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INTRODUCTION

Congratulations on being selected as a host for the 2017 National Collegiate Women's Gymnastics Championships. We appreciate your interest in women's gymnastics and are confident your institution will do an outstanding job of administering either regional or national competition.

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 tournament attendee.

As you prepare for this competition, it is vital that you establish a close working relationship with the NCAA championships administrator and chair of the NCAA Women's Gymnastics Committee. Please contact these individuals if you have any questions.

Thank you again for your efforts on behalf of the NCAA and women's gymnastics.

NCAA Women’s Gymnastics Committee
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 LOC.

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

**Role of Governing Sports 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 sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division I Board of Directors.

**Role of Host Institution/Conference.**

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

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

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

The host institution/conference will work in collaboration with the NCAA staff to ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.

**Role of NCAA.**

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, 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, on- and off-court entertainment, fan and sponsor events, television 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.

**Women’s Gymnastics Committee.**

The National Collegiate Women’s Gymnastics Championships are under the control, direction and supervision of the NCAA Women’s Gymnastics Committee, subject to such requirements, standards and conditions as may be prescribed by the Association’s bylaws and Executive Committee.
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<tr>
<th>Region</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Central Region</strong></td>
<td>Jeff Graba</td>
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<td></td>
<td>Head Women’s Gymnastics Coach</td>
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<tr>
<td></td>
<td>Auburn University</td>
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<td>P.O. Box 351</td>
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<td>Auburn, Alabama 36831</td>
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<tr>
<td></td>
<td>Phone: 334-750-9475</td>
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<td></td>
<td>Email: <a href="mailto:jg0009@auburn.edu">jg0009@auburn.edu</a></td>
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<tr>
<td><strong>Northeast Region</strong></td>
<td>Carrie Kimball</td>
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<td></td>
<td>Associate Athletics Director for Operations</td>
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<td></td>
<td>University of New Hampshire</td>
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<td>145 Main Street</td>
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<td>Durham, New Hampshire 03824</td>
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<td></td>
<td>Phone: 603-862-2774</td>
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<td>Email: <a href="mailto:carolynn.kimball@unh.edu">carolynn.kimball@unh.edu</a></td>
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<td><strong>North Central Region</strong></td>
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<td><strong>Southeast Region</strong></td>
<td>Adina Stock, chair</td>
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<td></td>
<td>Assistant Athletics Director/Team Operations</td>
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<td></td>
<td>North Carolina State University</td>
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<td>2500 Warren Carroll Drive</td>
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<td>Raleigh, North Carolina 27695</td>
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<td>Phone: 919-513-1362</td>
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<td>Email: <a href="mailto:azstock@ncsu.edu">azstock@ncsu.edu</a></td>
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<td><strong>South Central Region</strong></td>
<td>Wendy Fallen</td>
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<td></td>
<td>Associate Commissioner, Sports Administration</td>
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<td>Big Ten Conference</td>
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<td>5440 Park Place</td>
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<td>Rosemont, Illinois 60018</td>
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<tr>
<td></td>
<td>Phone: 847-696-1010</td>
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<td></td>
<td>Email: <a href="mailto:wfallen@bigten.org">wfallen@bigten.org</a></td>
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<td><strong>West Region</strong></td>
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<td></td>
<td>Deputy Athletics Director for Administration/SWA</td>
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<td>Oregon State University</td>
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<td>114 Gill Coliseum</td>
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<td>Corvallis, Oregon 97331-4105</td>
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<td>Phone: 541-737-7496</td>
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<td>Email: <a href="mailto:marianne.vydra@oregonstate.edu">marianne.vydra@oregonstate.edu</a></td>
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<td><strong>NCAA Championships Administrator</strong></td>
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<td>Assistant Director, Championships and Alliances</td>
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<td>Indianapolis, Indiana 46206-6222</td>
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<td>Cell: 317-292-1808</td>
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<td></td>
<td>Email: <a href="mailto:msimons@ncaa.org">msimons@ncaa.org</a></td>
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<tr>
<td><strong>NCAA Administrative Support</strong></td>
<td><strong>NCAA Media Coordinator</strong></td>
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<tr>
<td>John M. Kuzio</td>
<td>Phil Pierce</td>
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<tr>
<td>Coordinator, Championships and</td>
<td>Assistant Director, Media</td>
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<td>Alliances</td>
<td>Coordination and Statistics</td>
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<td>Phone: 317-917-6384</td>
<td>Indianapolis, Indiana 46206-6222</td>
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<td>Cell: 317-440-1632</td>
<td>Phone: 317-917-6976</td>
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<tr>
<td>Email: <a href="mailto:jkuzio@ncaa.org">jkuzio@ncaa.org</a></td>
<td>Cell: 317-263-4475</td>
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<tr>
<th><strong>NCAA Marketing and Ticketing</strong></th>
<th><strong>Championships Presentation</strong></th>
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<tbody>
<tr>
<td>Cecilia Click</td>
<td>Durenka Robie</td>
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<tr>
<td>Assistant Director,</td>
<td>Coordinator, Branding and</td>
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<td>Marketing and Ticketing</td>
<td>Fan Experience</td>
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<tr>
<td>Phone: 317-917-6450</td>
<td>Phone: 317-917-6825</td>
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<tr>
<td>Cell: 317-374-5304</td>
<td>Cell: 317-966-6434</td>
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<td>Email: <a href="mailto:drobie@ncaa.org">drobie@ncaa.org</a></td>
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<tr>
<th><strong>NCAA Broadcast</strong></th>
<th><strong>NCAA Corporate Relations</strong></th>
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<tr>
<td>Natalie Steger</td>
<td>Jacquelyn Endsley</td>
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<tr>
<td>Assistant Director,</td>
<td>Coordinator, Marketing &amp;</td>
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<td>Marketing &amp; Broadcast Alliances</td>
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<td>Phone: 317-917-6690</td>
<td>Phone: 317-917-6832</td>
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<td>Email: <a href="mailto:nsteger@ncaa.org">nsteger@ncaa.org</a></td>
<td>Email: <a href="mailto:jendsley@ncaa.org">jendsley@ncaa.org</a></td>
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2017 Dates, Sites and Tournament Directors.

