2027 DII
MEN'S WRESTLING
CHAMPIONSHIPS

HOST OPERATIONS 2026-27 MANUAL

Division II Men's Wrestling

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INTRODUCTION

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

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

DEFINITIONS

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

Governing Sports Committee: The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 18.

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

ROLE OF HOST INSTITUTION/CONFERENCE

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship as prescribed by the bid specifications.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to preserve the mission of the championship. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, promotion and marketing of the event, and fiscal responsibility and commitment to the NCAA's core values-leadership, inclusion, communication, collaboration and accountability.

The NCAA expects its championship host institution/conference to sustain a welcoming, safe and supportive culture. Hosts play a central role in maintaining an inclusive environment on-site at NCAA championship events.

2026-27 DIVISION II WRESTLING COMMITTEE

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NCAA STAFF

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Section 1 • Alcoholic Beverages

Beer, wine and prepackaged/premixed beverages (in the latter case, with alcohol by volume of not greater than 15%, such as most hard seltzers) may be sold and dispensed at NCAA Division I, II, and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

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

Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity – including gross sales, direct costs and applicable taxes – for food, nonalcoholic beverages and alcoholic beverages sold during the event.

Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid and Profile System Portal.

Section 2 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

These items can be covered through the operations budget, as well as the LOC budget. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-917-6790 or **narkins@ncaa.org**. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

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

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

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

AWARDS CEREMONIES

Opening Ceremony

The opening ceremony (Grand March) at the finals site should be as impressive as possible The Grand March consists of a virtual presentation. NCAA staff will work with host to prepare for the virtual grand march.

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 locations, 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-SCHOLAR ATHLETE AWARD PRESENTATION

The NCAA Elite Scholar-Athlete award was created to recognize the true essence of the student-athlete by honoring the individual who 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 Scholar-Athlete Award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Olivia Baumhoer or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Award Presentation

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

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

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

Presentation at the Student-Athlete Banquet

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

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meals.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner may be run as the individual is introduced.

- The coach of the winning student-athlete should be informed to help ensure the winner's attendance.
- A staff member or volunteer should capture an image of the individual who receives the Elite Scholar-Athlete award. This image can be taken on a phone if a photographer is not available. Please send the image via email to **socialmedia@ncaa.org**.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

In-Venue Presentation

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

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

The recipient of the Elite Scholar-Athlete award for the 2027 NCAA Division II Wrestling Championships, with a cumulative grade-point average of (GPA) in (major of study), is (winner and school: *John Doe of State University*).

Press Release

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

Social Media

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

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

For more information on the Elite Scholar-Athlete award winners, log on to **ncaa.org/what-we-do/awards/elite-scholar-athlete-award**.

PARTICIPATION 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, **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. All participating awards will be distributed at the site of the championship(s). Hosts should work with the championship manager on award logistics.

Section 3 • Broadcasting/Internet

Please see the Broadcast Services section of the NCAA website at **ncaa.com/media-center/broadcast-services**.

Section 4 • Championship Marketing

CONTACTS

The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community where the championship will be held to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA Championships Marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletics department, this individual may also be from the local organizing committee, convention and visitor's bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the 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 by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all backgrounds and life experiences.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results post-championship to share with your NCAA marketing contact.

MARKETING PLAN

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

MARKETING COLLATERAL

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

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

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

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

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

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

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

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

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

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

SOCIAL MEDIA GUIDELINES

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

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are a school, local organizing committee, Sports Corporation, venue or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not

permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

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

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

Please send direct questions, ideas or news to Jeffrey Donley, **jdonley@ncaa.org**.

APPLICABLE MARKETING BYLAWS

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; and

(d) Do not promote the institution's athletics program.

Section 5 • Championship Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

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

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

a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.

b. Locked and supervised storage adequate to accommodate all championship merchandise.

c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Nonnotification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.

d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.

e. Everything sent must be returned to Event 1 within two days of the conclusion of the event.

f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.

g. Selling locations that are well displayed and fully stocked prior to the public's access to them.

h. Strict adherence to the merchandising and display standards as outlined below:

- Merchandise made available for sale at all times during the event.
- Each item neatly displayed with correct prices clearly marked.
- Merchandise should be neatly folded at all times.
- Neatly dressed personnel that are customer-oriented.
- Skirted tables for display and checkout.
- Display boards and grids to properly display product at all selling locations.
- Selling locations located in high traffic and easily located locations.
- Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
- Keeping selling areas clean and neat at all times.

- Restocking of back-up inventory in a fast and efficient manner.
- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
- Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
- Calling Event 1, Inc. to request reorders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., not later than 24 hours after the conclusion of the event.

j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.

k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.

l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

DIVERSE SUPPLIERS

The NCAA encourages and requests that local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary goods and services for awarded championships.

Section 6 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. No laser pointers of any kind.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

LOCAL CONTRIBUTOR PROGRAM

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

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

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

NCAA TRADEMARKS

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

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.

2. Downloads of NCAA logos may be obtained through the **NCAA Digital Library**.

3. 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®.

4. 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.

5. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: **memberx.edu/ncaa**

Identification of Commercially Named Venues on NCAA Materials

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

NCAA Logo Use by Commercially Named Venues

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

The following conditions apply to this NCAA logo use:

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

NCAA Trademarked Protection Language

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

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

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

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

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

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

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

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

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

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

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

NCAA Licensed Trademarks

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

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

Helpful Links

NCAA Trademarks
NCAA Digital Library
NCAA Corporate Champions and Partners | ncaa.com

OFFICIAL CHAMPIONSHIPS/LICENSEES & 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, visit **ncaa.org/championships/brand-licensing**.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s)

as specified by the NCAA, including costs of production and installation and strike. 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.

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

c. **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).

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

e. **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.

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

g. **Official Stickers and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.

h. **Fan Promotional Materials.** 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.

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

Section 7 • Drug Testing

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

Comprehensive drug testing details for hosts can be found at **ncaa.org/sports/2016/7/20/ncaa-drug-testing-program.aspx**.

Section 8 • 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 two feet) measuring a minimum of 56'x56". 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

Finals

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 prematch or between-match activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands).

General

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

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

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

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

TOBACCO PRODUCTS

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

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

Regional Site Mats. For regional competition, host sites are required to provide a minimum of three mats. Beginning with the 2026-27 season, regional host sites that have the ability to accommodate a fourth mat may do so; however, the minimum hosting requirement will remain three mats.

Final Site Mats. For the championships (final site only), 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 Setup. A suggested floor arrangement can be found in **Appendix B**. Hosts for Regionals and Nationals shall provide the following items:

- Skirted table with championships banner
- Chairs (six/seven per table, six coaches chairs per mat).
- NCAA will provide for Nationals ONLY special coaches corner chairs that are green and red.
- Ankle bands—two red, two green.
- Pencils/pens.
- Flags or equivalent.
- Towels for cleaning mats.
- Mat tape. (The NCAA will provide a box of mat tape at Nationals but Hosts still should secure extra mat tape.)
- Emergency hand times (stop watches).
- Main scoreboard clock on corner of each mat with power leading to the clock.
- Corner protectors.

BELTS AND BRACKETS

The national champion for each weight class will receive a national championship belt. Institutions may purchase a bracket for their national champion by contacting the vendor, Reslite.

DECORATING AND ADVERTISING

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 Scoreboards (Regional Sites). Regional host sites are required to provide one mat scoreboard for each competition mat being utilized, plus one additional backup scoreboard in the event of mechanical failure. Host sites using the minimum of three mats must provide three mat scoreboards and one backup scoreboard. Host sites utilizing four mats must provide for mat scoreboards and one backup scoreboard.

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 Wednesday 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 BODYARMOR 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 Lindsey Eldred 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.

If you have any questions regarding any of this information, please contact Lindsey Eldred (317-917-6747; **lelred@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. 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. three 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 1½ 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 postmatch 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.

Postmatch Interview Room. The postmatch 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 postmatch 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 Warmup/Work-Out Area. A workout area large enough to accommodate two 42'x42' 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 warmup 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 (Finals Site Only). 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 all days of competition. 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.

   <u>Responsibilities of Weigh-In Coordinator</u>

   (1) Contact venue personnel and make sure scales are available beginning Wednesday.

   (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.

f. Research. The NCAA may conduct research on weight management issues in conjunction with the weigh-ins.

g. 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. Host will be responsible for certifying the scales.

h. Equipment necessary:

- Clip boards.
- Pens.
- Minimum of 10 certified scales (to be provided by Tanita).
- Public Address system.
- Two hand radios (if deemed necessary).
- Weigh-in sheets (provided by TrackWrestling).

i. 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 one per institution) and personnel. A team may not video tape from the coach's corner.

Section 9 • Financial Administration

AUDIT

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

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

APPROVAL OF THE BUDGET

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

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

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

FINANCIAL REPORT

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

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

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).

PARTICIPANTS

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

SITE REPRESENTATIVES

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

TRANSPORTATION

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

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

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

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

NCAA Championship Travel Policies

Section 10 • 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 **trackwrestling.com**. The 2026-27 **NCAA Division II Wrestling Prechampionships 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 Eastern time, Tuesday, March 9. 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 10, from 5-9 p.m. and Thursday, March 11, from 8 a.m.-7 p.m.

   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).
   - Student-athlete mementos boxes (finals only).
   - Grocery gift gard.
   - Body Armor squeeze bottle.
   - 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 NCAA Division II Wresting Committee and the tournament director.

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 completion 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 reevaluated.
- 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.

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 minimum of two computer operators to keep both timing and scoring through the Trackwrestling scoring system. It is imperative that these individuals wrestling knowledge.

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 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 11 • Health & Safety Considerations

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

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

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

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. The same dermatologist and certified athletic trainers must also be available prior to weigh-ins on Friday and Saturday mornings. The dermatologist should be available for appointments only on Thursday.

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.

AMBULANCE SERVICE

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

COACHES, OFFICIALS, EVENT STAFF AND SPECTATORS

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

MEDICAL STAFF CREDENTIALS AND ACCESS

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

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

PORTABLE IMMERSION TUBS

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

Section 12 • Hydration Product

BODYARMOR

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) 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.

