-winning teams.
- (4) Staging of the Awards Presenters.
- (5) Staging of the All-Americans for the individual awards presentations.
- (6) The awards recipients may need to be cued to turn 180 degrees to be acknowledged by fans.
- (7) If the individual awards are presented in between weight classes, then the announcer needs to cue the All-Americans and awards presenters to the stage themselves. If the committee member indicates an absent individual, that may require additional cues.
- (8) Reminders for coaches to turn in voting ballots, etc.

- (9) Reminder for individual champions to remain in uniform for a photo opportunity with all weight-class champions (give time, place).
- (10) Reminder to encourage fans to remain in their seats until the conclusion of the awards ceremony.

5. **Miscellaneous tips to remember and address.**

- a. Preapproval needed for all television/media questionnaires for student-athletes.
- b. Address potential drug testing conflicts with the awards ceremony and photography opportunities.
- c. Be sure someone is in charge of clearing the awards presentation area after each award all evening long.
- d. If there is to be any television coverage of the championships finals, it must be communicated to them that they must have a representative attend the Friday afternoon mandatory meeting covering the Grand March, Finalist Introduction and Awards Presentation ceremonies.

**WORKER AND ESCORT INFORMATION FOR GRAND MARCH,
CHAMPIONSHIPS INTRODUCTIONS AND AWARDS PRESENTATION**

1. **Outline for Grand March Ceremonies.**

- a. Line up tunnel All-Americans (top eight).
- b. Grand marshal (if applicable), awards presenters. . Olympic style processional music is played. NCAA staff will work with host to secure music.
- c. Wrestlers enter single file from tunnel (finalists red, 3-, 4-, 5-, 6-, 7-, 8-place, green finalist, in that order).
- d. Follow escorts. Line up in rows of eight (8) (one weight class per row).
- e. National anthem – band, singer or tape of music (provided by the host/sponsoring agency).
- f. Award winners may be cued by the announcer to take quarter turns (90 degrees) for the crowd.
- g. After the national anthem, wrestlers will move to participants seating area. Please exit the elevated stage in order as cued.

2. **Cues for Opening Ceremony.**

- National Anthem.

3. **Procedure in Holding Area for Championship Matches.**

- a. Hold finalist in tunnel. Be sure you locate him in the area during the match prior to his match.
- b. Red to be introduced first followed by green.
- c. Protocol coordinator will report to the head table cue when the respective finalists are properly staged (***including anklets and attire***). Hold each finalist until cue from table. Be sure to instruct finalist and coach about the procedure. He is to report to the center of the mat until the announcer completes the introduction. He may then go to his respective corner.

- (1) All cues will come from the head table.
- (2) Do not let green report until red introduction is complete.

4. Procedure for Individual Awards Presentation.

- a. Have medals and awards readily available and inventoried for each presentation. The odd numbered awards should be staged on a table on one end of the awards stand and the even numbered awards should be staged on a table on the other end of the awards stand. The championships bracket should also be inventoried (if printed on-site).

- b. All place-finishers must report to the awards staging area for their respective awards ceremony.
- c. Each wrestler will be escorted to his place on the awards stand.
- d. March fanfare will be played while the wrestlers are taking their places on the awards stand.
- e. Awards presenters will report at the same time the wrestlers report. Presenters will be introduced.
- f. Volunteers will hand the award(s) to the presenter. It is recommended this happen from each end of the awards stand. The odd number of awards are fed from one end and the even number of awards are fed from the other end. One presenter presents with two volunteers to assist. One volunteer to assist with presenting odd numbered awards and the other volunteer assists with presenting the even numbered awards.
- g. The awards presenters should then position themselves at each end of the awards stand for a photograph.
- h. Student-athletes and award presenters will stay in position for photographs until cued otherwise. At some point they will be cued to turn to the crowd and will be escorted from the awards stand and area. The LOC members will hand the student-athlete the box for their award as they are escorted from the awards stand. This box will also contain a copy of an order form for photographs.
- i. The playing of the institutional fight song for the winner is the sign to leave the stand (hosts must request and obtain this music from all participating schools or work with NCAA In-venue presentation staff to secure).
- j. The LOC member and the NCAA Wrestling Committee member in charge of the awards ceremony should check for proper dress, order and to cue announcer confirming proper staging or asking for additional cues from the announcer for a missing person/team to report.
- k. If individual awards ceremonies are after the heavyweight championship match and the LOC plans on staging these awards on the elevated mat then the LOC should have a quick and efficient means of assembling the awards stand and area immediately following the conclusion of the heavyweight match and the television presentation of the championship team trophy.
- l. Sight lines, traffic flow, staging, and security considerations need to be covered with a diagram provided by the LOC.
- m. The staging area should include a row of seats that are numbered in order for staging so that eight place winners are able to enter the awards stand in one line of flow. If the individual awards are presented after the conclusion of all finalists wrestling, then there should be several rows of chairs for staging that are similarly numbered.
- n. The LOC and NCAA Wrestling Committee member in charge of the awards ceremony should provide extra coaching and direction to the first escorts, presenters and student-athletes and encourage the remaining escorts, presenters

