



**2021 DIVISION II  
WRESTLING  
CHAMPIONSHIPS**

***HOST OPERATIONS  
2020-21 MANUAL***

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## **Introduction**

On behalf of the Division II Wrestling Committee, thank you for being an important part of the 2021 Division II Wrestling Championships.

The purpose of this manual is to provide direction and guidance to the member institution and/or sponsoring agencies serving as hosts for the 2021 NCAA Division II Wrestling Championships. It is requested that each tournament director, upon completion of the championships, include suggested revisions in this material and return it to the national office. Please feel free to write on this copy. The suggestions provided by you will enable the NCAA Division II Wrestling Committee to improve the wrestling championships administration.

**Should questions or problems arise, please do not hesitate to contact the NCAA national office or the chair of the NCAA Division II Wrestling Committee.**

**In the event differences arise between the information contained in this manual and the 2021 NCAA Division II Wrestling Championships Pre-Championship Manual, the Pre-Championship Manual should be followed.**

Tournament Director. This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

Tournament Manager. The tournament director shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration, and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament manager will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA media coordinator or championships manager to ensure that the committee's policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services, and communications.

## **Mission Statement**

The NCAA and the Division II Wrestling Committee strive to give our student-athletes the best championships experience possible by providing them an opportunity to compete on a national stage. This environment shall foster good sportsmanship and integrity. Our hope is that the student-athletes, coaches, medical personnel, media, wrestling fans, and local organizing committee members have a treasured experience – one which will last a lifetime!

## **2020-21 Division II Wrestling Committee**

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## **NCAA Staff**

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## **SECTION 1 – Awards**

### **Awards.**

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

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

### **Awards Ceremonies.**

#### **Opening Ceremony**

The opening ceremony (Grand March) at the finals site should be as impressive as possible. The host institution will arrange for the grand marshal and award presenters to be present. The host institution should make arrangement to have marching music available for the ceremony, where all participating institutions will be introduced. Beginning in 2021, the Grand March may consist of a virtual presentation.

#### **Parade of All-Americans**

Please review **Appendix C** for full directions involving the Parade of All-Americans.

#### **Awards Presentation**

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. The most common problem encountered with an awards stand is that it is too small. 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. Each position – one through eight – is to be identified. Awards are given to first through eighth places.

The awards will be presented by individuals designated by the host and approved by the Division II Wrestling Committee. The announcer will be given a brief biographical sketch prepared by the host institution's media coordinator for each award presenter that is announced at the time this person is introduced as the presenter. Please see **Appendix C** for full information regarding the awards ceremony.

### **Elite 90.**

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 media coordination and statistics 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 another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

#### Award presentation

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

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

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

#### In-venue presentation

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

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

### Other in-venue recognition

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

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

The recipient of the Elite 90 Award-for the *(list year/championship here: 2021 NCAA Division II Wrestling Championships)*, with a cumulative grade-point average of *(list GPA)* in *(list Major of Study)*, is *(list winner and school: Jane Doe of State University)*.

### Press release

On the day of/or prior to the winner of the Elite 90 award 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 twitter account 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.

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

## **Participant Awards.**

### **Preliminary Rounds**

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

### **Finals**

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).

## **SECTION 2 – Broadcasting/Internet**

Please the Broadcast Services section of the NCAA website at <https://www.ncaa.com/media-center/broadcast-services>.

## **SECTION 3 – Commercialism/Contributors**

### **Space Requirements.**

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

**Local Organizing Committee Hospitality.** If approved by the NCAA, the Local Organizing Committee (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.

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

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

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



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

#### **NCAA Corporate Champion and Corporate Partner Program.**

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner 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 Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

## **NCAA Trademarks.**

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

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

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

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

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an r-ball only after the Four because the NCAA 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](http://www.memberx.edu/ncaa).

### **Identification of commercially named venues on NCAA material**

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks.

- The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

### **NCAA logo use by commercially named venues**

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

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the varieties of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page".
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). [This is because NCAA Corporate Champions/Corporate Partners and CBS/ESPN 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.

**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:**

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

**Official Championships/Licensee Suppliers**

The NCAA licensing program is designed to ensure the quality and consistency of all 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, (<http://www.ncaa.org/championships/marketing?division=d1>).

#### **Advertising/Signs/Look and Décor.**

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

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

**External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

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

the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).

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

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

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

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

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

## **SECTION 4 – Critical Incident Response/Emergency Plan**

### **Preparation.**

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

Each host will be asked to provide the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident Commander (second in command).

- Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.  
In the event of a critical incident, contact the NCAA championship manager immediately before any decisions are made.

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

Scorer's Table. Assure that the match clock and score are accurately recorded.

Officials. Assure that the officials know the exact match situation when play was halted.

Student-Athletes and Coaches. These individuals should proceed to the bench area or, upon instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

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

Responsibility. Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are wrestlers, coaches, officials, or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scorers' table with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

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

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

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

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

## **SECTION 5 – 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.

### **Drug-Testing Expenses.**

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, International (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit the NCAA Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

**NEW:** Any collection, administrative and laboratory fees for drug tests (as requested by institutions or championship officials) that are not included in the approved championships drug testing plan will be invoiced to the institution.

### **Facility Specifications.**

**Individual-Team Championships.** Hosts must identify a room where drug testing will be conducted. The area must have controlled access. Only those authorized by the DCO will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. Fully equipped restrooms must be adjacent to or in close proximity to the testing room. Separate restroom facilities are required if the championship includes both genders. These restrooms must be secure and only available for drug-testing use.

### **Host Notification.**

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



**Individual-Team Championships.** The tournament manager and site coordinator will be notified no earlier than 30 days before the start of the competition as to whether testing will be conducted.

#### **Media Obligations.**

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

#### **Participant Notification.**

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

**Individual-Team Championships.** Couriers will notify student-athletes of their selection for drug testing.

#### **Seating.**

At team championships, escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

#### **Site Coordinator's Responsibilities (Host).**

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party roster and the team drug-testing representative's contact information to the DCO.
- **Couriers (individual-team championship).** The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the DCO.
- **Championships Drug-Testing Site Coordinator Manual.** The Championship Drug-Testing Site Coordinator Manual is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- **Escorts (team championships).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the DCO during testing as directed.
  - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred.
  - **Doping Control Officer.** Contact the Doping Control Officer (DCO) assigned to the site to discuss logistics.
  - **Meet with Doping Control Officer.** Meet with the Doping Control Officer the day prior to the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging but may request the assistance of the site coordinator.

## **SECTION 6 – Facility, Equipment & Space Requirements**

### **Control Center.**

In the event the facility is not large enough for effective voice communication to be practical, telephone or hand radios must be provided for the members of the games committee and national office representative(s) as well as communication devices with each mat and the media area.

It is suggested that plans be made in the early stages to ensure the traffic flow and communications. Plans must be submitted to the wrestling committee chair and the NCAA championships sport manager no later than six months prior to the championships.

### **Final Stage.**

For the final sessions, a raised platform (maximum height of four feet) measuring a minimum of 56’ x 56”. The staging used for this platform should have a black surface covered with black carpet and black skirting. At least one set of stairs should be attached with a preference of two sets. In addition, one coaches’ corner should have green carpet, while the other should have red

carpet. Seating for table workers and select staff should be just off the mat area. It is ideal if the stage is between 12"- 24" in height.

### **Public Address Announcer.**

Public address announcers are important to the administration and conduct of the competition. Their role is to inform the spectators about the action taking place at all times and to stimulate and maintain interest in the event. Announcers should not call undue attention to themselves and they should never act as cheerleaders for a team or student-athlete. Below are basic instructions for public address announcers at NCAA championships. The NCAA will provide an announcer, but a back-up announcer must be provided by the host institution. Please review this material with the public-address announcer prior to the start of the championships:

- The following statement is to be read prior to each session:  
  
"The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited."
- Good communication with those in charge with the administration of the competition is imperative. For example, the announcer may be asked to make announcements regarding crowd control or other administrative functions, such as advising fans of exits, first-aid stations and protection of the competition area.
- If the competition is televised, the television coordinator should meet with the public-address announcer prior to the competition to review various details, including coordination of the national anthem, announcement of participants or the actual start of the competition. In all cases, the coordinator should be seated near the public-address announcer in a position to have constant communication with the announcer.
- If debris is thrown onto the competition area or other incidents interfere with the conduct of the competition, the announcer may be directed to inform the spectators as to why the competition was stopped and to request their help in restoring the proper conditions.
- All emergency calls and announcements must be approved by the NCAA championships manager or the chair of the NCAA wrestling committee.

It is important that there are two microphones at the head table. Each should be independently powered with an off/on switch. In the past, two announcers with distinctly different voice inflections have been used. The different voices assist the wrestlers and spectators in understanding announcements. One individual should announce the bouts on deck. The NCAA provides the primary announcer for the competition.

### **Neutrality.**

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

through the stands, etc.)

### **Alcoholic Beverages.**

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

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

### **Tobacco Products.**

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

### **Americans with Disabilities Act.**

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. 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 Act by the various facilities hosting NCAA championship events. 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.

### **Concessions.**

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

**Vending.** No food, beverage, or merchandise, of any nature, may be vended or dispensed in the seating areas. During competition, selling is restricted to the arena concourse and established selling locations.

### **Competition Floor.**

**Mats.** For the championships, six mats will be provided by Resilite. Arrangements for the championships finals mat will be made from the national office with copies of all correspondence sent to the host institution. There is no charge for the use of these competition mats.

Other mats for the work-out and warm-up areas can be borrowed from local high schools/providers if needed. These arrangements are made by the host institution. It would be ideal if Resilite mats could be borrowed for these areas. Check with the NCAA in regard to any other mats that Resilite may be able to provide.

The mats should arrive no later than Monday or Tuesday of the week of the championships and be available for use on Wednesday morning. Individuals must be available to unload and load the mats.

### **Floor Set-Up.**

A suggested floor arrangement can be found in **APPENDIX C**. Each mat must have the following items:

- Skirted table with championships banner.
- Chairs (six/seven per table, six coaches chairs per mat-side – three red, three green). Typically, the NCAA has secured special corner chairs.
- Decorated swatters (towel tappers).
- Ankle bands—two red, two green.
- Pencils/pens.
- Flags or equivalent.
- Towels for cleaning mats.
- Mat tape.
- Spit boxes.
- Emergency hand times (stop watches).
- Main scoreboard clock on corner of each mat with power leading to the clock.
- Corner protectors.