If you have any questions regarding any of this information, please contact Lindsey Eldred (317-917-6747; leldred@ncaa.org).

Section 13 • Lodging

PREDETERMINED CHAMPIONSHIPS

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

REGIONALS COMPETITION

The host is responsible for holding room blocks for teams. Teams are not required to stay at the hotels. Hosts should make sure hotels have a cut-off date and time that rooms can be released without a penalty.

MERCHANDISING

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

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

Section 14 • 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 15 • Media Services

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

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

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

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

CREDENTIALS

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

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

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

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

CREDENTIAL ACCESS

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 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.

Each institution is eligible to receive up to a maximum of four complimentary coaches' credentials, regardless of the number of competing student-athletes. Teams may be eligible to purchase up to two additional credentials for noncoaching support staff for $40 each and a maximum of two complimentary administrator credentials will be provided to each team. Additionally, teams may purchase a maximum of three practice partner credentials for $40 each. Please see the appendix for the full credential formula and policy.

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) 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.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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

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

CREDENTIAL BOARDS

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

FINAL RESULTS BOOKS AND STATISTICS

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

BROADCASTING/INTERNET POLICY

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

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

Internet Live Statistics

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

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

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

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

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

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

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

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

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

NEWS FILM AND MINI-CAMS

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

OFFICIATING QUESTIONS/POOL REPORTER

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

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

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

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

PERSONNEL

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

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

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

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

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, will be asked to coordinate all press conferences. There will be a press conference the Thursday before competition and will start at noon. The NCAA will secure the Press Conference Moderator and select the coaches and student-athletes to speak at the press conference. For all formal press conferences the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

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

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

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

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

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

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

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

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

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

News Conference Moderator Duties

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

2. Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.

3. The moderator should open the press conference by asking the head coach for his/her opening statement.

4. After the coach's comments, the moderator should invite questions from media.

5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.

6. Limit the losing team to 10 minutes and the winning team to 20 minutes.

7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

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

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

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

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

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

PHOTOGRAPHER

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

PHOTOGRAPHY

Expanded Championship Photography Coverage: During the 2026-27 academic year, NCAA Photos (also known as Clarkson-Creative Photography or Clarkson), in coordination with the NCAA, will expand championship coverage across Division II and Division III Championships.

The objective of this initiative is to provide NCAA member institutions and conferences with greater access to high-quality championship photography at no cost. Expanded coverage is intended to increase the visibility and promotion of Division II and Division III championships while providing participating institutions and conferences with visual content for communications, social media and other institutional needs.

Photographs produced through this expanded coverage will be made available through the NCAA Photos website, where NCAA member institutions and conferences may access and download images at no cost. The website will serve as a centralized resource for championship photography.

On-Site Coverage and Additional Photographers: Host institutions are not required to provide a photographer when NCAA Photos is not on site. *NCAA or host staff may hire an additional photographer to cover other competition days or ancillary events. In those instances, each hired photographer must complete the photography services agreement.*

Credentials and Photo Sales: All photographers must agree to the NCAA Championship Photography Terms and Conditions when requesting a credential. Photo sales are strictly prohibited.

Use by NCAA Member Institutions: Images made available through this initiative may be used only for official NCAA member institution athletic department and conference office websites, social media and publications. Other reproduction, distribution and/or display or print production is prohibited unless specified in writing. Credit images, where a credit appears, as follows ©Photographer's Name/NCAA Photos.

All Other Uses: For use outside the rights listed above, contact Maxx Wolfson at **maxx.wolfson@gettyimages.com**. Any entity other than an NCAA member institution seeking an NCAA championships event photo must license the image through Getty Images. **License NCAA championship photography through Getty Images.**

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

PHOTOGRAPHY AREA POLICIES

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

PROGRAMS

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

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

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

- Are only distributed with the purchase of a program.
- Do not include information available in the program.
- Do not include advertisements.

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

RADIO/INTERNET AUDIO COVERAGE

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

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

TEAM VIDEOGRAPHER

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

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

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

SECURITY

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

INTERNET

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

TELEVISION

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

LIVE STREAMING

Preliminary Rounds

Since the 2019-20 academic year, video streaming is listed as a facility requirement in minimum bid specifications for prospective regional hosts and video streaming is required to be implemented for preliminary-round contests in the following sports: baseball, men's and women's basketball, field hockey, football, men's and women's lacrosse, men's and women's soccer, softball, women's volleyball and wrestling.

The division's minimum standards for video streaming of preliminary-round contests are the following:

- At least one camera must be used. Institutions may produce a multicamera video stream if technically possible. In addition, cell phones are not permitted as the camera source.
    - *Effective for the 2024-25 academic year, preliminary round hosts in basketball only are required to have multiple cameras (at least two) (06/23).*
    - *Effective for the 2025-26 academic year, preliminary round hosts in football and volleyball are also required to have multiple cameras (at least two) (02/24, 06/24).*
- Excluding wrestling, at least one broadcaster must be assigned for each contest to provide commentary in the live video stream.
- Personnel must be able to deliver neutral audio play-by-play and color commentary. (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts, but those personnel must deliver a neutral commentary during the video stream.)
- Game action must be visible when competition is in progress.
- Current score, time and applicable information must be on-screen if technically possible.
- Contests must be recorded and shared with participating schools as requested.