and student-athletes to follow their cue. The escort with the most experience should be the first escort.

- o. It is important that the escorts and awards presenters stay in cue with the announcer as they present each student-athlete their respective awards.
- p. While the (odd or even numbered) presenter is presenting an award in cue with the announcer, the LOC volunteer escort (odd or even numbered) can be prepared to feed an award from the other side in order to keep the presentations flowing nicely.
- q. The LOC member and the NCAA Wrestling Committee member in charge of the awards ceremony should be sure to enforce the attire requirements for the student-athletes and all LOC volunteer escorts and the escorts/award presenters should be in business attire. The length of heels may be a consideration for females that may be part of the awards ceremony if they are required to walk on the mat area. They should not wear high heels or any pointed heels.
- r. After the conclusion of the last individual awards for the heavyweight class, the announcer will cue all individual champions to remain in uniform and now assemble for a photograph of the individual champions (the assembly and photo may actually happen after the NWCA awards). If applicable, NCAA drug testing considerations must be addressed for possible conflicts.
- s. The LOC should make sure that there is adequate reserved floor seating for the escorts and presenters and any individuals they feel necessary to conduct the Grand March, Finalist Introductions and Awards Ceremonies.

5. **Taped Music Will Play.**

- a. Prior to grand march.
- b. Grand march.
- c. National anthem.
- d. Exit music after anthem.
- e. Entry music for the All-Americans processional to the awards stand.

6. **Miscellaneous.**

- a. All cues will be given from the head table to the tunnel.
- b. Headsets phone communication will be located at the following:
 - (1) Head table escort leader.
 - (2) Tunnel escort leader.

7. **Individual Job Assignments.**

- a. Head and Assistant for the Grand March, Finalist Introductions and Awards Ceremony from the NCAA Wrestling Committee (may also be the secondary championships manager). These individuals are in charge of the entire operation of these areas and will coordinate with all individuals from the NCAA Wrestling Committee, LOC (including facility and security) and television crews. These individuals will chair the mandatory organizing meeting on Friday afternoon, the day prior to the championships finals. These two individuals will also be responsible for the team award staging and communication with the respective and prospective head coaches. These two individuals will be roaming throughout the evening to communicate with the Grand March organizers to the tunnel operators to the Head Table Cue to the Individual Awards Ceremony Cue and always communicating with the Head LOC person described in item b. below.
- b. Head LOC person in charge of the Grand March, Finalist Introductions and Awards Ceremony. This person is in charge of making sure the LOC is prepared to present and operate all of the areas associated with the Grand March, Finalist Introductions and Awards Ceremony and coordinate with the individuals assigned from the NCAA Wrestling Committee. The head LOC person is responsible for obtaining and coordinating all volunteers necessary to conduct the operations.
- c. Two NCAA staff members to be in charge of the staging of the Grand March, assignment communications to the finalists and staging the individual awards ceremony. One of these individuals will be a cue communicator with the Head Table Cue for proper cue and communications for staging of the Grand March and staging of the individual awards ceremonies.
- d. Two individuals responsible for red and green tunnel operations for staging of the finalists for introductions and assisting with staging of the teams for team awards. These individuals may be NCAA Wrestling Committee members or LOC members.
- e. One individual that serves as the Head Table Cue. This person will communicate with the tunnel stagers in item d. above and with the announcer and television cue. This person will also serve as a cue communicator with the announcer and one of the individual award stagers for proper cue and communication for the individual awards ceremonies. This person is usually affiliated with event management for the host institution.
- f. One individual to shuttle ankle bands from the mat to the respective tunnels during the championship finals.
- g. The LOC should have additional workers as necessary to operate their end of the Grand March, Finalist Introductions and Awards Ceremony. The following guidelines are minimums, but the LOC may feel it is necessary to have more. These assignments do not include needs for facility, equipment, security, etc.
 - (1) Two individuals to serve as the tunnel stagers for finalist introductions if an NCAA Wrestling Committee member does not fill this duty.