### **Brackets and Wall Charts.**

The brackets are supplied by an NCAA vendor. The print on the brackets are subject to approval of the NCAA national office. The bracket provider will have 10 wall charts framed. These will be shipped to the champion in each weight class.

### **Decorating and Advertising.**

Banners inside facility. The following banners are permissible inside the facility:

- ESPN Banners (two).
- NCAA Radio Banners (one). *(These may be used to cover non permissible signage.)*
- NCAA Banner.

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

Institutional Signage. Institutional signage does not need to be covered. Championship banner may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

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

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA

competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming upon request (regionals and finals).

Table Banner (generic for regionals and site-specific finals). The NCAA will provide one banner for the scorer's table and one for the press tables. The NCAA staff will consult with the tournament manager to determine the dimensions for the banners. No other ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with bunting or other appropriate material if the banner does not cover the entire table.

### **Scoreboards.**

Mat Scoreboard (finals site). Six mat scoreboards are required plus one backup in case of mechanical failure. The scoreboards should all be in place by Monday the week of the championships. Personnel should test each scoreboard and be certain sufficient electrical power is available at each mat to operate the scoreboards. Mat protection should be provided. All scoreboards are provided by Track Wrestling.

Team Scoreboard (finals site). The team scores of the top 10 or 20 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. This is at the discretion of the host institution.

### **Hydration.**

A letter from the NCAA office outlining the specific amounts will be sent to the tournament manager. You will be asked to inventory the amount of product that is left over after the championship(s). The national office will provide a form and a reminder letter. It is important that you are as accurate as possible on your count, so that we may ensure that future championships are receiving adequate amounts of bottled water and POWERADE equipment.

If you would like to purchase additional product or soft drinks and are a Coke pour institution, please use the relationship you have with your local bottler. You do not need to contact the NCAA national office regarding additional product. Please note that this amount is to be listed on your final financial report. If you are a Pepsi pour school and would like the opportunity to purchase product, please contact Ryan Tressel for the appropriate forms and guidelines. If you are purchasing small quantities of product, you should check your local grocer, as these prices may be better than what the Coke local bottler can offer. This information is also outlined in **Appendix F**.

If you have any questions regarding any of this information, please contact Ryan Tressel (317-917-6316; [rtressel@ncaa.org](mailto:rtressel@ncaa.org)).

### **Computer.**

The NCAA has partnered with Trackwrestling to provide event management and video streaming software and hardware for the finals site. Main administrative computers, networking equipment and a printer will be provided by Trackwrestling and set-up at the head table. Trackwrestling will provide weigh-in sheets prior to each weigh-in. Immediately after each weigh-in, Trackwrestling will print a master copy bracket for each weight class. This master will be photocopied by site host personnel for distribution to the coaches (approximately 100). Information will be entered into Trackwrestling software throughout the championships by Trackwrestling staff and/or mat-side scorers.

Each bout will be scored electronically through the mat-side computer at each mat to be provided by Trackwrestling. Advancement points, activity points, and placement points and based on the bout results are computed automatically once bouts are recorded on mat-side computers. In addition, brackets will be updated, and the next round of bouts will be created after each bout result is entered.

Bout numbers are predetermined and assigned by Trackwrestling. They will appear on brackets as well as the electronic bout sheets used to score bouts at each mat-side computer.

- a. Reports. The Trackwrestling software will provide a session results report by weight at any desired point and in any round. This report will contain the latest available information and will include contestant names, schools, records, win type, score, fall/tech fall time.

A team results report can be printed, when desired, which shows all schools in alphabetical or team point order and includes total team points, current placement, and number of wrestlers with wins in each round. This report contains the date and time of printing.

- b. Bout (or Match) Number Assignment. Each bout in a weight class will have a bout number that will be displayed on brackets and electronic bout sheets.

All byes are to be assigned a bout number and an electronic bout sheet must be created and assigned to a mat.

#### **Facility Use.**

The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days (ONE DAY FOR PRELIMINARY ROUNDS) before the competition through the conclusion of the final match (i.e., Tuesday through Saturday). All space shall be available, and the facility set up no later than 1 1/2 hours prior to the beginning of the first practice.

#### **NCAA Space Requirements.**

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media, player-ticket, and band/spirit squad).

Player-Guest Entrance. A gate must be identified to admit patrons holding player-guest tickets.

Team Personnel Entrance. An entrance, near the locker rooms, must be identified for all student-athletes and coaches.

Locker Rooms. If applicable, make locker assignments for all participating wrestlers/student-athletes. If locker facilities or a sufficient number are not available, this information should also be communicated to the coaches.

Arrangements must be made for the student-athletes to dress in the facility. A separate locker room accommodating 14 referees must be available in the arena. It is important that this area is private and secure. Towels and refreshments should be available for the referees in the locker room.

Security. Security personnel should be stationed at the door of each locker room (competition days only) after accompanying the teams and officials from the court.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coke products), and marker boards, markers and erasers for all practices and matches. The committee will inspect the locker rooms prior to the first practice.

Signs. Signs should be posted to identify the teams' and officials' locker rooms.

Media Areas. The areas used for the media workroom and the post-match interviews should be near one another and to the locker rooms in order to facilitate the media's work and access for coaches and wrestlers. There needs to be adequate distance between the interview area and competition floor to ensure interviews can be conducted without interruption. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.

Workroom. The media workroom should be equipped with an adequate number of internet lines, telephones, electrical outlets, and other necessary supplies. NCAA logos should be displayed appropriately.

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

Post-Match Interview Room. The post-match interview room should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and cameramen at the back of the room; and (e) providing a sound system.

Backdrop (Finals only): The NCAA will provide a back-drop with the NCAA logos to be hung behind the podium.

Holding Area. An area adjacent to the interview room shall be designated as a holding area for wrestlers waiting to be interviewed. It should be situated so wrestlers do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided so wrestlers are able to wait comfortably.

Access/Security. A security officer should be stationed outside the media workroom and post-match interview room to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Match officials specifically are prohibited from this area.

NCAA Committee/Games Committee Meeting Room. Room should be large enough to accommodate six people comfortably. This area needs to be close to the competition floor and not visible to the public.

Player Warm-Up/Work-Out Area. A workout area large enough to accommodate two 42' x 42' mats must be available for the participants. Many host institutions will use the existing wrestling room which has been sufficient in the past. However, it is preferred that an area large enough to accommodate the mats that are provided. The workout area must have a means of heat control and heated to no more than 80 degrees Fahrenheit.



A warm-up area must be available for the student athletes. This area must be close to the competition area and be equipped with speakers to hear the announcer. One mat would be sufficient for this warm-up area. It is used for the student-athletes to rest or stretch prior to competition.

### **Scales/Weigh-In.**

- a. **Medical/Skin Checks.** Physicians (a minimum of one dermatologist) and athletics trainers will check for skin problems per the championships handbook. Committee members will assign individuals to check for conformance with the grooming rule and fingernail rule. Medical/skin checks begin precisely 15 minutes prior to weigh-ins on each day of competition, and all competitors must be present by this time. Male student-athletes are required to wear shorts during examinations.
- b. **Weigh-In for All Contestants.** Weigh-ins will begin two hours prior to the official match on the first day of competition, and an hour prior to competition for the subsequent day. Student-athletes should be lined up by order of competition beginning with 125 pounds. They will be called to the scale one at a time and weighed in by committee members. Names must be checked off on an official weigh-in sheet. Once student-athletes report to the weigh-in area and line-up at the designated time they must remain in the area and in line.

Contestants should line up alphabetically by school in weight class groups and stand behind a roped-off scale area.

- (1) No student-athlete may weigh-in without skin check verification.
- (2) All personnel other than the NCAA staff, the Division II wrestling committee, and the wrestlers weighing-in must remain outside of the roped area.
- (3) Student-athletes have one opportunity to step on each available scale. Weigh-ins will end after the heavyweight weight class.
- (4) Weigh-in results are to be reported as soon as possible for verification.
- (5) Scales will be available up to 10 minutes prior to opening of scales for the official weigh-ins.

### **Responsibilities of Weigh-In Coordinator**

- (1) Contact venue personnel and make sure scales are available beginning Tuesday.
- (2) Contact committee members when they arrive to find out their assignments for skin checks and medical weigh ins.
- (3) Contact medical and athletic training personnel at the host institution to ensure doctors and trainers will be on hand for Thursday medical/skin checks and that the dermatologist and trainers will also be available for medical/skin checks prior to the Friday and Saturday morning weigh-ins.
- (4) Check with arena personnel to make certain scales are certified and a scale technician will be on hand.

- (5) Make sure all supplies are secured for weigh-ins.
- c. Research. The NCAA may conduct research on weight management issues in conjunction with the weigh-ins.
- d. Certified Scales. Arrangements for the championships finals scales will be made from the national office with copies of all correspondence sent to the host institution. A minimum of seven scales will be shipped to the site of the Division II Championships by Tanita, Inc. There is no charge for the use of the scales.
- e. Equipment necessary:
- Clip boards.
  - Pens.
  - Minimum of seven certified scales (to be provided by Tanita, Inc.).
  - Public Address system.
  - Two hand radios. (If deemed necessary)
  - Weigh-in sheets.
- f. Personnel necessary:
- One athletic trainer for each scale.
  - One member of the NCAA Division II Wrestling Committee for each scale.
  - Weigh-in coordinator (NCAA Division II Wrestling Committee member).
  - Scale technician. (Tanita can provide contact information for local person if needed)
  - Dermatologist (same one for both days).

#### **Official Scorer's (Head) Table.**

An elevated platform accommodating two announcers, matchmaker, statistician, assistant scorer, the head table director, the computer operator, the Division II Wrestling Committee and NCAA staff must be provided.

The elevated platform should be in the arena with direct access to the floor. The head table, along with the control center, is the heart of the NCAA Division II Wrestling Championships.

The scorer's table should accommodate at least 12 personnel (preliminary rounds) or 25 (finals). Typically, media is also located here which would increase space to 40-50 people.

Signage. No ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with bunting or other appropriate material if the banner does not cover the entire table. The walkway behind the scorer's table should be roped off to preclude spectators from access, if possible.

#### **Parking.**

There should be enough parking spaces adjacent to the arena for the committee, team personnel, match officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

#### **Videotaping.**

An area should be designated from which each team may videotape if it wishes to do so. Each

participating team is automatically authorized to videotape their respective matches; it is not necessary to sign any authorization form. Please provide adequate space for four cameras (max 1 per institution) and personnel. A team may not video tape from the coach's corner.