The NCAA will not reimburse for equipment rental/purchase or production costs associated with video streaming in preliminary rounds. The NCAA will reimburse for costs associated with staffing (for example, commentators and producers).

Finals

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

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES FOR CHAMPIONSHIP

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

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

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

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

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

Local News

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

Venue and Transportation Information

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

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

Volunteer Information

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

Travel Information

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

Selections, Preliminary Rounds and Broadcast Schedule

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

Email Sign-Up

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

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

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

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

A complete list of NCAA trademarks and trademark protection can be found by **clicking here**.

Social Media

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

Preliminary Round Microsite Requirements

Starting with the 2022-23 academic year, all Division II preliminary-round hosts are required to create a microsite (i.e., a single webpage for the event and a link to it from the school's main athletics website) that includes select minimum requirements about the championship. If a preliminary-round host is interested in including more information than the minimum requirements, they are welcome to do so.

The division's minimum requirements for preliminary-round microsites are the following:

- The championship's sport logo, available in the NCAA Logo Library, should be displayed (**ncaa-logo.pd.dmh.veritone.com**).
- Relevant ticket information and game day safety protocols.
- For applicable sports, a link to the championship's bracket on ncaa.com.
- All relevant game information, including the championship's digital program, venue address, game schedule for the host site with game times, links to live stats on ncaa.com, links to live video and postgame press conferences if applicable, the final scores and links to view the final stats.
- The final score, link to final stats and any necessary updates to the game schedule should be posted immediately after each game concludes.

- A link to the microsite should be displayed prominently on the athletics website, whether the link is on a splash page, home page, pinned in the news stories, etc.
- The microsite should adhere to fair and equitable treatment for ALL participating student-athletes and schools.

Optional information that preliminary-round hosts may consider adding to their microsite include, but is not limited to:

- Links to game recaps from participating teams.
- Information about hotel accommodations, local dining, shopping and attractions.
- Public transportation options.
- Information for volunteers.
- Links to local news that promotes the hosting of the championship.
- Links to NCAA Division II social media platforms.

Mobile Version

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

Local Contributor Recognition

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

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

Examples

If you would like to review an approved championship microsite, please reference **visitokc.com/wcws**.

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

A lot of hosts already have an established presence in social media. Examples are a school, local organizing committee, sports corporation, venue, or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

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

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

Section 16 • Officials

FEES AND EXPENSES

Fees and Per Diem. All officials will be reimbursed $235 per finals session ($215 per super-regional session), $45 per diem and ground transportation (if applicable). Ground transportation will be reimbursed at the current rate per mile, not including local transportation.

Expense Forms. Fees and expenses forms will be paid directly by the national office. RQ+ 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 11 at 7 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 current 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.
- 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 17 • 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, for super regional sites, the tournament director will send a draft of the participant manual to the NCAA for review by Jan. 11. The NCAA shall provide his/her comments to the draft manual by Jan. 25.

CHAMPIONSHIP STRUCTURE

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

125 pounds	**165 pounds**
133 pounds	**174 pounds**
141 pounds	**184 pounds**
149 pounds	**197 pounds**
157 pounds	**Heavyweight (183-285)**

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 2027 NCAA Division II Wrestling Championships, all participants must qualify through their respective qualifying regional competition.

Dates and Sites of Qualifying Meets

Qualifying Tournaments	Dates	Host	Tournament Director
Super Region One	Feb. 27, 2027	Millersville University of Pennsylvania	Tyler Jenkins
Super Region Two	Feb. 27, 2027	University of Montevallo	Mark Richard
Super Region Three	Feb. 28, 2027	Grand Valley State University	Brad Wallace
Super Region Four	Feb. 27, 2027	University of Indianapolis	Andrea Aguayo
Super Region Five	Feb. 27, 2027	Northern State University	Dean Berry
Super Region Six	Feb. 27, 2027	University of Nebraska-Kearney	Sean Smith

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 2027, the NCAA Division II Championships Committee has allocated 180 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.

	Qualifiers
Super Region One	**30**
Super Region Two	**30**
Super Region Three	**30**
Super Region Four	**30**
Super Region Five	**30**
Super Region Six	**30**
Total Qualifiers	**180**

Section 18 • 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 1½ (preliminary) or 2 (finals) hours the day before and one hour the day of scheduled competition.

Section 19 • Programs

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

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PROMOTION

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

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

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

Section 20 • Safety and Security

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

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

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

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

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

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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

GENERAL SECURITY GUIDELINES

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

Each host will be asked to provide the following:

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

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

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

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

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

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

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

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

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

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

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

WEATHER MONITORING SYSTEMS AND ENVIRONMENT SCHEDULE CHANGES

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

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

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

Section 21 • Ticketing

TICKET POLICIES/OPERATIONS

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

2. **Ticket Pricing.** Regional site minimum ticket prices are $20 for reserved seating and $15 for general admission. The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption. Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants. The NCAA shall be responsible for determining the allocation and the location of all ticket allotments. The LOC/host or competition venue may not resell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

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

6. **Final Ticket Database.** Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and postevent purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Section 22 • Transportation

PARTICIPATING INSTITUTIONS

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

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

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

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

All NCAA Championship travel information can be found **here**.