- (2) One individual to shuttle ankle bands from the head table to the respective tunnels during the championship finals.
- (3) One Head Table Cue. This person must be experienced in events and operations and communicate efficiently and work well under pressure.
- (4) Four or more individuals distributing signs, etc. for the Grand March.
- (5) 10 (or 20) volunteer escorts for the Grand March and Individual Awards Ceremony.
- (6) Four individuals to stage and inventory the awards and also to feed the awards to the awards presenters. These individuals will also help clear the stage for the next presentation and hand award boxes to the student-athletes as they exit the area.
- (7) One official photographer hired by the LOC. This is necessary even if the NCAA Official Photographer from Rich Clarkson Photography is present, as the NCAA official photographer does not always take photos of the awards presentations. The photographer is required to provide a flyer to be included in the individual award boxes, registration packets and distributed to the head table that indicate directions and prices for ordering photographs. The LOC photographer should take photos of the following:
 - (a) The trophy awarding ceremony for each of the top four teams.
 - (b) Each individual weight class awards (all eight individuals on the stand).
 - (c) Group photo of all Individual champions. ***(Be sure that any possible drug testing or media interviews do not interfere with this photograph)***

INFORMATION FOR WORKERS AND WRESTLERS AT THE AWARDS CEREMONY

1. **Introduction of Championships Finalists.** Each wrestler will report to the tunnel one match prior to his weight class (125 lb. report during grand march). Red will be introduced first, green will be introduced second. Hold the wrestler in that order until the announcer calls him. He will then go to the middle of the mat while he is being introduced. He may then go to his respective corner.
2. **Medal Presentation.** The awards are to be lined up in reverse order eighth place awarded first, the champion will be last. All wrestlers are to be in uniform per NCAA rules. No hats, no jewelry, no signs. They are to be reminded to stay on the stand for pictures and are asked to turn around for the crowd.