**Nationals**
St. Louis Sports Commission/
University of Missouri, Columbia
April 14-15, 2017
Chaifetz Arena

Chris Roseman
Vice President
St. Louis Sports Commission
308 N. 21st Street Suite 500
St. Louis, MO 63103
Phone: 314-345-5110
Email: croseman@stlsports.org

**Tim Ryan**
Director of Event Operations
St. Louis Sports Commission
308 N. 21st Street Suite 500
St. Louis, MO 63103
Phone: 314-345-5101
Email: tryan@stlsports.org

**Champaign Regional (Central)**
University of Illinois at Urbana-Champaign
April 1, 2017
State Farm Center

Deion Summers
Event Coordinator
1700 S. Fourth Street
Champaign, IL 61820
Phone: 217-300-3673
Email: djsumme2@illinois.edu

**Fayetteville Regional (South Central)**
University of Arkansas, Fayetteville
April 1, 2017
Barnhill Arena

Julie Cain
Director of Event Management
Barnhill Arena
285 N. Stadium Drive
Fayetteville, AR 72701
Phone: 479-575-3134
Email: jcain@uark.edu

**Gainesville Regional (Southeast)**
University of Florida
April 1, 2017
Stephen C. O'Connell Center

Lindsey Thomas
Assistant Athletics Director, Operations
121 Lemerand Drive, Central Rec
P.O. Box 14485
Gainesville, FL 32611
Phone: 352-692-6257
Email: lindseyt@gators.ufl.edu

**Lincoln Regional (North Central)**
University of Nebraska, Lincoln
April 1, 2017
Bob Devaney Sports Center

Kale Terrill
Tournament Director
One Memorial Stadium
Lincoln, NE 68588
Phone: 402-472-1297
Email: kterrill@huskers.com
Tournament Personnel.

The women's gymnastics committee requires that someone other than a member of the gymnastics coaching staff of the host institution be designated as the tournament director and that the tournament director is an employee of the institution. This is to ensure that, in the event the host institution's team is participating in the competition, there will be no conflict of interest should decisions pertaining to the conduct of the competition arise.

