



2024 DIVISION III

WRESTLING CHAMPIONSHIPS

LA CROSSE, WI

University of Wisconsin-La Crosse, Host

HOST OPERATIONS 2023-24 MANUAL

Division III Wrestling

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INTRODUCTION

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

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

Gameday the DIII Way

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

MISSION STATEMENT

The NCAA and the Division III Wrestling Committee strive to give our student-athletes the best championships experience possible by providing them an opportunity to compete on a national stage. This environment should foster good sportsmanship and integrity.

Our hope is that the student-athletes, coaches, medical personnel, media, wrestling fans, and local organizing committee members have a treasured experience – one which will last a lifetime!

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Section 1 • 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.

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

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

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

These items can be covered through the operations budget, as well as the LOC budget. The NCAA has preapproved artwork with pricing available. (Awards_Staging PDF) If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-966-6790 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.

OR

Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (24) to the tournament director prior to competition. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

Finals

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

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

ELITE 90 AWARD PRESENTATION

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mark Bedics or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

Award presentation

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

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

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

Presentation at the student-athlete banquet

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

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

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- If a photographer is at the student-athlete banquet or championship, a photo of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's SID with a copy of the photo.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

In-venue presentation

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

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

Other in-venue recognition

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

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

The recipient of the Elite 90 Award for the 2024 NCAA Division III Wrestling Championships, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *John Doe of State University*).

Press release

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

Social Media

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

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

PARTICIPATION

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. Participant awards will not be distributed at the site of the championship(s).

Section 2 • Bands, Cheerleaders and Mascots

ADMISSION

Bands have not been a part of the Division III Wrestling Championships. Cheerleaders and mascots are required to purchase a ticket and are not permitted on the floor. **Live animal mascots are not permitted.**

ARTIFICIAL NOISEMAKERS

Artificial noisemakers, air horns and electronic instruments are not permissible. The director of athletics or the designated representative of the host institution-conference is responsible for removing such instruments from the competition area. Bands or any component thereof are not allowed to play while the competition is in progress.

NATIONAL ANTHEM

The national anthem shall be sung or played before the first match each day.

Color Guard. The host institution-conference should provide a color guard for the final session of the championships. The color guard must be experienced at presenting the flags and old

Section 3 • Broadcasting/Internet

For all information pertaining to broadcasting and media integration, radio and Internet, please see the NCAA broadcast and media services policies at [NCAA.com/media](https://www.ncaa.com/media).

Section 4 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. Laser pointers of any kind.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

LOCAL CONTRIBUTOR PROGRAM

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

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

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

NCAA TRADEMARKS

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

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

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

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

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

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

Identification of commercially named venues on NCAA materials

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

NCAA logo use by commercially named venues

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the NCAA championship 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 web page" or "event web page."
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). [This is because NCAA Corporate Champions/Corporate Partners and Turner/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language

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

The legal statement should be used on "printed" materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the 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 David Lovell at dlovell@ncaa.org or 317-917-6222.

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

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

[NCAA Trademarks](#)

[NCAA Trademark Protection Program](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Corporate Partners](#)

OFFICIAL CHAMPIONSHIPS/LICENSEE SUPPLIERS

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

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

For a list of NCAA licensees and official equipment suppliers, ncaa.org/championships/marketing/ncaa-official-licensee-list.

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

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

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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, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- 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 pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- 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. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. 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. 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 5 • Critical Incident Response Plan

PREPARATION

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 located at ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf when developing a safety and security program.

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

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

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

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

Interruption of Competition. The officials have the authority to interrupt competition. 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 schedule shall be adjusted by the games committee. The committee should review the following procedures for interruption of a match:

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

Officials. Ensure that the officials know the exact match situation when competition was halted.

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

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

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

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

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

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

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

Section 6 • Determination of Participants

CHAMPIONSHIPS STRUCTURE

The NCAA Division III Wrestling Championships shall be conducted in the following 10 weight classes:

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

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.

The same 10 weight classes will also be used in regional qualifying meets.

QUALIFYING PROCEDURES

To be eligible to participate in the 2024 NCAA Division III Wrestling Championships, all participants must qualify through NCAA regional competition. All qualifying tournaments shall be completed no later than Feb. 26.

With the exception of bye points and pairings, NCAA Wrestling Rules and Interpretation shall be followed.

- Dates and Sites of Qualifying Meets. Dates, sites and tournament directors for those conferences receiving automatic qualification for the championships and qualifying regionals are located in the NCAA Division III Wrestling Championships Handbook.

The Division III wrestling committee, subject to the approval of the NCAA Division III Championships Committee, will determine annually the total number of qualifying positions awarded to conference and regional qualifying tournaments.

For 2024, the NCAA Division III Championships Committee has allocated 180 positions for the Division III championships.

It usually is a wrestling committee policy not to increase or decrease the number of allocations per qualifying tournament by more than three from the previous year's allocations.

ENTRY PROCEDURES

a. Qualifying Tournament Procedures.

1. Log into the OPC System on Track Wrestling.
2. Click on the Green Envelope next to your Regional Qualifier on your schedule page.
3. After clicking on the 'Green Envelope' you will be directed to the entries page.
4. On the 1st page, click on proceed.
5. After clicking on proceed, you will be on a page that allows you to submit your entries.
6. Click on the link that says 'Click here to import this teams roster from Trackwrestling's dual program.'
7. Put a check mark next to each wrestler that is competing in the qualifying tournament.
8. Select the appropriate weight class for each wrestler.
9. You DO NOT need to update the record.
10. Once all entries are completed, click on Yes or No for importing media contacts.
11. Click on the next button.
12. You will come to a page that will show you the list of wrestlers you have imported.
13. Click on Finish.

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The established registration deadline is 2 p.m. Central time, Thursday, March 14 at the mandatory coaches meeting.

- b. **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 national championships will be allowed to compete. **Replacements on the list are permitted until the established deadline.** Replacements must be the next best wrestler from the qualifying tournament in the weight class. **There will be no replacements after noon Eastern time, Tuesday, March 12. Replacements should be emailed to Jonathan Youngblood at jyoungblood@ncaa.org.**

RESERVE LIST

In addition to at-large and alternates, each tournament should submit a list of 10 reserve wrestlers, one from each weight class in rank order. The list of reserve wrestlers will be considered to fill any weight class brackets that do not have a minimum of 16 wrestlers. Any wrestler on the reserve list should not be an automatic qualifier or at-large qualifier and should not be listed as an alternate.

PRESEEDING COMMITTEE

For the Division III championships, three coaches are selected by the NCAA Wrestling Committee from the various conference and regional qualifying tournaments to serve on the preseed committee. Season record forms of each competitor as well as results of major tournaments and championships are provided to the preseed committee, and the committee determines the top-ranked student-athletes in each weight class. At no time will lobbying or supplying of additional materials be allowed during the preseed process. Coaches attempting to lobby or supply additional materials may be cited for misconduct.

Immediately after qualifying tournament competition is completed, a selected representative from each qualifying tournament is responsible for submitting the list of qualifiers and the season-record form for all student-athletes who qualified for the championships. Please note that the list of qualifiers and the season record forms must be submitted online via the NWCA Web site at nwcaonline.com-nwcaonline-default.aspx. These items must be submitted before the deadline of 2 p.m. Central time, Thursday, March 7. Immediately following the online submission of the List of Qualifiers form and the Season Record Form for all qualifiers, each qualifying tournament must e-mail the following information to Jonathan Youngblood (jyoungblood@ncaa.org), at the national office:

- Notification that the List of Qualifiers for the qualifying tournament have been submitted.
- Notification that the updated Season Record Forms for the qualifiers from the conference or regional qualifying tournament have been submitted online.
- A copy of the completed bracket for each weight class of the qualifying tournament.

The NCAA national office will compile all preseed materials and distribute them to the preseed representatives who will rank each qualifier he believes deserves seeding.

Final seeding and pairings are made by the NCAA Division III Wrestling Committee (protest committee) after a review of the preseeds by the qualifying-tournament representatives.

Section 7 • Drug Testing

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

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

Section 8 • Facility, Equipment & Space Requirements

The NCAA will provide certain championships equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each championship will receive information from the NCAA pertaining to any equipment that will be provided.

NEUTRALITY

Host institutions-conferences 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.

ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

Tobacco Products

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

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution-conference to confirm 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 for similar events or what is charged by primary tenants in the facility.

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

MATS

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

Other mats for the work-out and warmup areas can be borrowed from local high schools if needed. These arrangements are made by the host institution-conference. It would be ideal if Resilite mats could be borrowed for these areas.