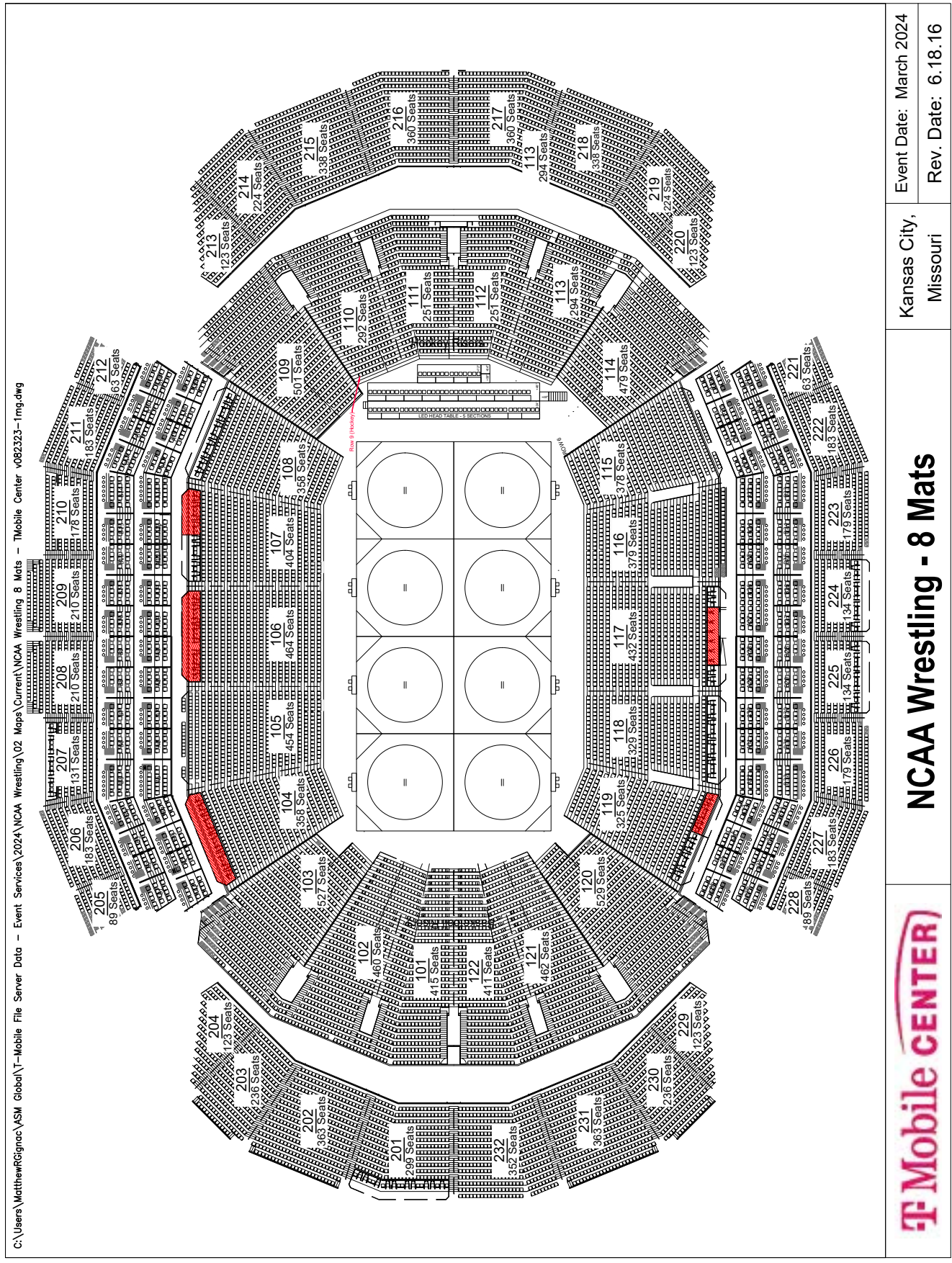
Please note that due to possible changes in the format of the championships finals, the awards presentation may be modified.