PARKING

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

Section 23 • Volunteers

GOAL AND RECRUITMENT

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

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

The NCAA requests that championship volunteer programs represent the student-athletes and communities we serve. The NCAA and the local organizing committee shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect varied backgrounds and life experiences.

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

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

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

WAIVERS

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

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2026-27 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

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Appendix A • Tournament Planning Guide

NCAA DIVISION II WRESTLING CHAMPIONSHIPS
TOURNAMENT PLANNING GUIDE

1. PRETOURNAMENT.
    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.
    a. Provided by IMG College.
    b. Promotion of how to access.
3. 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.
4. MEDIA.
    a. Press Location.
        (1) Upstairs.
        (2) Downstairs.
    b. Personnel - NCAA coordinator (if applicable).
    c. Lodging.
    d. Seating assignments, place cards.

c. Technical aid, electrical hook-ups, phone hook-ups.

d. Packets, preparation, and distribution.

e. Press room, personnel, and security.

f. Copy machines, speed, and reliability, lots of paper; personnel to collate and distribute.

g. Food and drink.

h. Runners (if applicable)

i. Advance promotion to media – press, radio, and TV.

j. Photo assignments, photographer locations (if applicable).

k. Armbands for photographers, color-coded by days.

l. Vests.

5. TELEVISION (IF APPLICABLE).

a. Location, lighting.

b. Coordination with announcers for Saturday night session.

c. Camera locations, high/low.

6. 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.

(1) Awards stand (decorated).

(2) Table for trophies, decorations, flowers.

(3) 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.

7. HEAD TABLE.

a. Personnel.

(1) Chief: _____
(2) Primary Announcer: _____
(3) Announcer: _____
(4) TrackWrestling:_____
(5) Scoring: _____
(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.

8. ARENA FLOOR.

a. Personnel.

(1) Timers, scorers, 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). (TrackWrestling)

(4) Extension cords, check on power to six scoreboards on floor.

(5) Mat numbers to sit atop scoreboards (provided by TrackWrestling for Final Site only), table-front and

on mat itself.

(6) Coaches' chairs, three red, three green (per each of the six mats and ordered by the NCAA - Finals only).

(7) Coaches' box, red/green (Eight-foot restricted zone).

9. BRACKETS AND SPECTATOR AIDS.

a. Team scoreboards.

(1) Personnel.

(2) Communication from head table, computer.

(3) Message board operator.

(4) Overhead scoreboard for finals? Operator.

b. Medical Personnel.

(1) Chief medical officer: _____

(2) Trainers, supplies: _____

(3) On-floor, off-floor locations, security!

10. GAMES COMMITTEE.

a. Seating at head table, worktables available.

b. Communications, telephone with outside line, hand radios.

11. COMPUTER.

a. Pretournament.

(1) Programming and experimentation.

(2) Personnel.

(3) Procedures.

(4) Modifications in program.

(5) Standardized abbreviations of schools and colors.

b. Equipment.

(1) Computer.

(2) Communication from arena.

(a) Dedicated telephone and internet line.

(b) Another area with telephone for pretournament 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.

12. 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).

13. BUILDING SECURITY.

a. Facility evacuation plan in case of emergency.

b. Floor security.

(1) Admissions.

(a) Badges, design, daily entry recertification.

(b) Pass gate, location, personnel, and signs.

(2) On-floor security.

(a) Personnel.

(b) Ropes?

(c) Head table “traffic cop.”

14. WARM-UP AREA.

a. Minimum three mats.

b. Access from warm-up area to floor.

c. PA speaker must be heard in warm-up area.

15. 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.

16. 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.

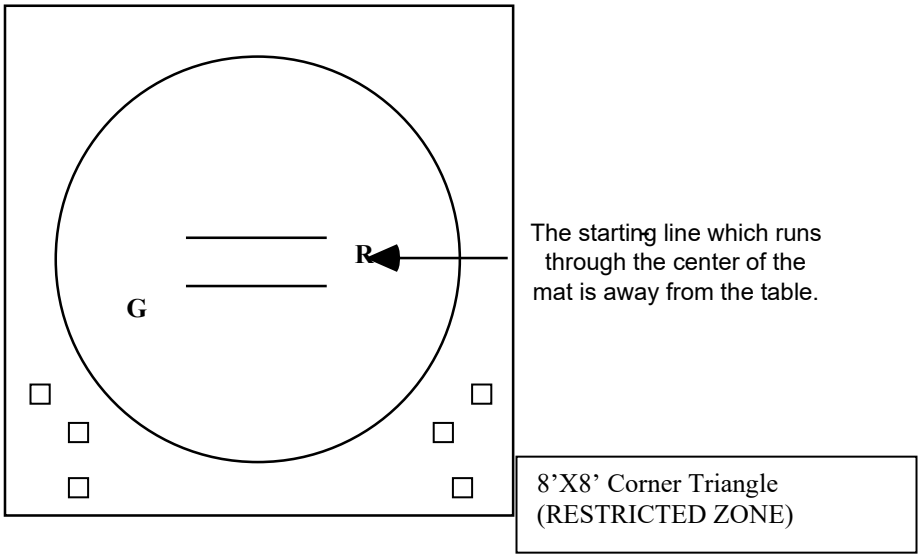
(3) Week prior to championships.