## **SECTION 7 – 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 submission of financial reports but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: 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; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

### **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.

### **Committee Expenses.**

The host institution will be responsible for the committee's lodging expenses. The proposed budget/financial report is available on the NCAA website at: [here](#)

### **Deadline.**

The host institution must file, within 60 days after the competition, the "Financial Report" section of the proposed budget/financial report form. The Division II Wrestling committee may assess a financial penalty against the host institution for failure to submit the financial report within 60 days after the conclusion of the competition. Your timely cooperation will be greatly appreciated.

The proposed budget/financial report is available on the NCAA Website at the link in the above paragraph.

#### **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](#) (NCAA.org/Student-Athlete Programs/Health and Safety).

#### **Lodging Expenses.**

Game Officials. Room and tax shall be direct billed to the host institution and be reimbursed via the final financial report. Officials will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their expenses.

NCAA Staff. Will be responsible for their expenses.

NCAA Representative/Wrestling Committee. Room and tax shall be direct billed to the host institution and be reimbursed via the final financial report. Committee members/NCAA rep will be responsible for their incidentals.

#### **Participants.**

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

## **SECTION 8 – Game Management**

#### **Handbook and Season Record Forms.**

Correspondence will be sent by the national office to NCAA member institutions sponsoring wrestling as a varsity sport to explain the season record form and give examples. As was the case last year, this form will need to be completed by each institution online at [www.trackwrestling.com](#). The 2021 NCAA Division II Wrestling [Pre-Championships Manual](#) will be available on the NCAA website in January.

#### **Forms.**

1. Replacement Policy. Qualifying tournament personnel must submit the names of the individuals who have qualified for the championships before the established deadlines. Only those individuals listed on the qualifiers list for the respective national championships will be allowed to compete. Replacements on the list are permitted until noon Tuesday, March 10 Eastern time. Replacements must be the next best wrestler from the qualifying tournament, at the weight class in which the replacement is required. As such, it is imperative that qualifying tournaments list the fourth-place finishers in each weight class. There will be NO replacements after the established deadline for the respective tournament.

2. **Registration - Packet Information.** The host institution is responsible to establish an area in the facility for registration. The confirmation requires each institution to indicate the student-athletes that are in attendance. The registration desk should be open no earlier than Wednesday, March 11, from 3- 8 p.m. and Thursday, March 12, from 8 a.m. to 7 p.m. (During Festival years the times may be different).

A list with all entrants (team roster) is to be made by the host institution.

Upon arrival at the championships site, the head coach or the appointed institutional representative must officially register and verify the entry of the student-athlete(s) of his institution. The coach must verify the entries, individual records and collect registration materials. An appropriate receipt form must be signed by the entry of the team as listed on the entry list and the correct number of credentials. A separate registration station must be established to handle medical personnel and credentialing.

The packet given to each institution upon registration should contain the following:

- Participant credentials.
- Coaches credentials.
- Parking passes (if necessary).
- Mementos provided by the host (finals only).
- Medical information.
- Schedule of events.
- Locker room assignments and/or directions.
- Area maps.
- Other information the host feels necessary for a smooth administration of the championships.

#### **Advance Mailings by Host Institution.**

All meet informational mailings must be approved by the national office; therefore, early, and advance preparation is necessary. Do **NOT** distribute any materials without sending a draft to the national office for approval.

Please note that each participating institution is responsible for its meal arrangements. 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.

#### **Games Committee.**

The games committee, which is in place to supervise the conduct of championships, shall be comprised of the four active members of the NCAA Division II Wrestling Committee in addition to the director of athletics of the host institution, or a designated representative.

#### **Appeals.**

The NCAA Division II Championships Committee will not consider any appeal from the decision of a governing sports committee or 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 upon protests concerning the conduct of the championships, subject to the

provision of NCAA Bylaw 31.1.1.2 pertaining to individual eligibility questions.

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

#### **Tournament Manager.**

The host institution shall appoint a tournament manager. This individual shall be responsible for conducting the business details according to the adopted administrative policies and procedures for NCAA championships or any additional directions provided by the NCAA Wrestling Committee or its representatives.

The tournament manager must be identified early, preferably with the bidding to host the championships. This will enable communication to be established with the national office and Division II wrestling committee members.

The tournament manager may serve solely in this capacity at the scorer's table; he or she may not also serve as scoreboard operator, timer, public-address announcer, etc. This is to ensure that he or she can oversee all aspects of the competition and be readily accessible to the committee liaisons.

#### **Each tournament manager MUST:**

- Forward to the national office prior to distribution copies of all material to be sent to NCAA member institutions regarding the championships.
- Arrange a meeting of coaches prior to the start of the competition to discuss all items pertinent to the event.
- Obtain the services of a qualified physician to attend all times during the actual competition.
- Obtain adequate security at the site.
- Obtain physician(s) and dermatologist(s) and at least five certified athletic trainers to attend the medical/skin checks on Thursday. The dermatologist and athletic trainers must also be available during weigh-ins on Friday and Saturday mornings in case a wrestler needs to be re-evaluated.
- Arrange appropriate awards ceremony.
- Assist competing institutions in securing adequate lodging.
- Obtain the services of qualified, certified athletic trainers to attend all times during practice sessions, competition, weigh-ins, etc.

It is recommended each meet or tournament manager assist competing institutions in making local transportation arrangements.

#### **Runner/Scorers/Timers.**

All championships must have an adequate number of knowledgeable individuals to assist in the conduct of the championships. It is the tournament manager's responsibility to seek out these individuals to assist in the conduct of the championships. Expenses for these individuals are included in game expenses.

Each mat should have a scorer to keep score on the bout sheets and a timer to work the automatic mat scoreboard. These individuals must have wrestling knowledge. In the past, local wrestling officials have been used.

The tournament manager should arrange a meeting with the above personnel to review their responsibilities (proper method of scorekeeping and instructions in the use of the clocks). This meeting will be conducted by TrackWrestling.

A shirt may be given to all runners, timers, scorers, and workers for floor identification. \*Any shirt purchased for use by officials and workers must be from one of the NCAA licensees.

## **SECTION 9 – Lodging**

The host institution is responsible for reserving hotel accommodations for (a) the participating teams; (b) match officials; and (c) NCAA committee, media, and the drug-testing crew (the headquarters hotel).

### **Drug-Testing Crew.**

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

### **Match Officials'/NCAA Representatives' Hotel.**

The NCAA will contract but the tournament manager will arrange for the officials', NCAA committee, NCAA staff, and/or representative's hotel room (22 rooms) and tax to be master billed to the institution. This should be included on the financial report form. Officials are responsible for their incidental charges.

### **Team Hotels.**

Approximately 210-225 non-smoking rooms shall be reserved for the participants at a special rate for the finals site. For super regional sites, rooms should be held in advance by the tournament manager beginning for the night prior to the practice day. The tournament manager will recommend team hotels of comparable quality, rates, and proximity to the facility. Hotels should be as close to the facility as possible, but not be more than 30 minutes from the facility.

## **SECTION 10 – Meetings/Schedule of Events**

### **Officials Meeting.**

The head referee will meet with all referees on Thursday evening for an interpretation meeting and to view the NCAA rules and updates.

### **Games Committee Meetings.**

A separate and secure room or area will be necessary for the games committee to meet. There are

times during the championships the games committee will be required to meet to make decisions. This area should be close to the head table and away from the press, public and coaches.

#### **Schedule of Events.**

See **Appendix D** for a tentative Schedule of Events.

### **SECTION 11 – Media Services**

#### **Broadcasting/Internet.**

Please log on to <http://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/championships/statistics/ncaa-records-books>. If you have trouble accessing the information, please contact a member of the NCAA media coordination and statistics staff.

#### **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.

#### **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 direct media to [ncaa.com/media](http://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) There will be training sessions for any SID who doesn't know how to use the system. The system will notify via email all media members who apply for credentials whether their request has been granted 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 which parts of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.



### **Floor Control of Credentials.**

This area is important for the successful conduct of the NCAA Division II Wrestling Championships. Access to and from the wrestling area requires careful planning and close attention to detail. However, security presents as much of a problem as too little or an overabundance of security.

Working credentials must be provided to bona fide personnel, media representatives and participating credentials must be provided to student-athletes competing in the championships, as well as their coaches, athletic trainer/physician, managers and other members of the participating institution's official travel party as defined by the Association. The following policy shall determine the number of participant credentials provided:

<u>Team Qualifiers</u>	<u>Number of Credentials</u>
1 to 3	2
4 to 7	3
8 to 10	4

In addition to the above, one credential per institution will be available to the institution's authorized athletic trainer and/or physician accompanying the team. Also, teams not receiving four credentials can purchase extra credentials, so they have a team maximum of four. Teams that qualify for four credentials can purchase a fifth one. All credentials must be used by coaches. Improper use of credentials will result in revocation of the credential and possible ejection from the building.

Coaches will pick up all credentials at registration and distribute to team personnel, except for the medical credential(s) which must be picked up by authorized medical personnel from the institution. All credentials must be prepared by the host institution.

In addition to the wrestlers, only three other representatives per institution (e.g., coach, assistant coach, athletic trainer/physician, etc.) will be allowed on mat side. There are no exceptions to this policy. Therefore, only six chairs are required at mat side. Three chairs in one corner, three chairs in the other corner (at the finals site during the finals matches an extra chair will be put out for a total of four chairs in each corner). Also, photographer areas should be established at each mat. For the finals, a fourth chair can be added for an additional coach.

### **Final Results Books and Statistics.**

The final results book for team championships should include, at a minimum, final statistics and results as well as a quote sheet from at least the two head coaches (inclusion of at least one student-athlete per team is preferred). For individual/team championships, the media coordinator should include quotes from at least any individual champion(s) as well as from the head coach of the team champion, if applicable. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

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

### **Internet Policy.**

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

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](mailto: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. 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.

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

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

### **Officiating Questions.**

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

The pool reporter shall accompany a member of the sport committee to the official’s locker room to receive an interpretation in order to enhance the public’s understanding of activities that occurred during the contest.

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

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

### **Personnel.**

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA cannot 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 stay in appropriate places. 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 conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats.
- Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

### **Photographer.**

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space.

### **Photography Area Policies.**

The media coordinator shall be prepared to designate “photographer positions,” should media requests warrant it. “Prime” positions should be 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.

#### **Television/Radio.**

For all information pertaining to broadcasting and media integration, radio and Internet, please access the NCAA Broadcasting Manual on the NCAA website at [www.ncaa.com/media](http://www.ncaa.com/media).