The mats should arrive no later than the Monday prior to the championships and be available for use on Wednesday morning. **Individuals from the host institution-conference and sponsoring agency must be available to unload and load the mats.**

FLOOR SET-UP

The floor must be set according to the guidelines determined by the NCAA Division III Wrestling Committee and also must meet all specifications as outlined in the 2021-22 NCAA Wrestling Rules and Interpretations. A suggested floor arrangement can be found in **APPENDIX C**. Each mat must have the following items:

- Must be 5 feet away from all walls.
- Skirted table with championships banner.
- Chairs (five per table, six coaches' chairs per mat-side).
- Decorated swatters (referees may prefer a tapper for this purpose).
- Ankle bands - three red, three green.
- Pencils/pens.
- Towels for cleaning mats.
- Mat tape.
- Spit boxes and biohazard waste cans.
- Proper materials (disinfectants, wipes, rubber gloves) for dealing with blood situations (uniforms, skins and surfaces).
- Emergency hand times (three stop watches for each table).
- Main scoreboard clock on corner of each mat with power leading to the clock.
- Corner protectors (red and green) for all score clocks (48-inch square padded platform).
- Mat numbers to sit atop each scoreboard, each mat-side table and each mat.
- Athletic trainers accessible to mat-side.
- Mat placement. Green starting mark should be on the right-hand side when viewing the mat table. The red starting mark should be on the left-hand side when facing the mat table.

CONTROL CENTER

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

It is suggested plans be made in the early stages to ensure the traffic flow and communications. Plans must be submitted to the championships manager no later than three months prior to the championships.

HEAD TABLE

An elevated platform accommodating two announcers, matchmaker, statistician, assistant scorer, computer operator, All-Star Custom Awards staff, score clocks technician (if applicable) and the games committee and NCAA staff must be provided.

The elevated platform should be located in the arena with direct access to the floor. Bout sheets originate here and are returned to the head table by floor runners. The head table is the heart of the NCAA Division III Wrestling championships. The head table should be skirted.

SCORING/BRACKETING SYSTEM

The computer should be set up at the head table. The computer terminal may be tied into the master-computer through the telephone wires. The computer should be operable no later than Monday the week of the championships. Immediately after a weight class has completed the medical-skin checks and weigh-ins, the computer operator will run the brackets for each weight class. One copy will be sent to the printer and other copies will be distributed to the coaches at the head table Friday morning. Information will be fed into the computer throughout the championships. Please note that Track Wrestling is the official scorer for the NCAA Division III Wrestling Championships. The contact person is Justin Tritz at 608-469-8837.

Due to changes in the wrestling rules, the computer operator will have to be present at the Friday morning weigh-in. In the event a student-athlete does not make the designated weight, the Division III Wrestling Committee will redraw the weight class and bracket sheets will be reprinted.

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The computer scoring is computed from a copy of the official score sheet which is assigned for each bout. Information from each bout is entered via a terminal into the computer. The advancement points, place points and additional advancement points based on the bout results are computed and saved. There is also a provision for keeping track of official warnings. In addition, bout winners and losers are posted to their next bout, or potential next bout in the brackets.

The bout numbers assigned are predetermined for use by the computer program. As such, the program will automatically track the score for each mat. However, bout sheets should be at each mat side table as a backup. The host institution should have a back-up PC laptop or desktop computer and printer available.

- a. Reports. The program will prepare a bout-by-bout report for every session showing any section of the bracketing by weight at any desired point. This report contains the latest available information in the computer. It has match (bout) number, contestant, and institution, won or lost, how won, regulation match score, overtime match score, time, team points and penalty points.

Another report is the quarterfinal results, which shows who the semifinalist defeated, what match it was and what the person's next match number is in the championships. This report can be run as needed, by weight.

A team results report by school can be printed when desired which shows all schools in alphabetical order with total team points earned, points by weight, the presence of a contestant or not at each weight, and points for each contestant in weight-class order.

In addition, another team standings report is available when desired, showing total team points earned by an institution. The teams are listed in descending point total order. Tied schools are listed alphabetically within score. The division and institution are also listed.

All reports printed shall contain the date and time of day listed.

- b. Bout (or match) number assignment. Each bout number in the bracket has two slots for contestants, the top slot is referred to as the (A) slot, the bottom slot is the (B) slot. In all listings of bouts, the top man is always the (A) slot.

All matches without byes are assigned a bout number. All "bye" bouts are also to be assigned a bout number (except pig-tail byes in a championship and consolation round). An official score sheet must be prepared and turned into the head table.

An attached sheet called the "Key to Match Numbers..." indicates the starting match number assigned to each bout for every level of competition. We recommend the bout sheets be pre-numbered with an automatic numbering stamp, the weight identified and then the bout sheets are bundled and labeled by level of competition until the contestants are known. Preferably the (A) slot contestant be entered in the red area of the bout sheet, but this is not absolutely essential.

BOUT SHEETS

Bout sheets are provided by the NCAA official matchmaker. A minimum number of runners will be necessary, as the Track Wrestling system should report all mat results to the head table electronically.

BRACKETS AND WALL CHARTS

The brackets and wall charts will be supplied by All-Star Custom Awards. The host agency-institution-conference will coordinate arrangements with All-Star Custom Awards. These framed wall charts will be given to the champions in each weight class. A 10' x 10' secured space is needed in close proximity to the head table for the production of the wall charts.

All-Star Custom Awards will also update the other brackets (three sets) inside the venue. Runners will be necessary to keep all wall charts updated. Wall charts should be located throughout the arena; one area for easy access by the participants and at least two other separate areas around the corridors of the arena for the spectators to observe.

FLOOR CONTROL

Strict enforcement of floor security policies is essential to the successful conduct of the 2024 NCAA Division III Wrestling Championships. Access to and from the wrestling area requires careful planning and close attention to detail.

Working credentials must be provided to bona fide personnel and media representatives. Participant credentials must be provided to student-athletes competing in the championships, as well as other members of the participating institution's official travel party as defined by the Association. The policy regarding the number of participant credentials provided is located in the championships handbook.

Coaches will pick up all credentials at registration [excluding the medical credential(s) and the team administrator credential] and distribute to team personnel.

Two separate stations must be established at registration to process the verification of each institution's authorized athletics trainer and-or team physician and the team administrator. Medical credentials and the team administrator credential shall only be distributed to the individual authorized to receive said credential.

In addition to the wrestlers, only three other representatives per institution (two coaches plus a certified athletics trainer or physician) will be allowed mat side. There are no exceptions to this policy. Photographer areas also should be established at each mat. These photographer locations are subject to change throughout the tournament.

PUBLIC ADDRESS ANNOUNCERS

The basic instructions for public address announcers at NCAA championships are listed below. Please review this material with the public-address announcers prior to the start of the championships.

- 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.
- 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 timeout 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 other should announce the results. The announcers are obtained by the local organizing committee in consultation with the NCAA. Two comfortable desk chairs with armrests and on wheels shall be provided at the head table for use by the announcers.

LOCKER ROOM ASSIGNMENTS

Locker rooms shall be available for participants.

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 hotels.

A separate locker room accommodating 12 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. There also should be an adequate supply of food and beverages provided to the officials in their locker room.

Additional space in the arena shall be provided for the two evaluators of officials. It is important that this area is private and secure. The evaluators can eat with all of the other volunteers.

WORKOUT AREA

A preferred workout area large enough to accommodate two 42-foot by 42-foot mats must be available for the participants at the competition venue. This area must be available for the participants by noon, the Wednesday prior to the championships. The hosts must obtain at least four stationary bicycles (not the recumbent type) and two treadmills for the use of the student-athletes in the competition venue throughout the week of the championships.

The workout area must have a means of heat control and heated to no more than 80 degrees Fahrenheit. Water should be available.

WARMUP AREA

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

DECORATING AND ADVERTISING

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

- Turner Broadcasting.
- NCAA.com Banners (these may be used to cover non-permissible signage).
- NCAA Banner.

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

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

NCAA Logos. The placement of NCAA logos on the playing floor shall be as specified unless otherwise approved by the NCAA staff.

Directional Signs. Directional signs denoting meeting rooms, hospitality areas, locker facilities, press areas and any other locations 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-service announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming upon request.

Table Banner. 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 director 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.

EQUIPMENT

Carpeting. The arena floor should ideally be carpeted in a PMS 300 blue or black.

Radios. The tournament director should provide the NCAA staff with 4 handheld radios to use throughout the competition. Earpieces are preferred to headset.

Cups, Coolers and Water Bottles. Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches (if applicable) for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution-conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonic) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products. If an established relationship between a host and NCAA Corporate Champion-Partner (CC-P) exists, a host may request donated or discounted product from local or regional representatives of that CC-P. Although the host may make this request without first having to contact the NCAA national office, the host must inform the NCAA before delivery of any product received as a result of the request.

If you would like to purchase additional product or soft drinks and are a Coca-Cola 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 Jim Haynes for the appropriate forms and guidelines. In the event that you are purchasing small quantities of product, you should check your local grocer, as these prices may be better than what the Coca-Cola local bottler can offer.

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

If you have any questions regarding any of this information, please contact Matt White (317-917-6374; mwhite@ncaa.org).

Sideline Equipment Hydration. Depending on the championship site, the NCAA and Coca-Cola – a Corporate Champion supporting all NCAA championships – will provide POWERADE branded drinking cups, water coolers, ice chests and, when applicable (depending on the sport), water (squeeze) bottles and cooler carts for the championship. Please note that towels are not part of the equipment provided; any towels used on the sidelines must not contain any corporate logos-marks. Please review the information below as it pertains to the different scenarios that may exist.