(4) Pass-outs.

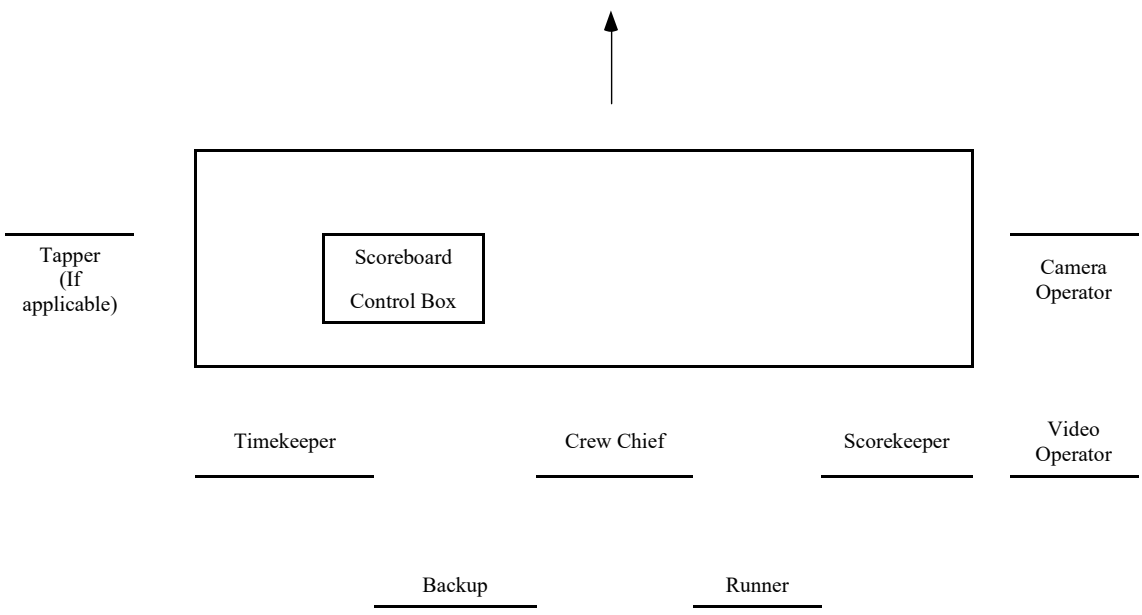
17. MISCELLANEOUS NOTES

Appendix B • Mat Alignment

MAT ALIGNMENT

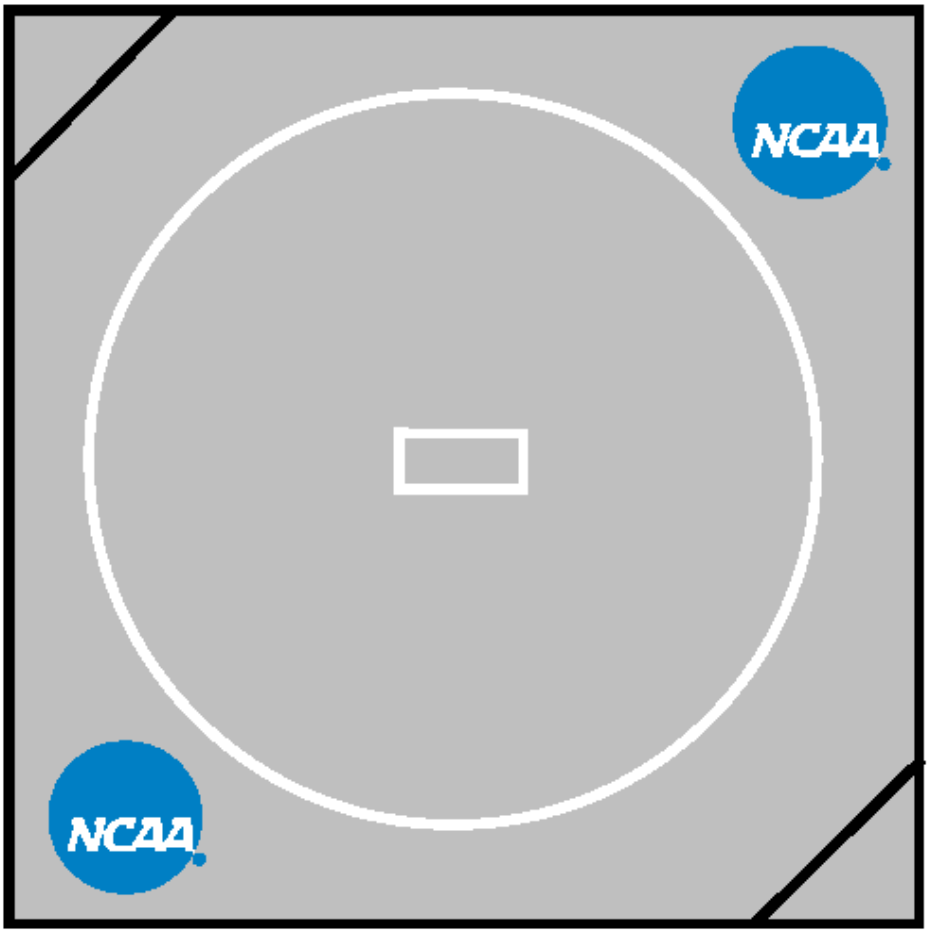


SAMPLE MAT TABLE SETUP



No one else to be seated at or near table.

DIVISIONS II AND III WRESTLING MATS MARKINGS



NCAA Mark
5' x 5'

Appendix C • Parade of All-Americans and Awards Ceremony

ALL-AMERICAN PROCEDURES FOR PARADE OF ALL-AMERICANS CHAMPIONSHIP MATCHES AND AWARDS PRESENTATION

1. **Parade of All-Americans**.

   a. Parade of All-Americans 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 (warmup 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. Parade of All-Americans 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 parade. 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 presentation 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 Parade of All-Americans with the head coaches of the champion wrestlers that are escorts. The parade and individual award presentation duties should be outlined to them at that time by the NCAA Wrestling Committee Member in charge of the parade, and assisted by the individual from the LOC in charge of these areas. Some of the areas that need to be outlined are the staging area, route, cues, exits, in addition to awards ceremony staging, mechanics, cues, photographs, public address announcement scripts and exits. 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 Parade of All-Americans, 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 semifinals 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 placer 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 parade.***

- 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 timeline 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) 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 team.

(4) Staging of the All-Americans for the individual awards presentations

(5) The awards recipients may need to be queued to turn 180 degrees to be acknowledged by fans.