#### **Hospitality.**

Media hospitality is strongly encouraged, and media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the tournament manager and approved by the committee. Budgets cannot be changed without the prior approval of the committee.

#### **Programs.**

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

#### **Radio/Internet Audio Coverage.**

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/media then click “2020-21 Audio Policy.”

#### **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.

#### **Security.**

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

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

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

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association’s website, [www.NCAA.com](http://www.NCAA.com). At the conclusion of each championship contest or session (preliminary rounds and finals), please forward

information that specifies the division, sport, round, date, and official results, and provide a brief game/event summary.

Institutions should send all information as follows:

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

#### **Internet.**

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

#### **Television.**

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison or NCAA media coordinator. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at <http://www.ncaa.com/media>.

#### **Webcasting.**

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

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

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

#### **Live Scoring.**

Refer to the NCAA Broadcast Manual.

#### **News Conferences.**

The media coordinator shall have the authority to designate and require any student-athlete to attend a post-match news conference and/or those scheduled before any round of competition in the national championship. Each participating institution shall make wrestlers available at all scheduled news conferences.

#### **Parking.**

Media parking is desired, but the host must make this decision. If media parking is limited, “carpools” should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes, if necessary.

**Post-match Interviews.**

All coaches and student-athletes must be made available for post-competition interviews following a 10-minute “cooling off” period.

Press conferences are scheduled for the convenience of the media representatives, the coaches and the student-athletes representing the participating institutions throughout the championships. They are designed to provide the media with championships information required for thorough coverage and to limit the time demands placed upon the coaches and student-athletes.

The coach and designated student-athletes shall join the media in the interview room, on request, should the student-athlete’s performance merit.

**Security.**

Security personnel should be instructed to protect the press conferences and working press areas, especially before and after each match, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the mat side media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each match.

**Strobe Lights.**

Hand-carried strobes are not permitted in the facility.

**Microphones/Cameras.**

The placement of microphones or cameras on or near a coach or in the team huddles or bench areas for television, radio or motion pictures is prohibited in all NCAA championships.

**Internet Policy.**

The guidelines for championship websites created by host institutions and/or sponsoring agencies must be designed to ensure compliance with the Association’s advertising and local corporate involvement policies and all contractual obligations to the Association’s official championship Website, [www.ncaa.com/media](http://www.ncaa.com/media).

**Video (Mat-Side) Camera Operation Tips**

Quality mat-side video camera operation is essential. This is the official tournament video. It is also recommended that the camera operators are dressed appropriately (collared shirt and khaki pants).

- Be sure the video is inserted, and the camera lens is off.
- Be sure the video is turned on.
- Be sure to take footage of the scoreboard prior to the start of the match to include bout number (unless computer system is integrated in video).
- Keep the zoom on the camera adjusted in order 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 the 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 at all times.

- 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 videotape recording well prior to the start of the first whistle. Do not turn the camera off except during long timeouts. 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 at the conclusion of the match, be sure to continue to record for approximately five seconds after the last segment you wish to record. At the conclusion of 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 in order 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 at the conclusion of 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 at all possible. Marking an “X” on the mat near the boundary line may help this.

### **Working Press Room.**

The media coordinator is responsible for the working pressroom at the arena.

Equipment. It is desirable to have wireless and hard-wired internet capabilities at all workspaces for media (press row and work room).

Individual Telephones. Individual media representatives may order telephones at the media outlet’s expense. Media coordinators shall coordinate these orders according to host institution/conference or facility policy.

SID Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics, and other updated information to place in the pressroom prior to the team’s arrival.

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Friday and Saturday as scheduled by the NCAA.

Telephones. At each site, telephones may be installed in the designated working pressroom at the arena as a championship expense. These phones, with direct-dial access, should be limited to

credit card, toll-free or incoming calls. The media coordinator shall determine the number of telephones required by evaluating the number of press credentials. To avoid conflicts with television and radio stations that have purchased rights to broadcast, only print media may have phones installed on press row. This specifically excludes radio or television stations wishing to provide updates from the site at mat-side.

Computer Ethernet. At each site there should be a minimum of 2 ethernet connections. Wireless access is also preferred along with hard wired.

Printers. At least one high-speed printer with collating and stapling capabilities shall be available in the media area.

#### **Press Interviews/Sports Information.**

1. Arrange for press interviews with participating coaches and wrestlers after the 10-minute cooling off period.
2. Set-up tables for working press. If possible, provide for strict security at press tables to permit only representatives of the news media in their area. The media workroom should be equipped with an adequate number of telephones, electrical outlets, and other necessary supplies. NCAA logos should be displayed appropriately.
3. Provide a score sheet, news release and complete statistics for the media, participating institutions, conference, and other officials at the conclusion of each day's competition.
4. Permission to televise any competition must be obtained in writing from the NCAA national office.
5. Place the NCAA press conference backdrop directly behind the interview table.
6. The wrestling committee shall have access to the interview area.
7. Championship websites will no longer be linked from the host's main athletic site. Each championship website will be now hosted on [ncaa.com](http://ncaa.com). Please send a copy of the information to be posted on the site to Matt Holmes ([mholmes@ncaa.org](mailto:mholmes@ncaa.org)) and ([ncaa-content@turner.com](mailto:ncaa-content@turner.com)). The site should be up and running by September 1. Information to be included on the website is the following:
  - Hotel accommodations.
  - Directions from airports, hotels to the facility, local maps.
  - Championship key contact information.
  - Ticket information.
  - Participant manual.
  - Results (live updates if applicable).
  - Championship bracket.
  - Local information – restaurants, shopping.
8. The following information/results must be sent to [rtressel@ncaa.org](mailto:rtressel@ncaa.org) and [ncaa-content@turner.com](mailto:ncaa-content@turner.com) at the appropriate times throughout the championship:
  - Team scores.



- Individual results.
- Recap story (after each round).
- Action photos.
- Individual champions.

9. Other Considerations:

- Arrange for a press hospitality room, if feasible, with admittance only by appropriately identified personnel. The host will control the distribution of credentials to all hospitality rooms. Only NCAA, Powerade and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.
- Copies of the bracket shall be provided following each round to the scorers' table personnel and committee members.
- The host facility should have the ability to provide up to five phone lines for the use of radio and internet broadcasts for the media of the participating teams.

10. Any pre-competition press releases must be approved by the NCAA prior to posting or mailing.

11. Press photographers and individuals who are videotaping the competition must remain in the designated photography areas.

## **SECTION 12 – Medical Procedures**

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

### **Medical/Skin Check.**

All student-athletes shall be examined by physicians (one of which shall be a dermatologist) for communicable diseases on each day of competition. Only official institutional representatives and participants will be admitted to the medical check are. The same dermatologist and certified athletic trainers also must be available prior to weigh-ins on Friday and Saturday morning.

Failure to receive a medical examination during the designated time will result in disqualification. The tournament physician, as designated by the host institution and the NCAA, shall examine the skin of all participants during the medical examinations. The tournament physician shall report the results of the examination to the chair of the governing sports committee or a designated representative, who shall then be responsible for the administrative enforcement of the medical recommendation if it involves disqualification from the tournament.

Infectious skin conditions are considered cause for medical disqualification. Please see the championships handbook for specific conditions.

No student-athlete will be permitted to weigh-in until he has the medical exam.

### **Medical Care**

Each scheduled session, practice or contest of an NCAA championship should require (1) the presence of a person qualified and delegated to render emergency care to a stricken student-athlete, preferably a team physician by phone or nearby trainer; (2) planned access to a physician, preferably a team physician by phone or nearby presence for prompt medical evaluation of the situation, if warranted; (3) planned access to a medical facility, including a plan for communication and transportation between the athletic site and the medical facility for prompt medical services, if warranted; and (4) a thorough understanding by all affected parties including the leadership of the participating teams of the personnel and the procedures involved.

Please note that for the NCAA Division II Wrestling Championships, a tournament physician and an ambulance must be on site for all scheduled competition.

The student-athlete's team physician shall examine each student-athlete injured during NCAA competition and 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. In the absence of said team physician, the NCAA tournament physician, as designated by the host institution, shall examine the injured student-athlete, and make a recommendation as noted above. The chair of the governing sports committee, or a designated representative, shall be responsible for enforcement of the medical recommendation if it involves disqualification.

#### **Medical Facilities.**

##### **Ambulance Service**

At the NCAA's expense, an ambulance shall be provided for event participants on game days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

##### **Biohazard Cleanup**

The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations. Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio). These kits should be placed on each team's cooler cart positioned at the end of the team benches.

##### **General Public**

The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first-aid room for spectators on game days.

##### **Hospital**

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

##### **Participants**

Athletic training facilities should adhere to local, state, and federal regulations pertaining to health care facilities. An athletic training room shall be open, and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and games at the facility. The training room must open a minimum of two hours before all practices and games and remain open one

hour after the conclusion of all practices and games. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all games.

### **Supplies**

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

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

Sports medicine providers should be trained to use emergency supplies.

### **Locker Rooms**

The team locker rooms shall be equipped with hot hydrocollators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment (if applicable).

### **Communication**

The athletic trainer and physicians should be equipped with a means of radio communication.

### **Teams' Physicians**

Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room. (Refer to Section No. 15-3)

### **X-Ray Technicians**

X-Ray equipment and technicians shall be on-site during the championship. Should the institution have equipment in close proximity to the facility (e.g., building next door), this equipment may be used with NCAA approval.

### **Concussions**

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

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

### **Medical Staffing**

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

**Travel Party.** Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits through institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

**Access.** Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

**Communication.** Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

## **SECTION 13 – Championship Merchandise/Licensing**

### **Administration.**

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

### **Availability.**

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

### **General Policies.**

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customer demands. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations.
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 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 7 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 14 – Officials**

#### **Fees and Expenses.**

Fees and per diem. All officials will be reimbursed \$170 per session, \$45 per diem and ground transportation (if applicable). Ground transportation will be reimbursed at the rate of 53 cents per mile, not including local transportation.

Expense Forms. Fees and expenses forms will be paid directly by the national office. Arbiter will be utilized to pay officials. Officials lodging is still taken care of by the host institution and should be put in the host reporting budget.

#### **Hotel.**

Officials' hotel rooms and tax should be billed to the host institution; the officials are responsible for incidental charges. The host institution will then file these expenses on the financial report form after the competition. The officials should not be housed in the same hotel as the teams.