All final sites will receive POWERADE branded equipment and product. Exact items and quantities will be provided to championship hosts by the NCAA.

If a championship also receives POWERADE branded squeeze bottles, they should be provided to all student-athletes. Non-POWERADE branded squeeze bottles branded with logos and graphics of a Coca-Cola competitor (e.g., Gatorade) brought by teams-student-athletes will not be allowed.

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

The POWERADE branded equipment must be used and should be positioned in all areas – specifically on or near the team benches-sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The POWERADE and water products must be made available in any-all areas as referenced above.

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

DIVISION III WRESTLING

The host institution-conference may retain the coolers, ice chests and any remaining product after the competition.

The host may use previously supplied equipment from the NCAA, specifically red POWERADE, vitamin water revive and Dasani branded equipment; however, they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

FACILITY USE

The arena floor and mat areas shall be arranged in accordance with the NCAA Wrestling Rules and Interpretations as far in advance as possible, but in no event later than the Tuesday prior to competition. The arena floor space should be large enough (minimum of 150 feet by 100 feet is suggested), excluding any media or press seating and the head table, to accommodate six full-size wrestling mats (42 feet by 42 feet), mat-side tables, video equipment and chairs for medical personnel. Please note that these mats have arrived in the past as large as 44 feet by 44 feet. 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, student-athlete and coaches).

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

Locker Rooms. Multiple locker rooms with shower facilities should be provided for the teams, and one room for the referees. A sign reading, “NCAA Use Only” shall be posted on the official’s locker rooms.

Security. Security personnel should be stationed at the door of each locker room (competition days only).

Supplies. Each locker room must be clean and adequately supplied with toilet paper and water and ice for all practices and competition. The committee will inspect the locker rooms prior to the first practice.

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

Media Areas. The areas used for the media workroom and the post match interviews should be in close proximity to one another and to the locker rooms in order to facilitate the media’s work and access for coaches and student-athletes. 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). A separate work area should be provided for photographers. Neither should be adjacent to the hospitality area.

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

Post-match Interview Room. The post-match interview room should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA championships 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 camera personnel at the back of the room; and (e) providing a sound system.

Backdrop. The NCAA will provide a press conference 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 student-athletes waiting to be interviewed. It should be situated so student-athletes do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided so student-athletes are able to wait comfortably.

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

Games Committee Meeting Room. A separate and secure room or area will be necessary for the games committee to meet. This room should accommodate up to 10 people. Many times during the championships, the games committee will be required to meet to make decisions and rule on protests. This area should be close to the head table, but away from the press, public and coaches. A television and DVD-VCR is also needed in this room.

Athletic Training Room. Provide an athletic training room stocked with necessary equipment, and staff the room with the appropriate personnel prior to and during the competition and practice sessions.

PARKING

The host institution must reserve parking spaces for the games committee, officials, participating teams, workers and individuals identified by the games committee to be located in close proximity to the competition venue.

SCALES

The NCAA has entered into an agreement with Tanita Scales to provide scales for the championships. There will be seven digital scales provided for the championships, and five scales must be used for each weigh-in. The host institution conference or sponsoring agency will need to work with the NCAA championships manager and Tanita to obtain a technician from the local area to certify and maintain the scales on March 14. Arrangements to secure scales will be made by the national office with copies of all correspondence sent to the hosts. The host institution-conference or sponsoring agency should deal directly with the scale company to confirm drop off-pick up. There is no charge for the use of the scales. Removal date will be March 16.

SCOREBOARD

1. **Mat Scoreboard.** Six mat scoreboards are required for the Division III championships plus one backup, in case of mechanical failure. These scoreboards should arrive by Monday the week of the championships. The hosts must have personnel available to assist in unloading and loading of the scoreboards. Sufficient electrical power must be available at each mat to operate the scoreboards. Generally, the company leasing the scoreboards has assigned personnel to remain at the championships to demonstrate operation of the scoreboard and perform repairs if needed. If not, the hosts must assign someone to serve in such a capacity. All scoreboards will be obtained by the NCAA through a score clock provider (Track Wrestling-NWCA.) and arrangements must be coordinated by the host institution-conference or sponsoring agency. Please note that the host institution-conference or sponsoring agency must build six padded platforms (48-inch square) in which these score clocks can be placed on the mats.
2. **Team Scoreboards.** The team scores of the top 10 or 20 teams (and possibly even the scores for all teams) should be made visible throughout the championships for the spectators, coaches and participants. This may be displayed on a large scoreboard with rotating information and scores or through the use of an overhead electrical scoreboard. It is important that the team score be visible and attractive.

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 submission of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

APPROVAL OF THE BUDGET

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

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

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

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 "documents" tab as documentation supporting 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](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) (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.

NCAA Championship Travel Policies

Section 10 • Game Management

SCHEDULE OF EVENTS

The schedule of events for the Division III wrestling championships must be followed (see **APPENDIX F**). Please contact the championships manager with any questions regarding the schedule. Various meetings must be planned and the coaches association also holds functions in conjunction with the NCAA championships.

GAMES COMMITTEE

The NCAA Division III Wrestling Committee shall appoint a games committee to supervise the conduct of the championships. The games committee will consist of the wrestling committee and the tournament director(s).

Members of the games committee will be assigned responsibilities for the conduct of the championships. Games committee member's responsibilities are determined by the appropriate games committee chair.

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

APPEALS

The NCAA Division III Championships Committee will not consider any appeal from the decision of a governing sports committee, or a subcommittee designated by it, during the conduct of an NCAA championship or 48 hours immediately preceding the beginning of a championship. During such a period, the governing sports committee or a subcommittee designated by it shall be the final authority in acting upon protests concerning the conduct of the championships, subject to the provisions of Bylaw 31.1.1 pertaining to individual eligibility questions.

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

PROTEST COMMITTEE

The NCAA Division III Wrestling national committee shall serve as the protest committee to act on all protests lodged at the championships. Protests may only be lodged for errors in the recording of points or match results and nonjudgmental errors in the application of rules. The coach must inform the official scorer and the referee of his intent to protest the bout before the bout sheet is removed from the scorers' table. The referee will note this intent to protest with the official mat side scorer and will notify the opposing wrestler not to leave the area until the matter is settled. A protest must be filed with the games committee in writing within 10 minutes following the bout.

RESULTS

At the completion of the event, please send via email, one copy of the official program and one copy of the complete official results as well as the list of entries together with their institutions to JP Williams, NCAA Associate Director of Championships, jpwilliams@ncaa.org. Inasmuch as many institutions have similar or identical names, please be sure the institution is clearly identified in the official results. If photographs of the competition or the individual winners are available, please forward prints for use in the online version of The NCAA News and other Association publications. Be sure to include first and last names of all participants in the official results and photo captions. A note indicating if any records were established would be most helpful. The sports information director or host media coordinator is responsible for forwarding the above information.

The host institution conference or sponsoring agency must provide the NCAA, participating institutions and the media in attendance with a copy of the official results following the championships. The printing and distribution of this material is included in game expenses.

The NCAA has entered into an agreement with IMG College to provide championships results on the World Wide Web at NCAA.com. The following outlines what is required from the host institution at the finals.

Upon completion of each session, please email a copy of the final results to ncaa-content@turner.com. Please be sure to submit all information in the following manner:

- Send the information to ncaa-content@turner.com.
- Specify the sport in the SUBJECT area.
- Paste the text directly into an email or send email as an attachment in an MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the email.

RUNNERS/SCORERS/TIMERS

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

A floor runner must be assigned for each mat. These individuals take the bout cards (if necessary) from the head table to the mats and back. Runners must also be provided for the bracket sheets. These runners will keep the bracket sheets updated for the participants, coaches and spectators.

Each mat should have a scorer to keep score on the NCAA scoring system and a timer to work the automatic mat scoreboard. These individuals must have wrestling knowledge.

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

A shirt may be given to all runners, timers, scorers, evaluators and workers for floor identification. Long-sleeved shirts are recommended inasmuch as they set individuals apart making them easier to identify.

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.

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

POWERADE

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact JP Williams (317-917-6771; jpwilliams@ncaa.org).

Preliminary-Round Sites NOT Receiving POWERADE-Branded Equipment and Product

The host institution may use items other than POWERADE-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

Section 13 • Lodging

NCAA Predetermined Preliminary-Round Competitions and Predetermined Championships

For all NCAA predetermined preliminary-round competition and predetermined championships, Anthony Travel, 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. Anthony Travel, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

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

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

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

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

MERCHANDISING

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

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

Section 14 • Meetings/Schedule of Events

ADMINISTRATIVE MEETING

The wrestling committee will conduct a mandatory administrative meeting before the tournament to review championships issues. It is mandatory that each institution's head coach attend this meeting.

SCHEDULE OF EVENTS

The wrestling committee will approve the schedule of events. (See **APPENDIX F**).

COACHES PACKET

The host institution-conference or sponsoring agency is responsible for establishing an area for registration. The confirmation requires each institution to indicate the student-athletes that are in attendance. The registration desk should be open 5 to 8 p.m., Wednesday, March 13 and 9 a.m. to 2 p.m., Thursday, March 14.