(6) If the individual awards are presented between weight classes, then the announcer needs to cue the All-Americans and award presenters to the stage themselves. If the committee member indicates an absent individual, that may require additional cues.

(7) Reminders for coaches to turn in voting ballots, etc.

(8) 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. Preapproval needed for all television/media questionnaires for student-athletes.

b. Address potential drug testing conflicts with the awards ceremony and photography opportunities.

c. Be sure someone is in charge of clearing the awards presentation area after each award all evening long.

d. If there is to be any television coverage of the championships finals, it must be communicated to them that they must have a representative attend the Friday afternoon mandatory meeting covering the Grand March, Finalist Introduction and Awards Presentation ceremonies regardless of whether it is an NCAA Division I, II or III championship.

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.

   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.

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).
(c) Group photo of all Individual champions. ***(Be sure that any possible drug testing or media interviews do not interfere with this photograph)***

INFORMATION FOR WORKERS AND WRESTLERS AT THE AWARDS CEREMONY

1. **Introduction of Championships Finalists**. Each wrestler will report to the tunnel one match prior to his weight class (125 lb. report during grand March). Red will be introduced first, green will be introduced second. Hold the wrestler in that order until the announcer calls him. He will then go to the middle of the mat while he is being introduced. He may then go to his respective corner.

2. **Individual Award 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-warmup 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.

Appendix D • Schedule of Events (Tentative)