#### **Officials Meeting**

The head referee will meet with all referees on Thursday, March 12 at 9 p.m. for an interpretations meeting (time subject to change).

#### **Selection.**

**Finals.** Fourteen referees are selected by the Division II Wrestling Committee. Typically, eight referees are from within driving distance and six have received approval to fly. **This is subject to approval by the NCAA staff liaison.**

#### **Transportation.**

Referees will be reimbursed for ground transportation at the rate of 53 cents per mile. Officials who receive approval for air travel must make flight arrangements through Short's Travel at (866) 655-9215.

#### **Head Referee.**

The head referee, selected by the NCAA Division II Wrestling Committee will have the following duties:

- a. Work with the games committee, especially the games committee member assigned to the officials.
- b. Meet with all referees on Thursday evening for interpretations meeting and to view the NCAA rules videotape.
- c. Serve as a liaison between the tournament referees and coaches.
- d. Assign all referees, as approved by the games committee, throughout the tournament.
- e. Coordinate with the games committee the proper assignment of referees for the final session.
- f. Check out the arena floor with a committee member prior to each round for:
  - Clocks.
  - Table workers.
  - Swatters (Tappers) – Beginning in 2019 these positions may not be needed.
  - Rule books.
  - Coaches chair set-up.
  - General safety of the floor.
  - Other areas deemed necessary.
- g. Give all referees instructions regarding regulations in the handbook in reference to travel and per diem.
- h. Conduct a training session for all table workers following weigh-ins and before all sessions as needed.

### **SECTION 15 – Participating Teams**

#### **Participant Manual.**

For super regional sites, the hosts will send participant manuals to all schools in their super region. The manuals shall provide details for the Super Regional championship. The final site participant manual will be sent directly to each institution from the NCAA.

Typically, tournament director will send a draft of the participant manual to the NCAA for review by January 31. The NCAA shall provide his/her comments to the draft manual by February 15.

### **Championship Structure.**

The NCAA Division II Wrestling Championships shall be conducted in the following ten weight classes:

<b>125 pounds</b>	<b>165 pounds</b>
<b>133 pounds</b>	<b>174 pounds</b>
<b>141 pounds</b>	<b>184 pounds</b>
<b>149 pounds</b>	<b>197 pounds</b>
<b>157 pounds</b>	<b>Heavyweight (183-285)</b>

The same 10 weights will also be used in regional qualifying tournaments.

The order in which the finals of the respective weight classes will be wrestled may be adjusted by the games committee to accommodate any possible television coverage and spectator interest.

### **Qualifying Procedures.**

To be eligible to participate in the 2021 NCAA Division II Wrestling Championships, all participants must qualify through their respective qualifying regional competition.

### **Dates and Sites of Qualifying Meets**

<b>Qualifying Tournaments</b>	<b>Dates</b>	<b>Site</b>	<b>Tournament Director</b>
<b>Super Regional I</b>	<b>Feb. 26-28, 2021*</b>	<b>Mercyhurst University</b>	<b>Joe Stepnowski</b>
<b>Super Regional II</b>	<b>Feb. 26-28, 2021*</b>	<b>Emmanuel College</b>	<b>Bridget Allen</b>
<b>Super Regional III</b>	<b>Feb. 26-28, 2021*</b>	<b>Tiffin University</b>	<b>Russ Snyder</b>
<b>Super Regional IV</b>	<b>Feb. 26-28, 2021*</b>	<b>University of Central Oklahoma</b>	<b>Jeremy Rogers</b>
<b>Super Regional V</b>	<b>Feb. 26-28, 2021*</b>	<b>Northern State University</b>	<b>Zach Flakus</b>
<b>Super Regional VI</b>	<b>Feb. 26-28, 2021*</b>	<b>Colorado Mesa University</b>	<b>Bryan Rooks</b>

\*Dates not specific. Currently super regional sites are one-day tournaments.

### **List of Qualifiers.**

With each super regional utilizing TrackWrestling information is automatically updated via web.

### **Qualifying Positions.**

The Division II Wrestling Committee, subject to the approval of the NCAA Division II Championships Committee, will determine annually the total number of qualifying positions awarded to the regional qualifying tournaments.

For 2021, the NCAA Division II Championships Committee has allocated 132 positions for the Division II championships. The number of student-athletes who qualify for each Super Regional will be determined once the number of teams are confirmed for each region.

<b>Qualifiers</b>		
<b>Super Regional One</b>		<b>TBD</b>



<b>Super Regional Two</b>	<b>TBD</b>
<b>Super Regional Three</b>	<b>TBD</b>
<b>Super Regional Four</b>	<b>TBD</b>
<b>Super Regional Five</b>	<b>TBD</b>
<b>Super Regional Six</b>	<b>TBD</b>
<b>Total Qualifiers</b>	<b>132</b>

## **SECTION 16 – Promotions, Marketing and Fan Engagement**

### **Banners.**

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

### **Materials Sent to High Schools.**

Per Bylaw 13.4.4.3, an institution hosting an NCAA or conference championship may provide a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete.

### **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 Host Reporting System.

### **Expectations.**

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- 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.
- Explore opportunities with traditional media (print, radio, and television) in your area.

### **Marketing Plan.**

Host institutions/conferences shall establish a marketing plan (Appendix J) in coordination with the NCAA Championships Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the NCAA Championships Marketing contact prior to

implementation.

### **Marketing Collateral.**

The NCAA Online Marketing Website 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 Online Marketing Website can be accessed at [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password, and specific marketing budget allocated for the championship you are hosting. The reimbursement amount is separate from and in addition to the marketing/promotions budget allocated by host institutions through the championship bid process. Please contact [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org) if you are unable to locate this information.

Customizable artwork templates available on the marketing website:

- PRINT
  - o Poster
  - o Flyer
  - o Print Ad
  - o Table Tent
- DIGITAL
  - o Email blast
  - o Banner
  - o Social Media Graphics
- OUTDOOR
  - o Billboard
  - o Banner
- RESOURCES
  - o Marketing Best Practices
  - o Social Media Guidelines

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

All requests – artwork and reimbursement – 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 Online Marketing Website. 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 Online Marketing Website.

**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.

### **:30 Video/Television Spot**

The NCAA creates TV/Video Spots for select championship sites and a limited number of predetermined regional rounds.

- All spots are available for download via the NCAA Online Marketing Website.
- Spots may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
  - HD: apple ProRes LT (104 mbps)
  - SD: dv25 (25 mbps)
  - Web proxy: .mp4 (1.5 mbps)

### **:30 Radio Spot**

- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

## **Social Media Guidelines.**

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

## **NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions.**

### **12.5.1.1.3 - Promotions Involving NCAA Championships, Events, Activities or Programs.**

The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

**12.5.1.7 - Promotion of NCAA and Conference Championships.** The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

**12.6.1.2 - To Intercollegiate Event.** A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

**13.4.3.2 - NCAA or Conference Championship Promotional Materials.** The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any individual or group, provided the materials: [D] (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships).
- (b) Are not sent exclusively to prospective student-athletes.
- (c) Are available to the general public.
- (d) Do not promote the institution's athletics program.

#### **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 and Text Board Scripts.** The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of

important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting.

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

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

Fred Bowen – Senior Producer  
Van Wagner Sports & Entertainment, Inc.  
Telephone: 574-807-5287  
Email: [bowen@vwbsn.com](mailto:bowen@vwbsn.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 Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

### **Community Engagement.**

We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

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

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events in held within our National Championships.

### **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 suggestions and approval.

#### 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 pre-game, 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, etc.). 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, flyovers, parachute teams, precision drill teams, etc. *Please see Military Involvement page for full description and guidelines.*

## **SECTION 17 – Practices**

### **Alternate Practice Site.**

The host institution is not obligated to arrange for an alternate practice facility for the visiting teams in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements themselves. Practice at the competition site is not permissible, other than a minimum of 1 ½ (preliminary) or 2 (finals) hours the day before and one hour the day of scheduled competition.

## **SECTION 18 – Programs**

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

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

### **Content/Editorial.**

#### **IMG College Responsibilities**

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

#### **Host Responsibilities**

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler ([doug.iler@learfieldimgcollege.com](mailto:doug.iler@learfieldimgcollege.com)).

#### **Promotion.**

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

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

#### **Best Practices**

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

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

#### **Supplemental Handouts.**

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

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

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

All supplemental content is subject to NCAA and IMG College approval.

#### **Questions**

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham ([chad.laytham@learfieldimgcollege.com](mailto:chad.laytham@learfieldimgcollege.com)) at IMG College.

## **SECTION 19 – Security**

#### **Crowd Control.**

The responsibility for crowd control rests with the tournament manager and director of athletics. The directors of athletics of competing institutions are expected to communicate with their students and interested fans prior to the competition to encourage enthusiastic support within the confines of good sportsmanship. The directors of athletics or a designated representative (other than coaches) must be available at the site of the competition to assist with crowd control. The crowd control statement printed under the public-address announcer section is to be read prior to each session.



The tournament manager or director of athletics of the host institution should be prepared to use the public-address system at the first sign of unacceptable crowd behavior.

Only the participants, coaches, officials, and authorized personnel shall be allowed in the competition area prior to, during and at the conclusion of competition.

#### **Personnel.**

Adequate uniformed security (not necessarily uniformed police) must be provided for the teams' and officials' locker rooms, press conferences and working press areas, post-match interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

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

Local Spokesperson. The host institution, working with facility management and Federal, state, county, and city law-enforcement agencies, shall designate one individual to coordinate security efforts and serve as a local spokesperson during an emergency.

Open Practices. A sufficient number of uniformed security should be available to check credentials for those requiring access to the playing floor.

#### **Items not Permitted.**

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

Laser Pointers. Laser pointers are not permitted.

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

Alcoholic Beverages. Alcoholic beverages shall not be sold or otherwise made available for consumption in connection with the Division II NCAA Wrestling championship, nor shall any such beverages be brought to the site during the championships. "During the championships" is intended to include the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition.

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

Flash photography is prohibited; however, video cameras are permissible by spectators. Fans must remain in their seats and not obstruct others' view and are not allowed courtside.

#### **Distribution of Materials.**

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

### **SECTION 20 – Tickets/Seating**

#### **Printing Tickets.**

As the host institution for an NCAA championship, please check with the national office prior to finalizing ticket priced to confirm they are in accordance with current Association policy governing the charge of admission. No complimentary tickets shall be permitted, and all tickets shall be accounted for at face value and shall become a part of gross receipts. The only exception is that children two and under may be admitted free with a valid paid ticket holder (provided they sit on the lap of the paid ticket holder).