A list with all entrants (team roster) is to be made by the host institution-conference. This can be sorted by institution and by weight class. Possible information could include first and last name of qualifier, institution, qualifying tournament, weight class, year in school, season record form, etc. A form should also be prepared to assist with registration, to include the following information that each institution that has a qualifier should receive (e.g., number of credentials and mementos).

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

The coaches' packet should include the following:

- Participant credentials;
- Coaches credentials (by formula);
- Parking passes (if necessary);
- Officials evaluation form;
- Medical check-weigh-in information;
- Schedule of events (see **APPENDIX F**);
- Locker room assignments and-or directions;
- Awards stand photo order form;
- Area Maps;
- Other information a host feels is necessary for smooth administration of the championships;
- Mementos, provided by the hosts; and
- Travel-per diem forms - please refer to the NCAA Web site.

MEALS

Each participating institution is responsible for their meal arrangements; however, the tournament material should include a restaurant list. In the event there is not an adequate number of eating facilities in the immediate vicinity where teams are lodged, consideration should be given for special arrangements through the campus or hotel restaurants. Arrangements should be made to accommodate large groups for late dining.

Section 15 • Media/Credentials

PRESS CREDENTIALS

All media requests for working press credentials for the Division III wrestling championships shall be made in writing to the host media coordinator.

NCAA policy prohibits the issuance of press credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “bout sheets” or “tip sheets,” or other advertising designed to encourage gambling on college sports events.

PHOTO CREDENTIALS

Subject to limitations of space, photography credentials to the NCAA Division III Wrestling Championships shall be assigned in accordance with the following priorities:

- a. One photographer, certified by the director of athletics and-or sports information director of the host institution, who will represent all campus-related publications and departments.
- b. A press agency at the site of the championships with a minimum daily circulation of 100,000.
- c. A daily press agency or television station from the locale of the host institution that has staffed its matches on a regular basis throughout the season.
- d. Other press agencies with a minimum daily circulation of 100,000.
- e. An individual designated by a national radio network.

PRESS CRITERIA

A “press agency” for purposes of these press criteria shall be an authorized representative of a single daily, weekly or monthly publication. Separate publications may not be combined for purposes of meeting circulation or other criteria. The host media coordinator, upon demonstration of special needs, may authorize more than one representative per publication.

Subject to limitations of space, credentials for the NCAA Division III Wrestling Championships shall be assigned to the working press in accordance with the following priorities:

- a. Two individuals, certified by the director of athletics and-or the sports information director of the host institution, who will represent all campus-related publications and departments.
- b. A press agency at the site of the competition that has staffed the matches of the host institution on a regular basis throughout the season.
- c. A press agency with a minimum daily circulation of 50,000 or a weekly circulation of 350,000 and the designated representative of a national radio network and a radio station that originates a daily “sports talk” program.
- d. A press agency, television or radio station in the immediate geographic area and/or locale of a participating institution that has staffed its matches on a regular basis throughout the season and does not otherwise meet the aforementioned criteria, designated by the participating institution as a “minority media enterprise.” A “minority media enterprise” shall mean a business enterprise involved in the dissemination of sports news to individuals socially or economically disadvantaged from cultural, racial or chronic economic circumstances or other similar causes.
- e. Space will be reserved for the following press agencies throughout the Division III championships (if applicable): (1) Associated Press; (2) United Press International; (3) Sports Illustrated; (4) Local newspaper(s) from the site of the championships which have met the aforementioned credentials criteria; (5) Three local television stations; (6) Amateur Wrestling News; (7) National Mat News; (8) USA Wrestling; and (9) Four temporary positions.
- f. Please refer to the championships handbook for further information about press credentials.

STROBE LIGHTS

Hand-carried strobes are not permitted in the arena. Photographers wishing to mount strobes must get prior approval from the host media coordinator and championships manager and the tournament director.

MISCELLANEOUS ISSUES

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of “tout sheets” or “tip sheets,” or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association’s enforcement procedures if the media coordinator disregards this policy.

No predetermined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

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

Drug-Testing Team. In the event of drug testing, the hosts will need to issue credentials for the drug-testing team. A minimum of five non-media seats shall be reserved for members of the drug-testing team. Individuals serving in this capacity will be identified for the tournament director at each site by the national office staff

Parking. Media parking is desired.

Personnel. Each host SID is responsible for organizing workers to assist in the press operation of the championships. The number of workers will depend upon the media demand for the event. Communication with the media coordinator and the SID's knowledge of the area media will help with advance planning. Such duties as press runners, quote takers, copy machine personnel, fax machine operators, etc., should all be coordinated by the tournament director and host media coordinator.

Printing. The NCAA will print and distribute credentials to the hosts for various groups. Credential boards will also be provided. The following types of credentials may be issued:

1. NCAA
2. All Access
3. Officials
4. Evaluators
5. Medical
6. Media
7. VIP

HEADQUARTERS HOTEL

The media is responsible for arranging their own lodging.

HOSPITALITY

1. Coaches. A hospitality room must be set-up for the coaches of the participating teams. Coaches’ hospitality will be provided. Tight security for admittance to and from this area is required. For meals, credentials either should be punched or another system developed (e.g., meal cards created) to prevent people from eating more than one meal.
2. Volunteers. Due to the large number of “volunteers,” food should be provided for the hospitality room along with soda (Coca-Cola products only) and chips. The evaluators of the officials can eat their meals with the other volunteers. For meals, credentials or a meal card should be punched to prevent people from eating more than one meal.
3. Press. For meals, credentials or a meal card should be punched to prevent people from eating more than one meal. If not, the host institution may be feeding unauthorized individuals. Snacks and Coca-Cola products should be available at all times for the press.
4. Committee. A meeting room in the facility shall be provided for the wrestling committee and national office staff. Snacks, Coca-Cola products and good food should be available at all times for the committee.
5. Referees. Meals and refreshments should be provided for the referees in their respective meeting-locker rooms.
6. Student-Athlete. Space should be provided with several microwave ovens, ideally a sink and tables-chairs for the student-athletes to gather. Seating for 50 would be ideal.

POST-MATCH INTERVIEWS

All coaches and student-athletes must be made available for post-competition interviews.

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

The coach and-or designated student-athletes shall join the media in the interview room, upon request.

Regardless of any personal regular-season radio or television contract(s), the coach and student-athletes are obligated to the entire media staffing the championships, and if requested, must report to the interview room immediately after a 10-minute cooling-off period following their last match of each session. The coach or student-athlete(s) cannot delay a post match interview with the covering media to conduct an interview for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights or NCAA productions. After fulfilling the commitment to the press staffing the championships, the coach and the student-athletes may participate in additional interviews.

The coach and student-athletes shall not make themselves available to selected media representatives prior to the conclusion of the cooling-off period. They may, however, report immediately to the interview room and make themselves available to all media representatives staffing the championships.

The host media coordinator may designate a person or persons to obtain quotes from coaches and student-athletes during the team trophy presentations to distribute to the media facing early deadlines. The United States Wrestling Writers Association also may send a pool of reporters to accompany this person(s).

PRESS CONFERENCES

Selected coaches and selected student-athletes should participate in a scheduled pre-championships press conference.

Details on the press conferences will be made available to all parties concerned and this is usually conducted on the day prior to the start of the championships.

Electrical Outlets. Electrical outlets will be required in the working media room and at mat side to assist representatives using transmission equipment requiring electricity. There shall be one electrical outlet per seat at mat side and in the working media room.

Equipment. The host institution-conference or sponsoring agency shall provide all the necessary equipment (microphones, mult box, adequate lighting) for the interview room.

Facility Coordinator. Host media coordinators must designate an interview room at the facility and an individual to coordinate the activities in the room.

Moderator. The host media coordinator shall identify a moderator for each news conference who shall keep the conference moving on schedule.

Quotes. Typed quotes shall be distributed to the media immediately following each news conference. It is recommended that one person be assigned to take quotes so that news conferences are covered in their entirety.

SEAT ASSIGNMENTS

Drug-Testing Personnel. In the event of drug testing, each of the members of the drug-testing team shall be provided a seat. These seats may be located either in the participants' seating section or in an "overflow" media section.

Labels. Identification labels or place cards (by name and affiliation, if possible) shall be placed at all media seats.

Preferred Location. The media coordinator should review their seating chart prior to the final day of competition at the site to ensure media agencies that regularly staff matches of the participating institutions receive preferred seat locations.

Still Photographers. Still photographers are restricted to shooting action from the boxed areas marked with tape.

SECURITY

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

FILMS-VIDEOTAPES

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

MICROPHONES/CAMERAS

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

WORKING PRESS ROOM

The host media coordinator is responsible for the working media room at the arena.

Equipment. It is desirable to have facsimile machines and operators available for faxing. The fax machines should not be located in the interview area. In addition, an appropriate number of DSL lines should be installed for transmitting information.

Facsimile. A facsimile machine shall be available in the working media room.