2027 NCAA Division II Wrestling Championships
Schedule of Events

Day/Time	*Event*	*Site*
Monday, March 8		
noon	NCAA Coaches Meeting (MANDATORY)	Virtual (Microsoft Teams)
8-9 a.m.	Mats Delivered	Alliant Energy PowerHouse
TBD	Head Table / Wiring Installation	Alliant Energy PowerHouse
Tuesday, March 9		
8 a.m.	Mats installed	Alliant Energy PowerHouse
TBD	Volunteer/Medical/Media Areas Set	Alliant Energy PowerHouse
Noon (eastern)	Deadline for Late Replacement Registration	Alliant Energy PowerHouse
Wednesday, March 10		
TBD	TrackWrestling & DVSport Load-in	Alliant Energy PowerHouse
3 p.m.	Division II Wrestling Committee Meeting/Facility Walk-Through	Alliant Energy PowerHouse
5-9 p.m.	Registration/Entry Verification/Credential Issue	Alliant Energy PowerHouse
5-9 p.m.	Practice Area/Training Room Open	Alliant Energy PowerHouse
Thursday, March 11		
8 a.m.–7 p.m.	Registration/Entry Verification/Credential Issue	Alliant Energy PowerHouse
9 a.m.–8 p.m.	Practice Area/Training Room Open	Alliant Energy PowerHouse
noon-1 p.m.	Selected coach and student-athlete press conferences	Alliant Energy PowerHouse
1 p.m.-2p.m.	Head Coaches Meeting & NWCA Meeting	Alliant Energy PowerHouse
5-6 p.m.	Event Presentation Meeting (NCAA/PA/Producer/Facility)	Alliant Energy PowerHouse
5:30-6:30 p.m.	Medical/Skin Check (by appointment only)	Alliant Energy PowerHouse
6–7 p.m.	Table Workers Meeting	Alliant Energy PowerHouse
8 p.m.	Officials Meeting	Officials Hotel
Friday, March 12		
7 a.m.	Practice Area/Training Room Open	Alliant Energy PowerHouse
7:50 a.m.	Medical/Skin Check	Alliant Energy PowerHouse
8 a.m.	Weigh-Ins	Alliant Energy PowerHouse
9 a.m.	Table Workers Meeting	Alliant Energy PowerHouse
9 a.m.	Doors Open	Alliant Energy PowerHouse
10 a.m.	**Session I** – prelims & 1st Round (120 matches), 6 mats, approx. 3 ½ hours	Alliant Energy PowerHouse
4 p.m.	Doors Open	Alliant Energy PowerHouse
5 p.m.	**Session II** – 2nd Round Championship, 1st & 2nd Round Consolation, 6 mats, (120 matches), approx. 3 ½ hours	Alliant Energy PowerHouse
Saturday, March 13		
7 a.m.	Practice Area/Training Room Open	Alliant Energy PowerHouse
7:50 a.m.	Medical/Skin	Alliant Energy PowerHouse
8 a.m.	Weigh-Ins	Alliant Energy PowerHouse
9 a.m.	Table Workers Meeting	Alliant Energy PowerHouse
9 a.m.	Doors Open	Alliant Energy PowerHouse
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	Alliant Energy PowerHouse
3 p.m.	Committee/Evaluator Meeting – Finals Officials Assignments	Alliant Energy PowerHouse
3 p.m.	Finals Presentation Meeting (NCAA/PA/Facility/LOC)	Alliant Energy PowerHouse
6 p.m.	Doors Open	Alliant Energy PowerHouse
6:25 p.m.	Parade of all-Americans Staging	Alliant Energy PowerHouse
6:40 p.m.	Parade of All Americans	Alliant Energy PowerHouse
7 p.m.	**Session IV** – Championships Finals, (10 matches), 1 mat, approx. 2 ½ hours - Team Awards Ceremony (immediately following Session IV)	Alliant Energy PowerHouse

*All times are local time.

Appendix E • Waiver of Liability

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

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

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

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

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

_____

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

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

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

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

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

_____

Signature of Participant Date

_____

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

_____

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

Appendix F • Ticket Back Disclaimer

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Appendix G • Addendum

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 only a few select 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 1½ 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.

Appendix H • Matside Video Review Challenge

2027 NCAA DII WRESTLING CHAMPIONSHIP SUPER REGIONAL
MATSIDE 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

Appendix I • Host Marketing Plan

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			

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:

Resources:	Host	LOC	Community (CVB, Chamber of Commerce, Sports Commission, etc.)	Venue	Other
Database Name & Size:					
Website Address:					
Video/LED Board:					

Print Publications:					
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: $

Total Marketing Budget: $

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

Host Marketing Budget from Bid Specs Allocation:	Budgeted	Actual Cost

Trade (List all trade and value below):		
TOTALS	**$**	**$**

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

Month	Marketing Activation	Milestone/Goal	Target Date
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2.		

	3. 4. 5.		

Thank You!

Appendix J • Credential Formula

Credential Formula

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

- Regardless of the number of qualifiers, each institution will have the opportunity to purchase two (2) additional **Support Staff/Team Personnel** (e.g., director of operations, strength coach, nutritionist, team manager, etc.) credentials for $40 per credential. The support staff credentials will not have competition floor access during competition. Each institution must verify the members of its coaching and support staff. *Support personnel does not include athletic trainers, doctors, administrators or sports information, see below for additional information on credentialing those staff members.*
- Two complimentary administrator credentials will be provided to each institution that has a qualifier. This credential must be for your director of athletics, president/vice president or person who has oversight for the wrestling program at your institution.
- Administrator credentials will allow access to the facility and back-of-house areas. Competition mats access is limited to before or after the round has concluded with no access during competition. This credential will be provided only to the appropriate person listed in the registration portal. The administrator credential does **NOT** guarantee a seat, however, provides seating opportunities within the participant seating section if seats are available.
- Administrator credentials may be obtained at the team registration.
- Credentials are also available for your institution's authorized athletic trainer and/or physician accompanying the team. Please provide their names via the registration portal. Athletic trainers and physicians will need to show their appropriate certification credentials, in addition to a photo ID at medical registration.
- Each qualifying team can purchase up to three practice partner credentials for $40 per credential. This credential only allows access to the competition mats on warm-up days along with the warm-up mats on competition days. All other times the practice partner must be in the spectator seating area. If this pass is found in the competition area during competition the pass will be confiscated and the pass bearer will be escorted out of the building. The school associated with this credential then may also be subject to a penalty.
- If purchasing additional credentials, be sure to include credit card information via the registration portal.
- Sports information contacts from your institution traveling with your team should obtain the necessary credential through the NCAA media credentialing system in advance of traveling to the championships.
- Violators are subject to misconduct provisions as well as revocation of the credential.