All printed materials must receive national office approval; therefore, a rough draft of such information must be sent to the NCAA in advance of your printing schedule.

#### **Ticket Backs.**

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

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

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

Ticket Back Disclaimer Language. See **Appendix I** for language that must be on the ticket back.

#### **Ticket Sales.**

Minimum ticket prices are \$5 for reserved seating and \$3 for general admission.

### **SECTION 21 – Transportation**

#### **Local Transportation for Teams.**

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

## **SECTION 22 – Volunteers**

### **Goal and Recruitment.**

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

- Provide an enthusiastic and warm welcome to participants and guests.
- Answer questions and provide information to visitors.
- Contribute to the general excitement surrounding the championship.
- To 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 identity, 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.

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 E**). 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.

**NCAA DIVISION II WRESTLING CHAMPIONSHIPS  
TOURNAMENT PLANNING GUIDE**

1. PRE-TOURNAMENT.

- a. Certification of entries.
  - Preliminary email to all coaches. Provided by NCAA through proceeding document.
- 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. DIGITAL PROGRAM.

- b. Provided by IMG College.
- b. Promotion of how to access.

3. BRACKET SHEETS.

- a. Original printing, names, and school abbreviations.
- b. Corrections and updating.
- c. Reprinting for next session.
- d. Distribution to coaches (based on formula), press.
- e. Post tournament printing with final results.
- f. [www.ncaa.com](http://www.ncaa.com).

4. CREDENTIALS (all will be provided by the NCAA at finals site).

- a. Credentials for participants, coaches, athletic trainers/physicians, volunteers.
- b. Games committee and NCAA staff.
- c. Officials.
- d. Media credentials and location.

5. MEDIA.

- a. Press Location.
  - (1) Upstairs.
  - (2) Downstairs.
- b. Personnel - NCAA coordinator (if applicable).
- c. Lodging.
- d. Seating assignments, place cards.
- f. Technical aid, electrical hook-ups, phone hook-ups.
- g. Packets, preparation, and distribution.
- h. Press room, personnel, and security.
- i. Copy machines, speed, and reliability, lots of paper; personnel to collate and distribute.
- j. Food and drink.
- k. Runners (if applicable)
- l. Advance promotion to media – press, radio, and TV.
- m. Photo assignments, photographer locations (if applicable).
- n. Armbands for photographers, color-coded by days.
- o. Vests.

6. TELEVISION (IF APPLICABLE).

- a. Location, lighting.

- b. Coordination with announcers for Saturday night session.
- c. Camera locations, high/low.

7. CEREMONIES AND PRESENTATIONS.

- a. Opening ceremonies.
  - (1) General coordinator.
  - (2) Color guard? Flags?
  - (3) National anthem.
  - (4) Parade of all-Americans.
    - (a) Escorts.
    - (b) Grand marshal(s).
    - (c) Weight class signs.
- b. Presentation of awards.
  - (2) Awards stand (decorated).
  - (3) Table for trophies, decorations, flowers.
  - (4) Presenters.
    - (a) Host institution chooses presenters in conjunction with NCAA.
    - (b) Seating.
    - (c) Hosts and/or Hostesses.
  - (4) Weight class sign for awards stand (NCAA typically provides).
- c. Dignitaries? No politician just to get publicity.

8. HEAD TABLE.

- a. Personnel.
  - (1) Chief: \_\_\_\_\_
  - (2) Primary Announcer: \_\_\_\_\_
  - (3) Announcer: \_\_\_\_\_
  - (4) Matchmaker: \_\_\_\_\_
  - (5) Statistician: \_\_\_\_\_
  - (6) Floor Manager: \_\_\_\_\_
  - (7) Asst. Floor Mgr.: \_\_\_\_\_
  - (8) Asst. Scorer: \_\_\_\_\_

- (9) Computer: \_\_\_\_\_
  - (10) Computer: \_\_\_\_\_
  - (11) Games Committee (5): \_\_\_\_\_
  - (12) Supervisor of Officials (Head Official): \_\_\_\_\_
  - (13) Officials Evaluators (2): \_\_\_\_\_
- b. Platform.
  - c. Set-up - tables, chairs, stool, two rolling desk chairs for announcers, etc.
  - d. Two microphones, independently powered, off-on switch, removable from stand.
  - e. Paper.
  - f. Pens and pencils.
  - g. Communication (e.g. phone lines) from head table to each mat side table.

9. ARENA FLOOR.

- a. Personnel.
  - (1) Timers, scorers, tappers, runners, backups.
  - (2) Youth Clinic (if applicable).
  - (3) T-shirts.
- b. Floor Set-up.
  - (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, back-up stop watches, copy machine.
  - (2) Six mats at finals site. (Resilite)
  - (3) Six scoreboard clocks, boards underneath to support scoreboard clocks at finals site (one back-up clock is needed). (Track Wrestling)
  - (4) Extension cords, check on power to six scoreboards on floor.
  - (5) Mat numbers to sit atop scoreboards, table-front and on mat itself.
  - (6) Coaches' chairs, three red, three green (per each of the six mats).
  - (7) Coaches' box, red/green (Eight-foot restricted zone).

10. BRACKETS AND SPECTATOR AIDS.

- a. Team scoreboards.

- (1) Construction.
- (2) School names, enough letters, numbers, fractions.
- (3) Personnel.
- (4) Communication from head table, computer.
- (5) Message board operator.
- (6) Overhead scoreboard for finals? Operator.
- c. Medical Personnel.
  - (1) Chief medical officer: \_\_\_\_\_
  - (2) Trainers, supplies: \_\_\_\_\_
  - (3) On-floor, off-floor locations, security!

11. GAMES COMMITTEE.

- a. Seating at head table, worktables available.
- b. Communications, telephone with outside line, hand radios.

12. COMPUTER.

- a. Pre-tournament.
  - (1) Programming and experimentation.
  - (2) Personnel.
  - (3) Procedures.
  - (4) Modifications in program.
  - (5) Standardized abbreviations of schools and colors.
- b. Equipment.
  - (1) Computer.
  - (2) Communication from arena.
    - (a) Dedicated telephone and internet line.
    - (b) Another area with telephone for pre-tournament data entry bracket printouts (press room?)



- (3) Equipment at site, printer backup.
- c. Security of equipment is essential!
- d. Data entry.
  - (1) Deadline for final list.
  - (2) Personnel.
- e. During tournament. Data entry, personnel, problem-solvers, final reports.

13. WEIGH-IN FACILITIES.

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

14. BUILDING SECURITY.

- a. Facility evacuation plan in case of emergency.
- b. Floor security.
  - (1) Admissions.
    - (a) Badges, design, daily entry re-certification.
    - (b) Pass gate, location, personnel, and signs.
  - (2) On-floor security.
    - (a) Personnel.
    - (b) Ropes?
    - (c) Head table “traffic cop.”

15. WARM-UP AREA.

- a. One mat or more.

- b. Access from warm-up area to floor.
- c. PA speaker must be heard in warm-up area.

16. OFFICIALS.

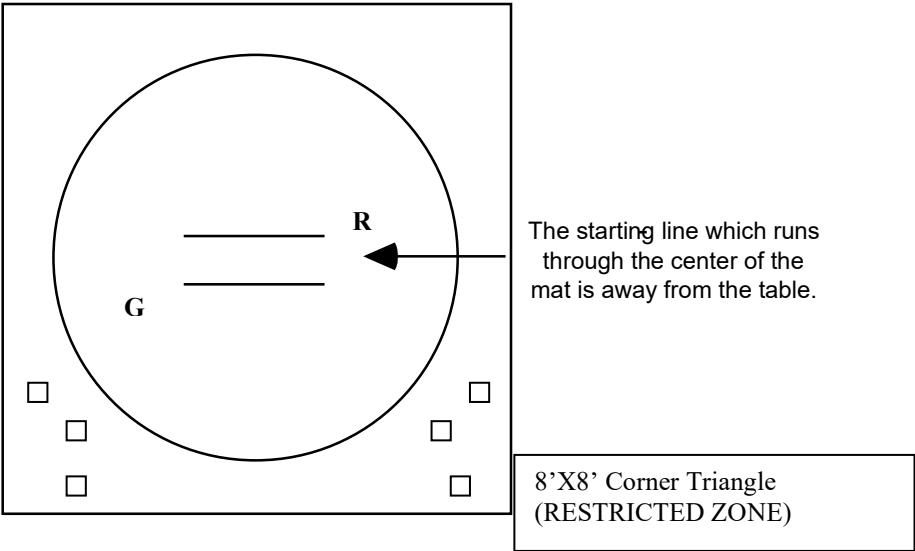
- a. Fourteen selected by NCAA Division II Wrestling Committee.
- b. Jackets/sizes (14)/ Officials numbers.
- c. Clinic/hospitality room with video capability.
- d. Dressing room with security guard.
- e. Evaluation forms for coaches.

17. TICKET SALES.

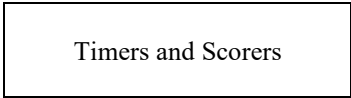
- a. Price.
- b. Ticket printing (must include NCAA disclaimer):
- c. Ticket proofs.
- d. Team allotments, NCAA allotments.
- e. Credit cards.
- f. Ticket manager.
- g. Past attendance reports.
  - (1) Advance sale.
  - (2) Prior to teams qualifiers decided.
  - (3) Week prior to championships.
  - (4) Pass-outs.