Individual Telephones. Individual media representatives may order telephones at the media outlet's expense. The host media coordinator shall coordinate these orders according to host institution-conference or facility policy.

SID Needs. The host media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the media room prior to the start of the championships.

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

Telephones. At each site, telephones may be installed in the designated working media room at the arena as a championships expense. These phones, with direct-dial access, should be limited to credit card, toll-free or incoming calls. The host media coordinator shall determine the number of telephones required by evaluating the number of press credentials. To avoid conflicts with television and radio stations that have purchased rights to broadcast, only print media may have phones installed on press row. This specifically excludes radio or television stations wishing to provide updates from the site at mat side.

Computer Ethernet. At each site, there should be a minimum of two Ethernet connections or wireless (preferred) access.

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

Section 16 • Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

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

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

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

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- Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., 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.

Section 17 • Officials

SELECTION

The NCAA Wrestling Committee selects 14 referees to officiate the NCAA Division III Wrestling Championships based on information provided by coaches participating in the various qualifying conference and regional tournaments. Referees that participate in the championships must meet the requirements approved by the NCAA Wrestling Committee in order to qualify as an NCAA registered wrestling referee.

After each qualifying tournament, tournament directors are asked to poll the coaches in their conference or qualifying tournament and develop a list of the top referees they believe should be given consideration to officiate the national championships for the subsequent year. Each tournament director is asked to submit names in rank order, complete with home address and telephone numbers. It is not a requirement for a referee to have worked a conference or regional qualifying tournament to be considered for selection to the national championships. The referees are selected by the NCAA Wrestling Committee from a list of the top-ranked referees submitted by each of the qualifying tournaments.

Referees will be evaluated throughout the competition. Only the top 10 referees will officiate the finals.

HEAD REFEREE

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

1. Work with the games committee, especially the games committee member assigned to the referees.
2. Serve as a liaison between the tournament referees and coaches.
3. Conduct a training session for all table workers and tappers before the first round.
4. Assign all referees as approved by the games committee throughout the tournament.
5. Coordinate with the games committee the proper assignment of referees for the final session.
6. Check the arena floor with a committee member prior to each round for:
 - a. Clocks.
 - b. Table workers.
 - c. Protest sheets.
 - d. Rule books.
 - e. Coaches chair set-up.
 - f. General safety of floor (check mats, tables).
 - g. Pencils.
 - h. Pens.
 - i. Towels.
 - j. Three stop watches per table.
 - k. Three sets of ankle bands (red and green) are at each mat side table.
 - l. Other areas deemed necessary.
7. Serve on protest committee (if requested by the wrestling committee).
8. Instruct all referees on the regulations in the championships handbook in reference to travel and per diem.
9. Head referee should be in the arena (preferably at the head table) during all rounds of competition.

EVALUATION

Referee evaluation forms should be submitted by each head coach. The evaluation form should be placed in the coaches' packet at team registration.

In addition, two neutral evaluators will also be assigned by the NCAA to work the championships and evaluate the 14 officials.

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All scores will be computed and the referees will be ranked to provide feedback for the wrestling committee. The committee, in consultation with the head referee, will make the officiating assignments for the finals.

FEES AND EXPENSES

Officials and evaluators will be paid their fees and expenses through NCAA partner RefQuest. The host institution **SHOULD NOT** pay the officials. Referees will be advised of this procedure in advance and be directed to set-up RefQuest accounts to process their payments.

Each referee is paid a fee of \$190 per session officiated for prelim sites, and \$225 per session officiated for final site. Referees will receive travel expenses according to the actual mode of transportation, not to exceed jet-coach airfare or 62 cents per mile, but not including terminal or other local transportation. Ground transportation will be reimbursed at the rate of 62 cents per mile, not including local transportation. In addition, they will receive a \$45 per diem for meals and incidentals for each day of the championships, beginning with the day of arrival and ending with the day of departure.

Each evaluator is paid a flat stipend of \$300. They must be within driving distance of the venue; however, they will not be reimbursed for any transportation expenses. They will also be provided lodging expenses for a maximum of three nights.

HOTEL

Officials' and evaluators' hotel room and tax charges should be billed to the NCAA. The officials and evaluators are responsible for their incidental charges.

MEETINGS

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

TICKETS

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

TRANSPORTATION

Officials who receive approval for air travel must make flight arrangements through Short's Travel Management at 866-655-9215.

Section 18 • Practices

The times the venue will be open for practice is listed in the schedule of events (See **APPENDIX F**).

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](https://www.ncaa.com/gameprograms).

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PROMOTION

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

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

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 20 • Promotions and Marketing

HOST RESPONSIBILITIES

The NCAA championships promotions assistance program is designed to help host institutions generate awareness and promote the NCAA Championships. The materials from the NCAA are by no means intended to be used as the sole promotion for the championship. They are to be implemented as part of the host institution's championship promotions program.

BANNERS

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

PROMOTIONAL ASSISTANCE

Rather than mailing posters and flyers to hosts, we have moved the art online, made it customizable and increased the types of materials offered. As a host institution, you WILL NOT receive any promotional materials, e.g., posters, flyers and print ads from the national office. You may, however, customize and download all the necessary artwork for the championship from the Web site. Television and radio spots are also available through the promotions website.

Each NCAA Championships host promotions/marketing contact and tournament director will receive an email with the promotional materials website address, username, password and specific promotional budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing-promotions budget allocated by host institutions through the championship bid process.** Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this email.

Promotional Products.

No cost downloadable artwork items available on the Web site include:

- Poster.
- Flyer.
- Print Ad.
- Email blast.
- Banner.
- Web Banner.
- Billboard.
- Table Tent.

Television-Video and Radio Ticket Spots.

The NCAA has developed several platforms for effectively promoting NCAA Championships. One of these platforms is technology. This online promotional Web site allows championship hosts to download video and radio spots for immediate use. There are several file options to choose from which will cover a variety of needs. The video and radio spots can be easily uploaded to Web sites, burned onto discs, used on video boards, or sent via email.

:30 Video/Television Spot

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

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

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- SD: dv25 (25 mbps)
- Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

The NCAA will provide a radio spot for all predetermined championship sites that are not sold out.

- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

Championship Logo.

The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship. NCAA Championship logos are available online at NCAALogos.com.

Signage.

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

Section 21 • Security

CROWD CONTROL

The responsibility for crowd control rests with the director of athletics or the designated representative (tournament director) of the host institution-conference sponsoring agency.

The following statement should be read over the public-address system before the start of 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 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."

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

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

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 located at ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2 when developing a safety and security program.

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

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

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

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

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

PERSONNEL

Adequate uniformed security (not necessarily uniformed police) must be provided on the competition floor, student-athletes' and officials' locker rooms, press conferences and working press areas, post-match interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The tournament director is responsible for reviewing all credentials with security personnel.

Emergency Plans. Facility management must have specific written policies and procedures outlining the facility's emergency-evacuation plans and plans for assignment of security officers in and around the competition site.

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The NCAA championships manager and the tournament director should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems, and discuss the emergency-evacuation plan.

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

NONPERMISSIBLE ITEMS

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

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. The facility staff is responsible for confiscating prohibited items at the entrance points or removing such items from the facility.

Alcoholic Beverages. No alcoholic beverages shall be sold or otherwise be made available for consumption in connection with an NCAA championship, nor shall any such beverages be brought to the site during the championships. "During the championships" is intended to include the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition.

DISTRIBUTION OF MATERIALS

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

Section 22 • 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.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

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

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

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 re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

5. **Suites.**

- a. The competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees at the time of the bid. All revenue from such suites will belong to the NCAA.
- b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.

- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. LOC/Host Ticket Policies.

- a. **Allocation.** For all championships other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.
- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

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

7. Competition Venue Responsibilities.

- a. **Seating Manifest.** The competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, may conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- e. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.
- f. **Participating Institutions' Tickets.** The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions by **a date designated by the NCAA, unless directed otherwise by the NCAA.** An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.
- g. **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.