Checklist – Parade of All-Americans and Awards Ceremony

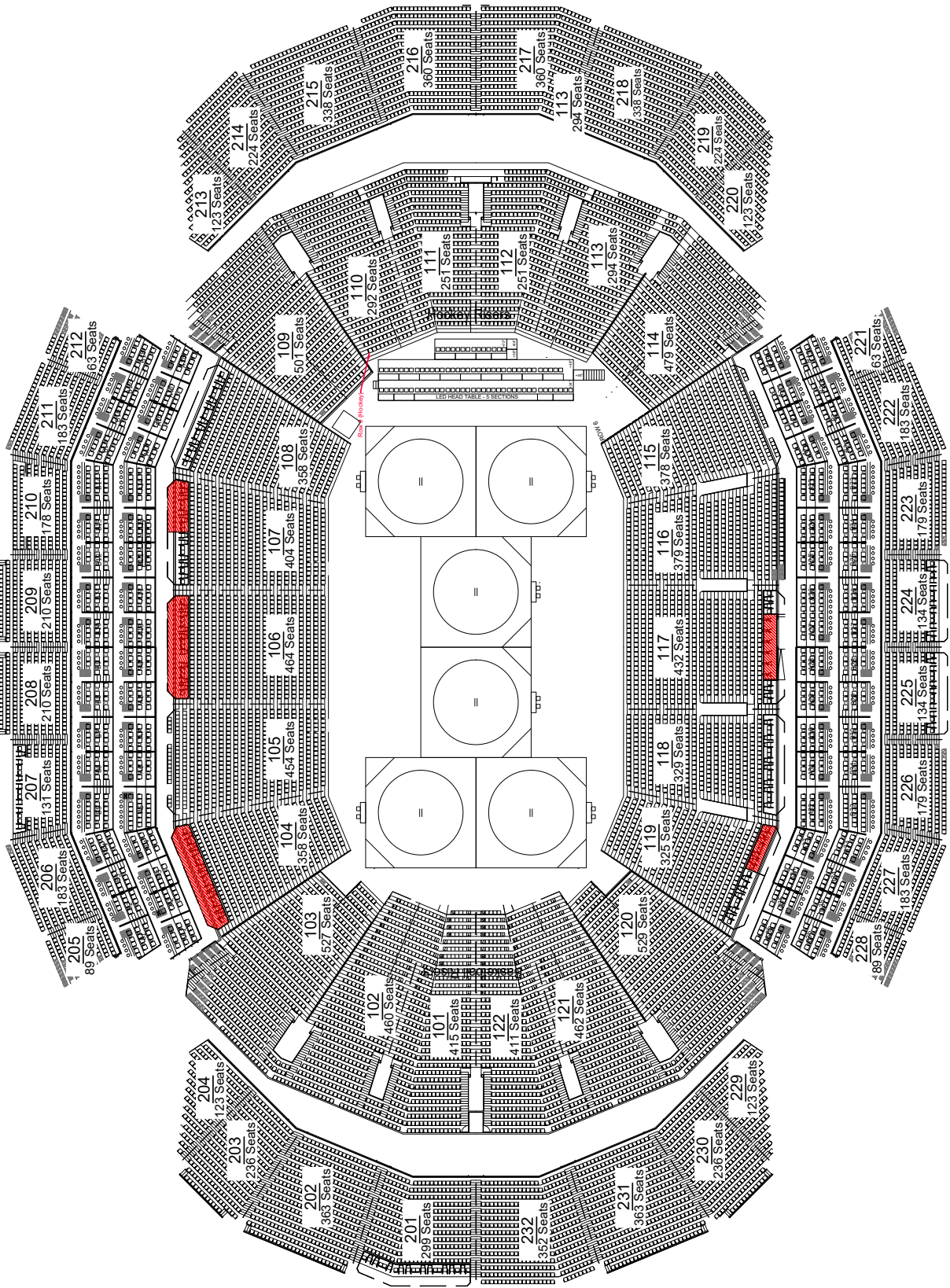
1. Meet with local organizing committee (LOC) and announcers one day prior to the finals. This mandatory meeting should include the announcers, television crew, NCAA Wrestling Committee people in charge of this area, LOC individuals assigned to this area, facility crew, security crew, etc.
2. Determine if LOC has the following:
 - a. Official photographer needed for awards presentation (awards order form must be provided).
 - b. Color Guard.
 - c. Weight Class sign carriers.
 - d. Special Awards presenters.
 - e. Award feeders and awards box volunteer providers needed.
 - f. Map out the parade taking television into account and communicate to all parties including the color guard and a diagram of awards ceremony and finalist introduction procedures.
 - g. Have staging area for the individual placers just prior to their weight class.
 - h. Have announcer cue the place winners to report to the awards area well ahead of time (encourage coaches at the coaches meeting to get their student-athletes to the staging area on time).
 - i. Be sure the announcer stays in cue with the presenter.
 - j. Determine the time and order of the awards to be presented.
 - k. Have the proper placement of awards stand and staging area relative to traffic flow (Awards stand secured and opposite the tunnel entrance).

- l. Determine the time and order for allowing photographers beyond the official photographers to have access to take photos.
- m. Be sure the award recipients all receive forms that allow them to order photos (include forms in the registration packet and in each awards box).
- n. Work out the drug testing conflicts (if applicable).
- o. Be sure to enforce the uniform warm-up and no hats and no jewelry rules.
- p. Be sure the announcer's cue the individual champions for a photo shoot at the conclusion of the awards ceremony.
- q. Be sure the LOC has the proper reserved floor seating necessary for all workers and volunteers.

Appendix D • Floor Diagrams



C:\Users\MatthewR\gnc\ASM Global\T-Mobile File Server Data - Event Services\2024 NCAA Wrestling\02 Maps\Current\NCAA Wrestling 6 Mats - T-Mobile Center v082323--img.dwg