18. MISCELLANEOUS NOTES

MAT ALIGNMENT

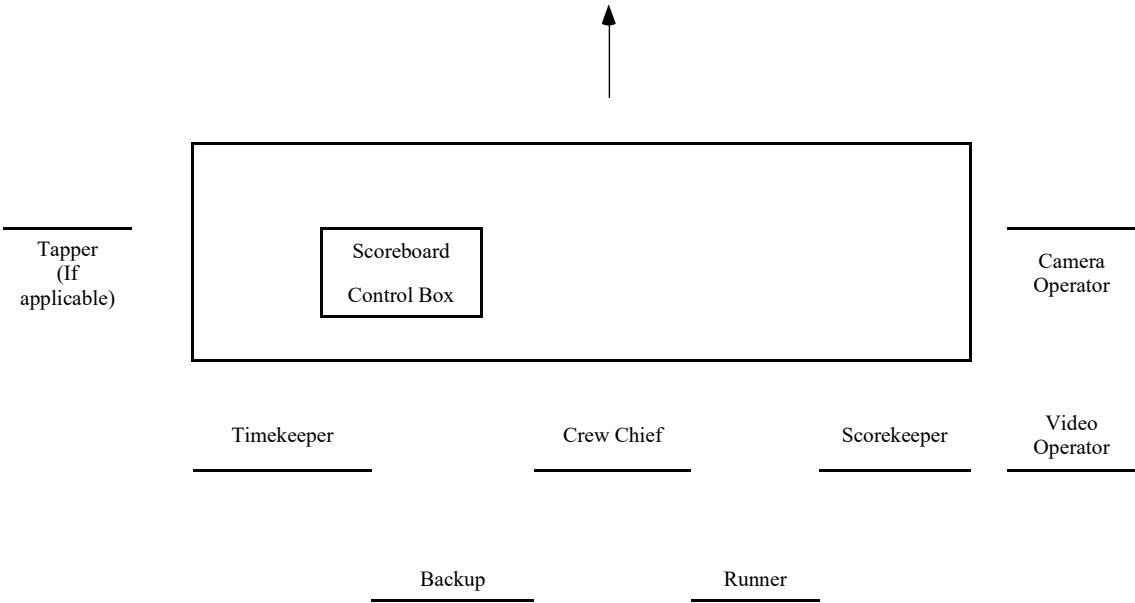


As much room between the mat and table as traffic allows.



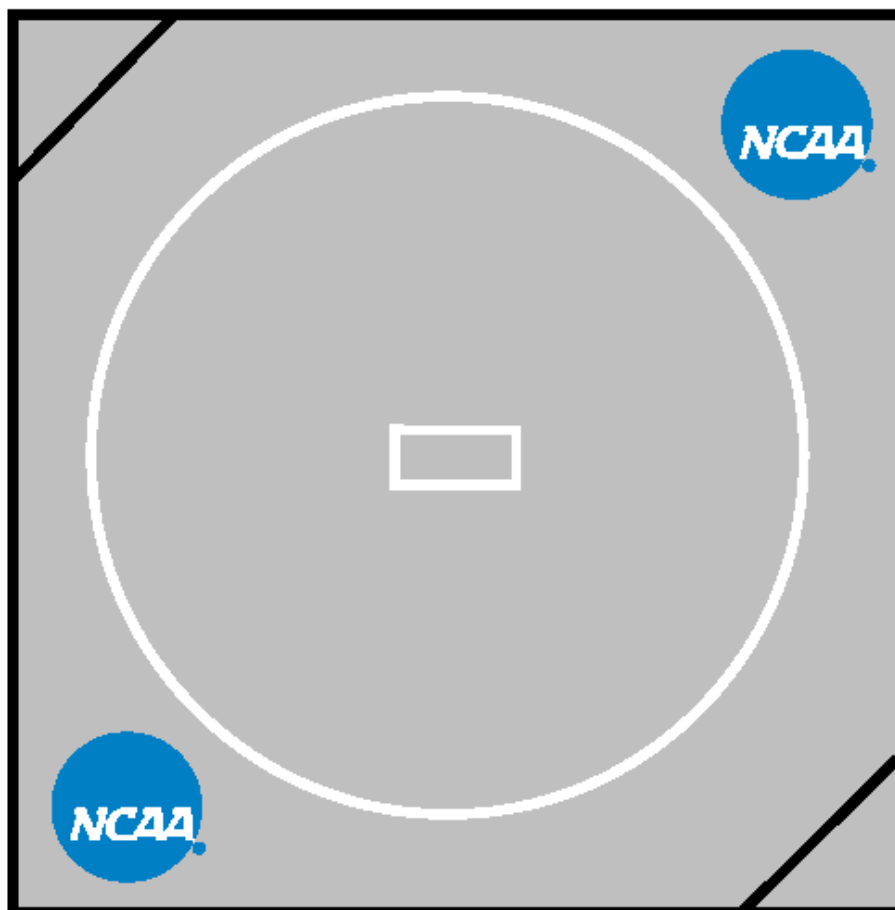
SAMPLE MAT TABLE SETUP

To Mat



No one else to be seated at or near table.

DIVISIONS II AND III WRESTLING MATS MARKINGS



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

NCAA NATIONAL CHAMPIONSHIPS OPENING CEREMONY (Prior to Session Two)

### 1. Parade of All-Americans (Grand March).

- a. Grand march will be led by the grand marshal and then by the escorts for each weight class. Awards presenters will enter the arena before current wrestlers.
- 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 (1-8) will line up for the Olympic-style procession into the arena.
- d. All-American wrestlers (1-8) 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 meeting and also to the wrestlers at weigh-in staging on Saturday morning.
- f. The officials will follow the heavyweight class in the Grand March. They are escorted by the National Coordinator of Officials or Head Official. They do not follow the contestants/All-Americans up on the elevated stage. They move into the reserved floor seating area designated for them and remain standing throughout the Grand March Ceremony until its conclusion. The officials should remain in uniform and in their designated area until the conclusion of the heavyweight championship match.
- g. After all wrestlers are in the arena, prepare for the national anthem.
- h. After the national anthem, all participants retire to the respective seating areas.
- i. A meeting/social is to be held prior to the Grand March with the dignitaries (a.k.a., 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 Wrestling Committee Member 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.***
- j. Be sure that the announcer has a copy of the final weight class assignments for the escorts and a bio for the escorts. The bio 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.
- k. 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.
- l. The LOC needs to inform all escorts/presenters, volunteers, and officials the location of their reserved floor seating for the championships finals.

## 2. **Finalists Introduction Information**

- It is important that finalists *report to their respective tunnel early for staging.*
- 125 lb. finalists report to the tunnel area immediately following the grand march.
- All other finalists report to the tunnel area one match prior to your 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 time-out protocol.
- Security and Traffic Flow needs for the tunnel and aisle to the stage need to be addressed.
- Each tunnel (Red and Green) needs 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 Head Officials Coordinator after the semi-finals 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 official or fans or may prevent the official from changing the colors at mat-side and confusing fans. In order to achieve this, it is recommended that the Head Official's Coordinator 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 two sets of red ankle bands and two 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 final 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 (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 centering 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 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 liaisons, and Officials Coordinator for the entire tournament and also for the championship finals.

3. **Awards Presentation.** *Option A (All Presentations at the Conclusion of the Heavyweight Championship Match.)*

- a. All place finishers report to the tunnel in team attire. The LOC shall rope off the seating area for weight class place finishers.
- b. All eight place-finishers will be escorted to the awards stand by the escorts. They are to remain in the awards stand area for pictures and be asked to turn around to face both sides of the arena, if appropriate, before they retire to the end of the arena and back around by the grandstand.
- c. The team awards will be presented immediately following the conclusion of the heavyweight championship match. The four teams receiving trophies need to be staged in the tunnel (one tunnel; red or green) as soon as possible and in order by finish (first, second, third, fourth). The NCAA Wrestling Committee person in charge of the Grand March, Finalist Introductions and Awards presentations with the assistance from another NCAA Wrestling Committee member will be staging these teams as the finalists matches are 50% complete. Communication with the official regarding team placing scenarios is necessary and then communicating directly with the head coach of each team on staging needs and awards protocols is necessary. This is especially necessary to stage the championships team so that the award can be cued, announced, and presented immediately following the conclusion of the heavyweight championship match in order to meet the time-line window for television. The NCAA Wrestling Committee members will be responsible to make sure the teams are staged in proper attire and the communication with the head coach can cue this. This entire exercise requires individuals to chase and find head coaches that may need to be staged during the final matches of the championships finals. This exercise may also require some cues from the announcer. Teams will be escorted to the raised mat for trophy presentation by the escorts in order, first-place team to fourth-place team. The Chair of the NCAA Wrestling Committee will present the team trophies along with any other possible presenter(s) approved by the wrestling committee. The chair and other possible presenter(s) pose for photographs with the team, so they need to be staged with the awards on the elevated mat area immediately following the conclusion of the heavyweight championship match. All individual weight-class presentations will follow the presentation of team awards.

4. **Awards Plan.** *Option B (Division II uses this option)*

If individual awards are awarded in between the championships final matches instead of all of them at the conclusion of all wrestling, then please adhere to the following revised awards protocol:

- a. Individual Awards. Most all of the awards procedures for staging, etc. that are described in the NCAA Host Operations Manual under **Appendix C** continue to hold true in this section. The primary adaptation in this alternative is that the individual awards are awarded in between weight classes during the individual championship matches. The 125-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 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.) and 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 time-out. 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.***

*Note: It is common practice in NCAA Divisions II and III for the head coach of the individual champion to participate in the individual awards ceremony by presenting the champion with their official championship bracket. Therefore, it is also important for the name of the coach to be provided to the announcer.*

b. **Team Awards Alternative.**

- (1) Most all of the awards procedures for staging, etc. that are described in the NCAA Host Operations Manual under **Appendix C** continue to hold true in this section. The primary differences are outlined below.
- (2) 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 team 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 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. In NCAA Divisions II and III, the team awards are all presented by different committee members (usually by seniority), with the chair of the respective divisional committee presenting the championship trophy. If the committee chooses, they can introduce the teams in reverse order (4,3,2,1) if it is compatible with television coverage.
- (3) 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.

5. **Announcer Cues for Awards.**

a. Friday Night

- (1) Finalist "bio" 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) Queue 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 queued 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 que the All-Americans and awards presenters to the stage themselves. If the committee member indicates an absent individual, that may require additional ques.
- (8) Reminders for coaches to turn in voting ballots, etc.
- (9) Reminder for individual champions to remain in uniform for a photo opportunity (give time, place).
- (10) Reminder to encourage fans to remain in their seats until the conclusion of the awards ceremony.

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

- a. Pre-approval 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 regardless of whether it is an NCAA Division I, II or III championship.