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

2023-24 STANDARD TICKET BACK DISCLAIMER LANGUAGE

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

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

Section 23 • 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 24 • Volunteers

GOAL AND RECRUITMENT

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

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

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

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

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

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

WAIVERS

Each volunteer must sign a waiver of liability before the start of the championship (Appendix 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 2023-24 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

Appendixes

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Appendix A • Wrestling Regional Breakdown

2023-24 NCAA DIII Wrestling Region Alignment 01/24/24					
Upper Midwest Region - 19 teams		Lower Midwest Region - 22 teams		Central Region - 20 teams	
1 Augsburg University	IND	1 Augustana College (Illinois)	CCIW	1 Adrian College	MIAA
2 Aurora University	IND	2 Blackburn College		2 Albion College	MIAA
3 University of Chicago	UAA	3 Buena Vista University	ARC	3 Alma College	OAC
4 Carthage College	CCIW	4 Central College (Iowa)	ARC	4 Baldwin Wallace University	UAA
5 Concordia College, Moorhead	MIAA	5 Coe College	ARC	5 Case Western Reserve University	UAA
6 Concordia University Wisconsin	CCIW	6 Cornell College	IND	6 Defiance College - NAIA July 2024	OAC
7 Elmhurst College	CCIW	7 University of Dubuque	ARC	7 Heidelberg University	IND
8 Lakeland University	CCIW	8 Eureka College	IND	8 Hiram College	IND
9 Linfield University		9 Fontbonne University	IND	9 John Carroll University	OAC
10 Milwaukee School of Engineering	CCIW	10 Huntingdon College	IND	10 Manchester University	HEART
11 Pacific University (Oregon)	IND	11 Illinois Wesleyan University	IND	11 Mount St. Joseph University	HEART
12 St. John's University (Minnesota)	MIAA	12 Loras College	ARC	12 University of Mount Union	OAC
13 Wheaton College (Illinois)	CCIW	13 Luther College	ARC	13 Muskingum University	OAC
14 University of Wisconsin-Eau Claire	WIAC	14 Millikin University	CCIW	14 Ohio Northern University	OAC
15 University of Wisconsin-La Crosse	WIAC	15 Nebraska Wesleyan University	ARC	15 Ohio Wesleyan University	IND
16 University of Wisconsin-Oshkosh	WIAC	16 North Central College	CCIW	16 Olivet College	MIAA
17 University of Wisconsin-Platteville	WIAC	17 University of the Ozarks (Arkansas)	IND	17 Otterbein University	OAC
18 University of Wisconsin-Stevens Point	WIAC	18 Schreiner University	IND	18 Trine University	MIAA
19 University of Wisconsin-Whitewater	WIAC	19 Simpson College	IND	19 Wabash College	IND
		20 Wartburg College	ARC	20 Wilmington College (OH)	OAC
		21 Westminster College (Missouri)	IND		
		22 Lyon College	IND		
Southeast Region - 21 teams		Midwest Region - 21 teams		Northeast Region - 20 teams	
1 Alvernia University	MAC	1 Alfred State College	EMPIRE	1 Bridgewater State University	IND
2 Averett University	IND	2 Centenary University (New Jersey)	IND	2 Castleton University	NCWA
3 Delaware Valley University	MAC	3 College at Brockport, State University of New York	EMPIRE	3 Hunter College	IND
4 Ferrum College	IND	4 State University of New York at Cortland	EMPIRE	4 U.S. Coast Guard Academy	IND
5 Gettysburg College	CENT	5 Elizabethtown College	IND	5 Johnson & Wales University (Rhode Island)	NCWA
6 Greensboro College	IND	6 Elmira College	EMPIRE	6 New England College	NCWA
7 King's College (Pennsylvania)	MAC	7 Ithaca College	EMPIRE	7 New York University	UAA
8 Lycoming College	MAC	8 Johns Hopkins University	CENT	8 Norwich University	NCWA
9 Messiah College	MAC	9 Keystone College	IND	9 Plymouth State University	NCWA
10 Pennsylvania State University Erie, the Behrend College	IND	10 McDaniel College	CENT	10 Rhode Island College	NCWA
11 Roanoke College	ODAC	11 Muhlenberg College	CENT	11 Roger Williams University	NCWA
12 Shenandoah University	ODAC	12 New Jersey City University	NJAC	12 University of Southern Maine	NCWA
13 Southern Virginia University	IND	13 The College of New Jersey	IND	13 Springfield College	NCWA
14 Stevens Institute of Technology	MAC	14 State University of New York at Oneonta	EMPIRE	14 Trinity College (Connecticut)	NCWA
15 Thiel College	PAC	15 State University of New York at Oswego	EMPIRE	15 U.S. Merchant Marine Academy	CENT
16 Washington and Lee University	PAC	16 Pennsylvania College of Technology	IND	16 Utica University	NCWA
17 Washington and Jefferson College	PAC	17 University Pittsburgh - Bradford	IND	17 Wesleyan University (Connecticut)	NCWA
18 Waynesburg University	PAC	18 Rochester Institute of Technology	EMPIRE	18 Western New England University	NCWA
19 Wilkes University	MAC	19 University of Scranton	IND	19 Williams College	NCWA
20 York College (Pennsylvania)	MAC	20 Ursinus College	CENT	20 Worcester Polytechnic Institute	NCWA
21 Marymount College		21 St. John Fisher College			
22 St. Vincent College (PA)		22			

Key for Conference Affiliations:

Independent (IND)
 College Conference of Illinois & Wisconsin (CCIW); Minnesota Intercollegiate Athletic Association (MIAA); Wisconsin Intercollegiate Athletic Conference (WIAC)
 American Rivers Conference (ARC); College Conference of Illinois & Wisconsin (CCIW)
 Heartland Collegiate Athletic Conference (HEART); Michigan Intercollegiate Athletic Association (MIAA); Ohio Athletic Conference (OAC); University Athletic Association (UAA)
 Centennial Conference (CENT); Middle Atlantic Conference (MAC); Presidents' Athletic Conference (PAC)
 Centennial Conference (CENT); Empire Collegiate Wrestling Conference (EMPIRE);
 New England College Wrestling Association (NCWA); University Athletic Association (UAA)
 Blackburn College, Illinois Wesleyan University, St. Vincent College (PA), Utica University

<https://wrestlingtexas.com/schreiner-university-wrestling-to-join-ncaa-division-three/>
https://www.google.com/maps/d/u/0/edit?mid=1m1_4qjcv9i073a8d1T5aNsCgHvEu8&ll=46.38286135621748%2C-109.61376079759333&z=4

Map

Appendix B • Tournament Planning Guide

NCAA DIVISION III WRESTLING REGIONALS TOURNAMENT PLANNING GUIDE

1. PRE-TOURNAMENT.

- a. Certification of entries.
 - (1) List of qualifiers to NCAA, to championships finals site following the regional.
 - (2) Preliminary mailing to all coaches.
- b. Packets for coaches.
 - (1) Preparation of packets.
 - (2) Participant credentials.
 - (3) Check-in and distribution.
 - (4) Container for packets.
 - (5) Schedule of events, preparation and distribution.
- c. Information.
 - Signs, preparation and location.
Register here; pass gate, contestants only, officials only, media only, etc.

2. PROGRAM.

- a. Digital Programs provided by LEARNFIELD.
- b. Available online at [NCAA.com-gameprograms](https://www.ncaa.com/gameprograms).

3. BRACKET SHEETS.

- a. Original printing, names and school abbreviations.
- b. Corrections and updating.
- c. Reprinting for next session.
- d. Distribution to coaches per formula, press.
- e. Sales to spectators (obtain bracket sheet sellers).
- f. Post tournament printing with final results.
- g. [NCAA.com](https://www.ncaa.com). E-mail to ncaa-content@turner.com;

4. CREDENTIALS.

- a. Credentials for participants, coaches, athletic trainers-physicians, volunteers.
- b. Games committee.
- c. Officials.
- d. Media.

5. MEDIA.

- a. Press Location.
- b. Personnel.
- c. Seating assignments, place cards.
- d. Technical aid, electrical hook-ups, phone hook-ups.
- e. Packets, preparation and distribution.
- f. Press room, personnel and security.
- g. Copy machines, speed and reliability, lots of paper; personnel to collate and distribute.
- h. Food and drink (Coca-Cola drink products only).
- i. Coats, etc. Protection.

- j. Runners.
- k. Advance promotion to media - press, radio and TV.
- l. Photo assignments, photographer locations.

6. OPENING CEREMONY.

- There should not be an opening ceremony.

7. HEAD TABLE.

- a. Personnel.
 - (1) Chief: _____
 - (2) Announcer(s): _____
 - (3) Matchmaker: _____
 - (4) Statistician: _____
 - (5) Floor Manager: _____
 - (6) Scorer: _____
 - (7) Computer: _____
 - (8) Games Committee: _____
- b. Platform.
- c. Set-up - tables, chairs, etc.
- d. Microphone, independently powered, off-on switch, removable from stand.
- e. IBM-compatible computer.
- f. Paper flow.
- g. Bout sheets, pens and pencils, wall charts, consolation charts and sheets.

8. ARENA FLOOR.

- a. Personnel.
 - Table workers (e.g., timers, scorers, tappers, runners, backups).
- b. Floor Set-up.
 - (1) Tables, chairs, towels for wiping, disinfectants, receptacles for blood contaminants, swatters, ankle bands, pencils-pens, towels for mopping, mops, buckets, mat tape, spit boxes, back-up stop watches.
 - (2) Wrestling mats.
 - (3) Scoreboard clocks, boards underneath to support scoreboard clocks (one back-up clock is needed).
 - (4) Extension cords, check on power to scoreboards on floor.
 - (5) Mat numbers to sit atop scoreboards, table-front and on mat itself.
 - (6) Coaches' chairs, three red, three green (times number of mats).
 - (7) Coaches' box, red-green (Eight foot restricted zone).

9. BRACKETS AND SPECTATOR AIDS.

- a. Wall charts.
 - (1) Printing, design.
 - (2) Original preparation, posting, updating, typist.
- b. Team score announcements.
- c. Medical Personnel.
 - (1) Chief medical officer: _____
 - (2) Athletic trainers, supplies: _____
 - (3) On-floor, off-floor locations, security.