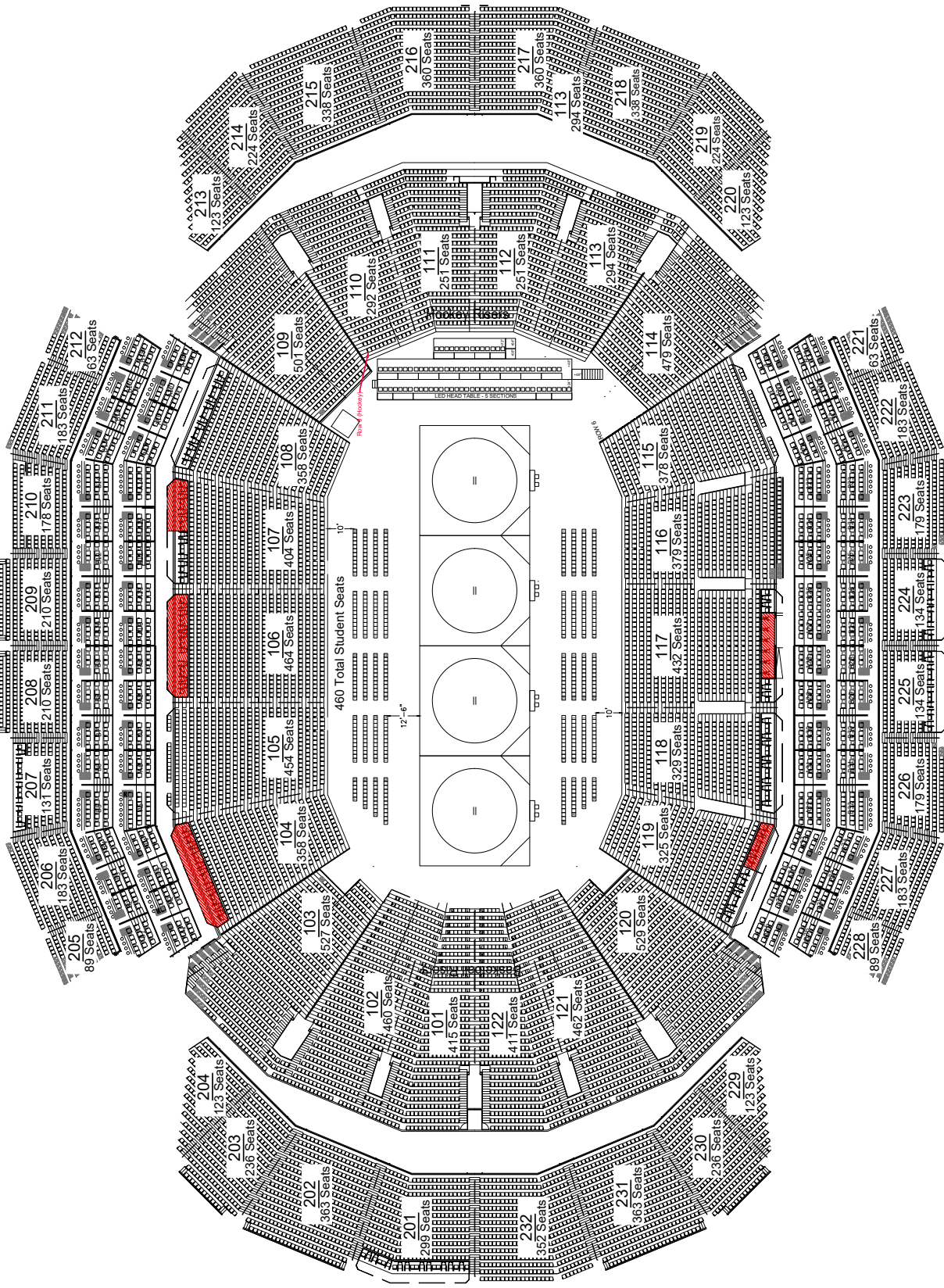
Event Date: March 2024
Rev. Date: 9.5.23