## APPENDIX C

# WORKER AND ESCORT INFORMATION FOR PARADE OF ALL AMERICANS, CHAMPIONSHIPS INTRODUCTIONS AND AWARDS PRESENTATION

### 1. Outline for Parade of All Americans Ceremonies.

- a. Line up tunnel - all-Americans (top eight)
- b. Grand marshal, awards presenters, and officials will enter first. Olympic-style processional music is played. Hosts must obtain this music.
- c. Wrestlers enter single file from tunnel (finalists red, 3-, 4-, 5-, 6-, 7-, 8-place, green, 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. You may be informed 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.
  - All cues will come from the head table.
  - 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.
- 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 the odd numbered awards, and the other presenter presents the even numbered awards. The last award presented is the championship bracket to the champion.
- 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 stand (hosts must request and obtain this music from all participating schools).
- 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. Site 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 one (odd or even numbered) presenter is presenting an award in cue with the announcer, the other presenter (odd or even numbered) can be fed an award by the LOC volunteer escorts from the side in order to keep the presentations flowing nicely. ***The odd number presenter can present the champion with the medal award and the even numbered presenter can present the champion with the bracket.***
- 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.
- 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). 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 parade.
- b. Parade of All Americans.
- 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 Parade, Finalist Introductions and Awards Ceremony from the NCAA Wrestling Committee (may also be a staff liaison). 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 Parade, 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 Parade, 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 Wrestling Committee members to be in charge of the staging of the Parade, 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.
- 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 Parade, 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 Parade.
  - (5) 10 (or 20) volunteer escorts for the Parade 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 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***)
- (8) 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).
  - (d) 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.
  - r. Be sure there is adequate seating at the head table for the entire tournament for the members of the NCAA Wrestling Committee, NCAA Staff Liaisons and National Coordinator of Officials, including for the championships finals. Also, be sure there is adequate reserved floor seating separate for the officials.

## 2021 NCAA Division II Wrestling Championships TENTATIVE Schedule of Events

<i>Day/Time</i>	<i>Event</i>	<i>Site</i>
<b>Tuesday, March 9</b>		
Noon (eastern)	Deadline for Late Replacement Registration	TBD
<b>Wednesday, March 10</b>		
5-9 p.m.	Practice Area/Training Room Open	TBD
5-9 p.m.	Registration/Entry Verification/Credential Issue	TBD
4:30-5:30 p.m.	Division II Wrestling Committee Meeting/Facility Walk-Through	TBD
<b>Thursday, March 11</b>		
9 a.m.-4 p.m.	Registration/Entry Verification/Credential Issue	TBD
9 a.m.-8 p.m.	Practice Area/Training Room Open	TBD
noon-1 p.m.	Selected coach and student-athlete press conferences	TBD
1-2 p.m.	NCAA Coaches Meeting (MANDATORY)	TBD
2-3 p.m.	Division II Coaches Association Meeting	TBD
3 p.m.	Medical/Skin Checks (by appointment only)	TBD
3:30-5:30 p.m.	Potential Community Engagement	TBD
5:30-8 p.m.	Coaches Hall of Fame Banquet (not NCAA sponsored)	TBD
7-8 p.m.	Table Workers Meeting	TBD
8-9 p.m.	Event Presentation Meeting (NCAA/PA/Producer/Facility)	Officials Hotel – TBD
9 p.m.	Officials Meeting	Officials Hotel – TBD
<b>Friday, March 12</b>		
7 a.m.	Practice Area/Training Room Open	TBD
8:45 a.m.	Medical/Skin Check	TBD
9 a.m.	Weigh-Ins	TBD
10 a.m.	Table Workers Meeting	TBD
10 a.m.	Doors Open	TBD
11 a.m.	Session I – prelims & 1st Round (120 matches), 6 mats, approx. 3 ½ hours	TBD
4 p.m.	Doors Open	TBD
4 p.m.	Staging for Grand March	TBD
4:15 p.m.	Grand March	TBD
5 p.m.	Session II – 2nd Round Championship, 1st & 2nd Round Consolation, 6 mats, (120 matches), approx. 3 ½ hours	TBD
<b>Saturday, March 12</b>		
7 a.m.	Practice Area/Training Room Open	TBD
8:50 a.m.	Medical/Skin	TBD
9 a.m.	Weigh-Ins	TBD
9 a.m.	Doors Open	TBD
10 a.m.	Session III – Championship Semi's, 3rd Round Consolation, Consolation Semi's 3rd, 5th, 7th place matches, (90 matches), 4 mats, approx. 5 hours	TBD
3 p.m.	Committee/Evaluator Meeting/ Finals Officials Assignments	TBD NCAA Committee Room
3 p.m.	Finals Presentation Meeting (NCAA/PA/Facility/LOC)	TBD
6 p.m.	Doors Open	TBD
6:25 p.m.	Parade of all-Americans Staging	TBD
6:40 p.m.	Parade of All Americans	TBD
7 p.m.	Session IV – Championships Finals, (10 matches), 1 mat, approx. 2 ½ hours Team Awards Ceremony (immediately following Session IV)	TBD

\*All times are local time.

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

Event: \_\_\_\_\_ (the "Event")

Participant's Name (Please print): \_\_\_\_\_ (the "Participant")

Participant's Age: \_\_\_\_\_

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

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

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

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

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

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

**Severability:** The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of \_\_\_\_\_ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

\_\_\_\_\_  
Signature of Participant Date

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

\_\_\_\_\_  
Signature of Parent/Guardian of Minor Date



(if Participant is under the age of 18)

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

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

**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 Ryan Tressel (317-917-6316).

**2020-21 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

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

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

**ADDENDUM TO DIVISION II WRESTLING HOST OPERATIONS MANUAL  
(FOR REGIONAL QUALIFYING TOURNAMENTS)**

The following information is related to the differences in the operations of the NCAA Division II wrestling championships finals and the NCAA Division II wrestling championships regional qualifying tournaments. There are some major and minor differences that must be noted:

- There are no awards to be provided at NCAA-sponsored regionals and there also shall not be any awards ceremony at NCAA-sponsored regionals with the exclusion of the top place finisher in each weight class and the Super Regional team champion. No other awards should be given out.
- The schedule of events at the NCAA Division II wrestling championships finals is clearly detailed and must be followed. However, the schedule of events at the NCAA Division II wrestling championships regionals is left up to the discretion of each regional host. Any major changes must be discussed with the committee chair and NCAA Championships manager. Various meetings must be planned, and the coach's association also may hold functions in conjunction with the NCAA regionals.
- For the NCAA Division II wrestling championships regionals, mats and underlayment will be provided by the host institution. Mats and underlayment are provided by Resilite for the NCAA Division II wrestling championships finals.
- All officials for super regionals (along with finals) will be selected by the coordinator of officials (with consultation and final approval from the Division II Wrestling committee). It is recommended that each super regional's officials be within driving distance. The number of referees is determined by the application of the formula of 1-1/2 referees per mat. If an uneven number of mats are being used, the number of referees shall be rounded up to the next whole number. Typically, at the NCAA Division II wrestling championships finals, eight out of the fourteen referees are from within driving distance and six are approved to fly.
- The information pertaining to the banquet/food card in the NCAA Division II wrestling championships manual for finals does not apply in the NCAA regional qualifying tournament.



**2021 NCAA DII WRESTLING CHAMPIONSHIP SUPER REGIONAL  
MAT-SIDE VIDEO REVIEW CHALLENGE**

Institution Challenging: \_\_\_\_\_

Red Wrestler Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Green Wrestler Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Weight Class: \_\_\_\_\_ Bout #: \_\_\_\_\_

Challenge Issue: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(OFFICIAL CORRECT)**

**(COACH CORRECT)**

**Ruling Confirmed:** \_\_\_\_\_ **Ruling Inconclusive:** \_\_\_\_\_ **Ruling Reversed:** \_\_\_\_\_

**User Error:** \_\_\_\_\_

Official Signature \_\_\_\_\_ Official Number: \_\_\_\_\_

NCAA Committee Member Signature: \_\_\_\_\_

Elapsed Review Time: \_\_\_\_\_

**\*Please bring challenge form to the head table immediately at the conclusion of the match\***

NCAA® CHAMPIONSHIPS  
HOST MARKETING PLAN

**Host Information.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Host Institution/Entity: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Host Marketing Team.**

Host Institution, Venue and Other (Sports Commission, CVB, etc.) Marketing Team Members (names, titles, and contact information for all key contributors to your marketing efforts, including internal and external).

Name	Title	Role	Contact Information

**Championship Information.**

Division: I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ National Collegiate \_\_\_\_\_

Gender: Men's \_\_\_\_\_ Women's \_\_\_\_\_ Mixed \_\_\_\_\_ Sport \_\_\_\_\_

Championship Date(s): \_\_\_\_\_

Venue Name: \_\_\_\_\_ Event Capacity: \_\_\_\_\_

**Ticket Sales Information.**

List all ticket package options – adult, youth, student, senior, group, family, etc. - and pricing including all-session, and single session, etc.

Ticket Type	All-Session Price	Single-Session Price	Other Price
Adult			
Youth			
Student			
Senior Citizen			
Group			
Family			
Other			

## APPENDIX J

**Point of Sale Opportunities.** Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.

**Target Markets.** Define your target market based on the dates and times of the championship games you are hosting. Your target market should be specific to your site and identified demographic target. Additionally, you should identify other target markets. Please list in priority order.

General demographics of your target market:

- 1.
- 2.

Specific target markets:

- 1.
- 2.

**Marketing Plan Objectives.** Outline your goals and objectives for the championship. Specifically, how do you plan to meet the ticket sales goal and key dates to meet those objectives?

### **Host/LOC Resources:**

<b><u>Resources:</u></b>	<b><u>Host</u></b>	<b><u>LOC</u></b>	<b><u>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</u></b>	<b><u>Venue</u></b>	<b><u>Other</u></b>
<b>Database Name &amp; Size:</b>					
<b>Website Address:</b>					
<b>Video/LED Board:</b>					
<b>Print Publications:</b>					

## APPENDIX J

Facebook Fans:					
Twitter Followers:					
Local Event Calendar Listings:					
Other:					

**Marketing Plan.** Please outline your specific marketing strategies, including all traditional and non-traditional marketing efforts focusing on local, regional, and national (if applicable) efforts.

	Details (describe activation)	Timeline/Dates
Grassroots Efforts:		
E-mail Blasts:		
Social Media:		
Cross Promotions During Events:		
Group Sales:		
Online:		
Radio:		
Print Publications:		
Outdoor:		
TV:		
Other:		

### Marketing Budget.

Host Marketing Budget from Bid Specs:  
NCAA Online Marketing Website Budget:  
Total Marketing Budget:

\$\$\$

Indicate specific dollar amounts and how funds will be spent below.

[illegible]



## APPENDIX J

<b>Online Marketing Website Budget:</b>	<b>Budgeted</b>	<b>Actual Cost</b>
<b>Trade</b> (List all trade and value below):		
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>

**Host Marketing Timeline.** Please identify specific marketing activations, key milestones, and target dates below.

[illegible]

**APPENDIX J**

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**Thank You!**