10. GAMES COMMITTEE.

- a. Seating at head table.
- b. Communications.

DIVISION III WRESTLING

11. COMPUTER.

- a. Pre-tournament.
 - (1) Programming and experimentation.
 - (2) Personnel.
 - (3) Procedures.
 - (4) Modifications in program.
 - (5) Standardized abbreviations of schools and colors.
- b. Equipment.
 - (1) Computer (consult with Track Wrestling).
 - (2) Communication from arena.
 - (a) Dedicated telephone line.
 - (b) Another area with telephone for pre-tournament data entry bracket printouts (press room?)
 - (3) Equipment at site, printer backup.
 - (4) Security of equipment is essential!
- c. Data entry.
 - (1) Deadline for final list.
 - (2) Personnel.
- d. During tournament. Data entry, personnel, problem-solvers, final reports.

12. WEIGH-IN FACILITIES.

- a. Public address system.
- b. Scales to obtain (Minimum of 5, all should read same weight or within .02).
- c. Personnel to aid sports committee.
- d. Medical personnel required at weigh-in.
- e. Workout mats in weigh-in area.
- f. Workout equipment (e.g., bicycles, etc.).
- g. Security for equipment such as scales, mats.
- h. Digital wall clocks (in arena, weigh-in and locker room areas).

13. BUILDING SECURITY.

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

14. WARM-UP AREA.

- a. One mat.
- b. Access from warm-up area to floor.
- c. Public address announcer must be heard in warm-up area.

15. OFFICIALS.

- a. NCAA will assign and pay.
- b. Clinic-hospitality room.
- c. Dressing room.

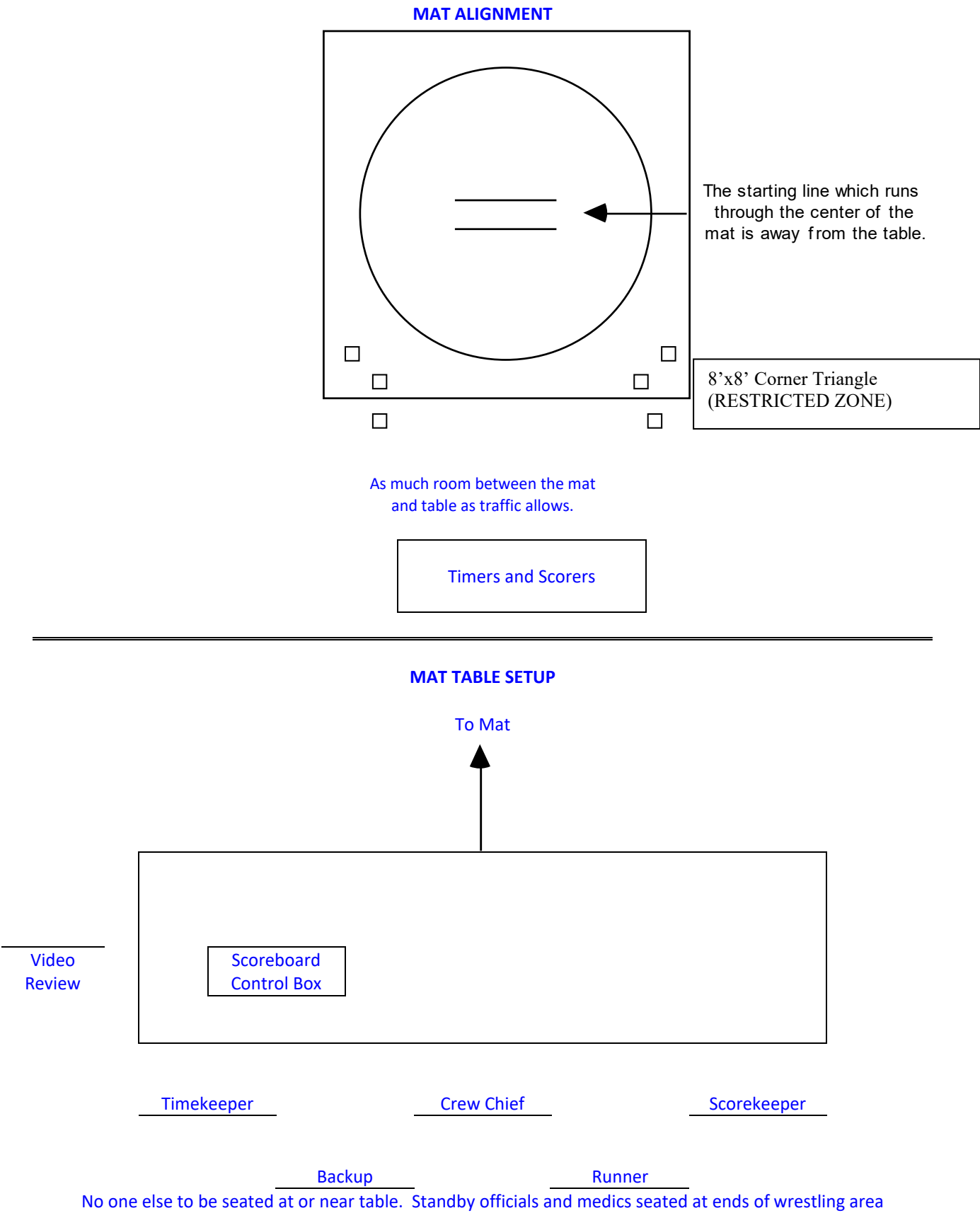
16. TICKET SALES.

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

17. MISCELLANEOUS NOTES.

- Complete the critical incident response plan in advance of the regionals.

Appendix C • Floor Charts



Appendix D • Accident Report Forms

Reporting of Catastrophic Injuries

Catastrophic Injuries include:

- Spinal cord injury.
- Severe head and neck trauma.
- Partial or complete paralysis.
- Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions.
- Irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both arms or both legs or one arm and one leg.

When a catastrophic injury occurs:

- An institutional representative should call the American Specialty Catastrophic Injury Service Line:

800-245-2744

- Provide the following information as outlined from the attached form:
 - ☐ Name of Student-athlete
 - ☐ Name of Hospital
 - ☐ Name of School
 - ☐ Date of injury or death
 - ☐ Place of injury or death
 - ☐ Type of injury sustained
 - ☐ Name of primary attending physician
 - ☐ Name and address of primary insurer
 - ☐ Contact names and phone numbers (institutional representative and injured person's spouse, parent or guardian)

To minimize the long-term effects of a catastrophic injury, immediate reporting is critical.

Don't wait until you have complete information.

Call immediately.

Provide as much information as you can.

- Submit the attached form to:
 Melissa Piening
 National Collegiate Athletic Association
 Manager of Travel & Insurance
 Phone: 317-917-6425
 Fax: 317-917-6758
 e-mail: mpiening@ncaa.org

DIVISION III WRESTLING

DATE OF INCIDENT _____ TIME OF INCIDENT _____ AM-PM Name of Team-Club-Organization: _____ Address: _____ Telephone Number: _____		DOES THE INJURED PERSON HAVE OTHER MEDICAL INSURANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide name of company and policy #: _____	
INJURED PERSON: <input type="checkbox"/> Athlete <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Other _____ Was injured person a member of _____ organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		DID THIS TAKE PLACE DURING: <input type="checkbox"/> Practice <input type="checkbox"/> Competition <input type="checkbox"/> Club activity <input type="checkbox"/> Pre-activity <input type="checkbox"/> Sanctioned event <input type="checkbox"/> During activity <input type="checkbox"/> After activity <input type="checkbox"/> While traveling	

INJURED PERSON INFORMATION

Last Name First Middle		Telephone Number ()	<input type="checkbox"/> Single <input type="checkbox"/> Married
Address City State Zip		Social Security Number Employer and Address	
Age	D.O.B. <input type="checkbox"/> Male <input type="checkbox"/> Female		

GUARDIAN-PARENT (IF INJURED PERSON IS A MINOR)

Last Name First Middle	Telephone Number ()
Address City State Zip	

SUSPECTED PRE-EXISTING CONDITION: ☐ Yes ☐ No

INCIDENT LOCATION <input type="checkbox"/> Competition area <input type="checkbox"/> Concession area <input type="checkbox"/> Parking lot <input type="checkbox"/> Admission area <input type="checkbox"/> Restrooms-locker rooms <input type="checkbox"/> Off property <input type="checkbox"/> Premises-grounds <input type="checkbox"/> Store area <input type="checkbox"/> Bleachers-stands CLASSIFICATION <input type="checkbox"/> Facility or event related <input type="checkbox"/> Non-injury <input type="checkbox"/> Not facility or event related	INCIDENT <input type="checkbox"/> Assault-Sexual <input type="checkbox"/> Slip, bodily reaction <input type="checkbox"/> Assault-Non-Sexual <input type="checkbox"/> Slip-Fall <input type="checkbox"/> Fall (different level) <input type="checkbox"/> Eligibility <input type="checkbox"/> Fall (same level) <input type="checkbox"/> Aquatic <input type="checkbox"/> Caught in, on, between <input type="checkbox"/> Trip-Fall <input type="checkbox"/> Animal-insect bite-sting <input type="checkbox"/> Drug Testing <input type="checkbox"/> Collision (with object) <input type="checkbox"/> Overexertion	MEDICAL SERVICES <input type="checkbox"/> Antacid <input type="checkbox"/> Eye rinse <input type="checkbox"/> Aspirin <input type="checkbox"/> Glucose <input type="checkbox"/> Aspirin substitute <input type="checkbox"/> Ice Pack <input type="checkbox"/> Bandaged <input type="checkbox"/> Oxygen <input type="checkbox"/> Ointment-antiseptic <input type="checkbox"/> Rest <input type="checkbox"/> Removal <input type="checkbox"/> Splinted <input type="checkbox"/> CPR <input type="checkbox"/> Wrapped
---	--	---