Kansas City,
Missouri

NCAA Wrestling - 6 Mats



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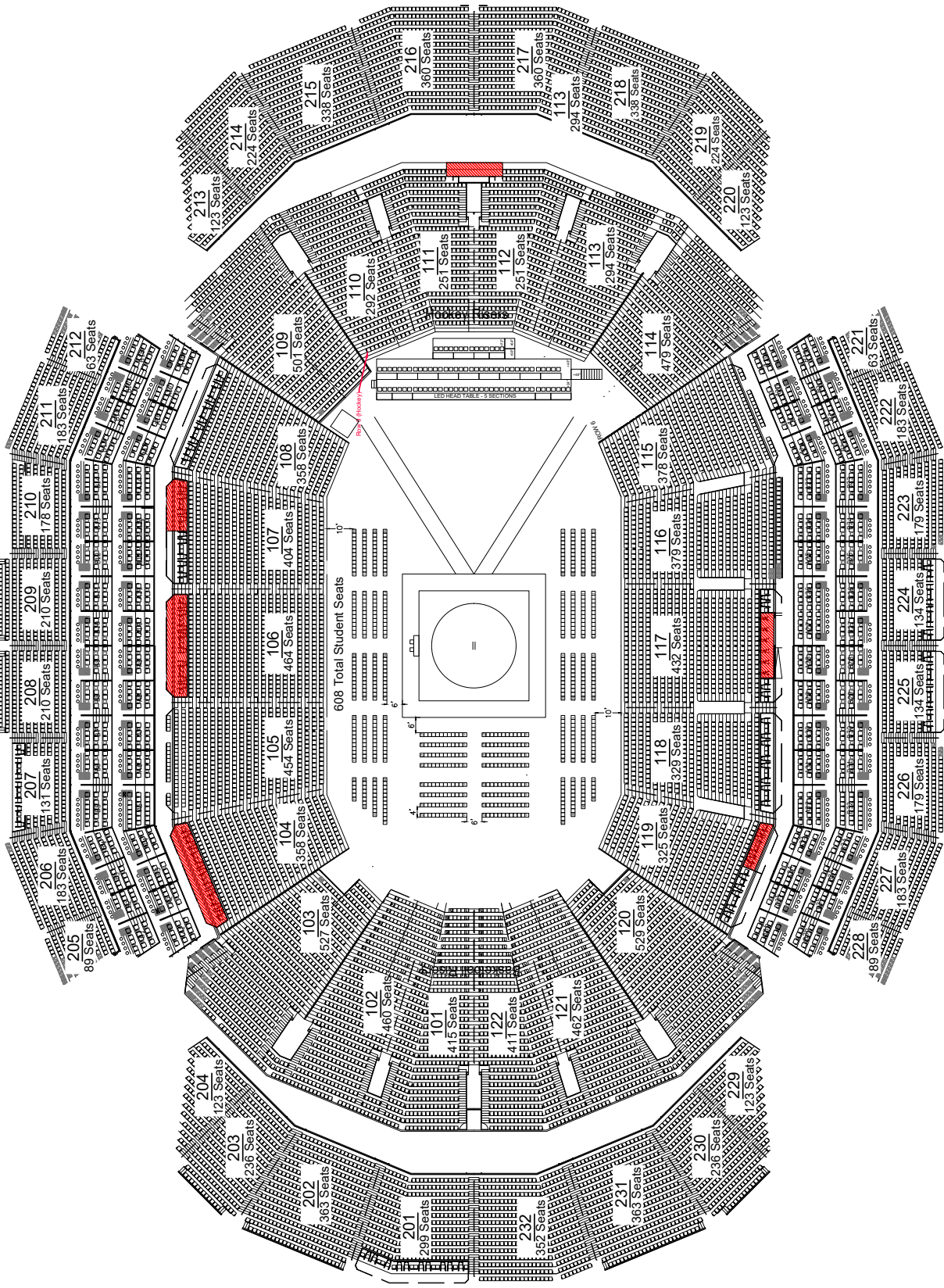
Event Date: March 2024
Rev. Date: 9.5.23

Kansas City,
Missouri

NCAA Wrestling - 4 Mats



C:\Users\MatthewR\Gignac\ASM Global\T-Mobile File Server Data - Event Services\2024\NCAA Wrestling\02 Maps\Current\NCAA Wrestling 1 Mat - T-Mobile Center v082523-1mg.dwg



Event Date: March 2024
Rev. Date: 9.1.23

Kansas City,
Missouri

NCAA Wrestling - 1 Mat



Appendix G • Medical Forms



National Collegiate Athletic Association
Division I Wrestling Championships
Host Medical Form
Student-Athlete Injury Report

Venue: _____

Host Institution(s): _____

Name: _____ Time: _____ AM/PM Date: _____

Address: _____

Sport: _____ Position: _____ Age: ____ Male Female

Medical Insurance: Yes / No Company: _____ Policy #: _____

Team: _____ Contact Person: _____ Contact #: _____

Injured Area: Left / Right • New Injury: Yes / No • Match / Practice / Warm-up / Non-Athletic

Continued Participation? Yes / No Period: 1st 2nd 3rd 4th • Overtime

Incident Description: _____

History: _____

Physical Exam: _____

Diagnosis: _____

Treatment: _____

Disposition:

- Return to Competition
- Disqualified from Competition
- EMS/Ambulance Transport
- Released to Parent
- Released to Institutional Representative
- Refusal of Care

Comments (NCAA staff notification for disqualifications):

Host Certified Athletic Trainer (if applicable)

Team Medical Staff (if applicable)

Host Physician Signature

Appendix H • Volunteer Waiver Forms

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
(if Participant is under the age of 18)

Date

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

Date

Appendix I • Credential Formula

Credential Formula

Each institution will be awarded four (4) coaches credentials, if requested, regardless of the number of competing student-athletes. Coaches credentials will be issued to only those coaches listed via the registration portal. Each coach must be a recognized member of the coaching staff authorized by the institution.

- Regardless of the number of qualifiers, each institution will have the opportunity to purchase one (1) additional **Support Staff** (e.g., director of operations, strength coach, nutritionist, team manager, etc.) credential. The support staff credentials will not have competition floor access during competition. Each institution must verify the members of its coaching and support staff. *Support staff does not include athletic trainers, doctors, administrators or sports information, see below for additional information on credentialing those staff members.*
- One complimentary administrator credential will be provided to each institution that has a qualifier. This credential must be for your director of athletics or person who has oversight for the wrestling program at your institution. One additional hotel room (subject to availability and may not be at the team hotel) from the NCAA room block, separate from the qualifier formula used to allocate hotel rooms, will be made available to the institution administrator.
- Administrator credentials will allow access to the facility and back-of-house areas. Competition mats access is limited to before or after the round has concluded with no access during competition. This credential will be provided only to the appropriate person listed in the registration portal. The administrator credential does **NOT** guarantee a seat, however, provides seating opportunities within the participant seating section if seats are available.
- In lieu of requesting a credential, a ticket may be purchased through your institution's block, but will not be permitted in the back-of-house areas.
- Administrator credentials may be obtained at the team administration registration at the Enterprise Center. Administrators will need to show a business card and photo identification to prove identity.
- Two (2) medical credentials are also available for your institution's authorized athletic trainer and physician accompanying the team. Please provide their names and professional titles via the registration portal. Athletic trainers and physicians will need to show their appropriate certification credentials, in addition to a photo ID at medical registration.
- If purchasing additional credentials, be sure to include credit card information via the registration portal.
- Sports information contacts from your institution traveling with your team should obtain the necessary credential through the NCAA media credentialing system.
- Violators are subject to misconduct provisions as well as revocation of the credential.

The fee for replacement of credentials is \$200.

Appendix J • Video Review Form



MATSIDE VIDEO REVIEW CHALLENGE

Type of Challenge (please check one)

Coach Challenge: Name of institution challenging: _____

Official's Review: Number for official doing the review: _____

Weight Class: _____ Bout #: _____

What is being challenged/reviewed? _____

Elapsed Review Time: _____

Call on the mat confirmed: (check here)

Call on the mat overturned: (check here)

Notes (if any) _____

***Please call the head table to report the challenge and bring challenge form to the head table at the conclusion of the match.**

Form MUST be sent to head table as soon as match has concluded.

Appendix K • NCAA Social Media Guidelines for Championship Hosts

NCAA Social Media Guidelines for Championship Hosts

Updated 07/10/17

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

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA account on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established methods, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships associate director of social media, cdion@ncaa.org.

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

Top 10 considerations when planning for social media event marketing:

- 1. Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- 5. Be concise.** Get to the point within two sentences. Less than that, if possible.
- 6. Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
- 7. Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

8. Keep it light. While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.

9. If you hesitate about posting something, you probably shouldn't. There are no re-dos in social media. A “delete” doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.

Appendix L • NCAA Championships Microsite Guidelines



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 enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

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

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

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations
- Shopping and Dining
- Special Attractions

Local News

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

Venue and Transportation Information

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

- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

Volunteer Information

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

Travel Information

Hotel, car rental and other travel accommodations should link to: www.NCAA.com/Travel.

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: <https://www.ncaa.com/newsletter-signup>

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

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

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

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](https://www.ncaa.com/social)

Mobile Version

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

Local Contributor Recognition

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only.

- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors".
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

Microsite Examples

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

- Utah March Madness First & Second Round: <http://www.uteathletics.com/ncaa/>
- Oklahoma City Women's College World Series Microsite:
<https://www.visitokc.com/wcws/>