<input type="checkbox"/> Minor injury or illness <input type="checkbox"/> Serious injury or illness	<input type="checkbox"/> Collision (participant-participant) <input type="checkbox"/> Collision (participant-spectator) <input type="checkbox"/> Collision (spectator-spectator) <input type="checkbox"/> Struck by falling-flying object	<input type="checkbox"/> Cleansed <input type="checkbox"/> Exam <input type="checkbox"/> Cold Pack <input type="checkbox"/> None Treated by _____
<p style="text-align: center;">PRIMARY INJURY</p> <input type="checkbox"/> Allergy <input type="checkbox"/> Dislocation <input type="checkbox"/> Nausea <input type="checkbox"/> Amputation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Stroke <input type="checkbox"/> Abrasion <input type="checkbox"/> Foreign Body <input type="checkbox"/> Burn <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Death <input type="checkbox"/> Drowning <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Pain <input type="checkbox"/> Hypertension <input type="checkbox"/> Cardiac <input type="checkbox"/> Illness <input type="checkbox"/> Cold Injury <input type="checkbox"/> Contusion <input type="checkbox"/> Sting-bite <input type="checkbox"/> Seizures <input type="checkbox"/> Concussion <input type="checkbox"/> Strain-Sprain <input type="checkbox"/> Tooth-Mouth	<p style="text-align: center;">BODY PART INJURED</p> <input type="checkbox"/> Eye (L-R) <input type="checkbox"/> Torso <input type="checkbox"/> Arm (L-R) <input type="checkbox"/> Nose <input type="checkbox"/> Back <input type="checkbox"/> Tooth <input type="checkbox"/> Neck <input type="checkbox"/> Face <input type="checkbox"/> Head <input type="checkbox"/> Ear (L-R) <input type="checkbox"/> Leg (L-R) <input type="checkbox"/> Knee (L-R) <input type="checkbox"/> Ankle (L-R) <input type="checkbox"/> Internal <input type="checkbox"/> Hip (L-R) <input type="checkbox"/> Shoulder (L-R) <input type="checkbox"/> Foot (L-R) <input type="checkbox"/> Elbow (L-R) <input type="checkbox"/> Hand (L-R) <input type="checkbox"/> Wrist (L-R) <input type="checkbox"/> Finger or Toe	<p style="text-align: center;">DISPOSITION</p> <input type="checkbox"/> Released to parent <input type="checkbox"/> Police <input type="checkbox"/> Refusal of care <input type="checkbox"/> Ambulance <input type="checkbox"/> Refer to doctor <input type="checkbox"/> Report only <input type="checkbox"/> Refer to hospital or clinic <input type="checkbox"/> Medical attention <input type="checkbox"/> EMS transport <input type="checkbox"/> Patient requested EMS transport <input type="checkbox"/> Released to personal vehicle
Describe how the incident occurred:		
WITNESS INFORMATION		
NAME	ADDRESS	TELEPHONE NUMBER
1.		()
2.		()

Signature of Coach or Official (with no relationship to claimant) _____ DATE _____ Phone # _____
 AmerSpec- IR-AS (3-98)

DIVISION III WRESTLING

Name:	_____	Time:	_____	AM-PM	Date:	_____
Address:	_____					
Sport:	_____	Position:	_____	Age:	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female
Medical Insurance:	Yes - No	Company:	_____		Policy #:	_____

Team: _____ Contact Person: _____ Contact #: _____

Injured Area:	Left - Right	<input type="checkbox"/>	New Injury:	Yes - No	<input type="checkbox"/>	Match - Practice - Warm-up - Non-Athletic
Continued Participation?	Yes - No	Period:	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th • <input type="checkbox"/> Overtime			
Incident Description:	_____					
History:	_____					
Physical Exam:	_____					
Diagnosis:	_____					
Treatment:	_____					

Disposition: <input type="checkbox"/> <input type="checkbox"/> Return to Competition <input type="checkbox"/> <input type="checkbox"/> <i>Disqualified from Competition</i> <input type="checkbox"/> <input type="checkbox"/> EMS-Ambulance Transport <input type="checkbox"/> <input type="checkbox"/> Released to Parent <input type="checkbox"/> <input type="checkbox"/> Released to Institutional Representative <input type="checkbox"/> <input type="checkbox"/> Refusal of Care	Comments (<i>NCAA staff notification for disqualifications</i>): _____ _____ _____ _____
_____ Host Certified Athletic Trainer (<i>if applicable</i>)	
_____ Team Medical Staff (<i>if applicable</i>)	_____ Host Physician Signature

Appendix E • Volunteer Waiver Form

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 • Schedule of Events

2024 NCAA DIVISION III WRESTLING CHAMPIONSHIPS FRIDAY & SATURDAY MARCH 15-16

Schedule of Events

Roanoke, VA

All times listed are local time

Schedule of Events

Wednesday, March 13

5-8 p.m. Wrestling facilities open at the U.S. Cellular Center
5-8 p.m. Registration and verification at the U.S. Cellular Center
5-8 p.m. NCAA merchandise available for sale: U.S. Cellular Center

Thursday, March 14

9 a.m.-6 p.m. Wrestling facilities open at the U.S. Cellular Center
9 a.m.-2 p.m. Registration and verification at the U.S. Cellular Center
9 a.m.-2 p.m. NCAA merchandise available for sale: U.S. Cellular Center
2-3 p.m. Mandatory coaches meeting (DoubleTree Hotel & Conference Center – Exhibit Hall A)
6-9 p.m. Wrestling scales open (mats closed)

Friday, March 15

7 a.m. U.S. Cellular Center opens for practice/weight check
7 a.m. Hospitality room opens for coaches, volunteers and media
8:45 a.m. Medical/skin checks in the U.S. Cellular Center warm up area
9 a.m. Weigh-ins on the U.S. Cellular Center warm up mats
Doors open for spectators
9 a.m. NCAA merchandise available for sale: U.S. Cellular Center
10 a.m. Assembly of student-athletes in the U.S. Cellular Center
10:15 a.m. Opening Ceremonies

SESSION I

11 a.m. **Preliminary Rounds One and Two (six mats)**
Consolation First (six mats)
3 p.m. Hospitality room closes
U.S. Cellular Center closes at the conclusion of the last match

SESSION II

4 p.m. U.S. Cellular Center opens for student-athletes/coaches
4-7 p.m. Hospitality opens for coaches, volunteers and media
5 p.m. Doors open to spectators
5 p.m. NCAA merchandise available for sale: U.S. Cellular Center
5:30 p.m. **Championships Quarterfinals (three mats)**
Consolation Second and Third Rounds (three mats)
U.S. Cellular Center opened for up to one hour following last match
10 p.m. (Approximately) Session II ends

DIVISION III WRESTLING

Saturday, March 16

7:30 a.m.	U.S. Cellular Center opens for practice/weight check
7:30 a.m.	Hospitality room opens for coaches, volunteers and media
8:40 a.m.	Assembly of student-athletes in the U.S. Cellular Center
8:45 a.m.	Medical/skin checks in the warm-up area of U.S. Cellular Center
9 a.m.	Weigh-ins in the warm-up area of the U.S. Cellular Center
9 a.m.	Doors open for spectators
9 a.m.	NCAA merchandise available for sale: U.S. Cellular Center

SESSION III

10 a.m.	Championships semifinals (two mats) and consolation quarterfinals (two mats) Consolation semifinals (two mats) Consolation place matches for 3rd, 5th and 7th places (three mats) U.S. Cellular Center closes at the conclusion of the last match
3 p.m.	Session III ends

SESSION IV

5 p.m.	U.S. Cellular Center opens for student-athletes/coaches
5:30 p.m.	Doors open to spectators
5:30 p.m.	NCAA merchandise available for sale: U.S. Cellular Center
6:15 p.m.	Line up of All-Americans
6:30 p.m.	Parade of All-Americans
7 p.m.	Finals – (one mat, staged)
7 p.m.	Hospitality room closes
9 p.m. (Approximately)	Awards presentation immediately following completion of all wrestling for team awards and final two matches. Individual weight class awards will be presented between finals matches. 285 awards will be presented following individual Tech Falls, Pins, and Falls awards.