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

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

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

**Meet Committee.**

A meet committee should be established at the site of regional and national competition to supervise the actual conduct of the events. It should include the director of athletics of the host institution, or a designated representative, the tournament director, the meet referee, the national committee member(s) or site representative staffing the competition (the site representative shall serve as chair of the meet committee at regionals), and any other person deemed necessary. At the site of the nationals, the women's gymnastics committee chair will serve as the chair of the meet committee.

These individuals are responsible for ensuring that the competition is conducted in accordance with NCAA policies and procedures and is administered efficiently.
Checklist for Tournament Directors.

Refer to the appropriate section of the National Collegiate Women's Gymnastics Host Operations Manual and the 2016-17 National Collegiate Women's Gymnastics Pre-Championships Manual for more detailed information on each item.

AWARDS

1. When awards arrive (approximately one month prior to the national championships), check to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. Save the boxes the awards are shipped in. (Nationals only)

2. Plan an NCAA awards ceremony in accordance with the instructions in the tournament manual. It is customary for the committee chair to present the awards. This also should be coordinated with the public address announcer.

3. Provide a detailed written plan outlining the awards ceremony to Adina Stock, chair of the committee, and Molly Simons, NCAA championship administrator, no later than February 6.

4. No awards, other than the NCAA awards, may be presented at the site of the championships. Please advise Molly Simons at the NCAA national office if any group wishing to do so in conjunction with the competition contacts you.

5. At the conclusion of the event, the host institution may announce the names of the gymnasts, coaches and administrators selected for regional awards by the NACGC/W; however, a formal presentation may not be conducted nor awards/certificates presented. (Regionals only)

COACHES PACKETS

1. Lineup forms (two). (Appendix I)

2. Two sets of Lycra competitor numbers and an adequate supply of safety pins (provided by the NCAA). For each team, AA or IES, include a list of the student-athlete along with the assigned number.


4. Schedule of events.

5. Meet schedule (warm-up, rotation and competition).

   a. Provide a written proposal for your planned march-in to Adina Stock, chair of the committee, and Molly Simons, NCAA championship administrator, no later than February 6.
   
   b. Meet personnel are requested to give a five-minute prompt to teams prior to reporting to the staging area.

7. Credentials. (Provided by the NCAA)

8. Arena diagram. Please include if the bars are on water weights or floor plates.

9. Difficulty Evaluation Forms -- three per coach (Appendix D)
10. Directions and telephone number for the nearest hospital.

11. Program - provide each member of an institution’s travel party with one complimentary copy of the program.

**DRUG-TESTING**

1. If the site is selected for drug-testing, be sure to follow all instructions sent from The National Center for Drug Free Sport, Inc.


**FACILITY/MEET MANAGEMENT**

1. Provide liability insurance per NCAA Bylaw 31.7.4.1. [Note: Host institutions do not have to list the NCAA as an additional insured; however, an institution must submit a certificate of insurance that indicates that the institution carries adequate liability insurance and lists the NCAA as the certificate holder. The host institution must cover the expense for the insurance.]

2. Equipment setup. Provide volunteers to assist with setup **Tuesday, April 11. (Nationals only)**

3. Secure gymnasts (non-participating student-athletes or local club gymnasts) to “break in” the uneven bars prior to Thursday morning. **(Nationals only)**

4. Provide marked locker or dressing room areas in the facility for the participants and judges, one unmarked meeting room at the competition facility for the committee and one unmarked meeting room for the judges.

5. Provide an adequate number of tables, chairs for judges, meet personnel and participants at each event. Space also is needed for six corrals.

6. Obtain a sufficient number of runners (minimum of eight – two per event) to assist the judges and carefully instruct them in their responsibilities. **For nationals only, a headset communication system between the head judge and scoring table is required.**

7. **At regionals**, provide mature and experienced individuals to work as score flashers (four per event at bars, beam, floor and vault). **Be sure the score flasher used to flash the average is labeled with the event and the competitor's name and number.** Provide start value flip charts (16 – four per event). Provide and post on back of vault group flasher the vault value chart. *(Appendix C)*

*Note: High school prospects may not be used as score flashers or as gymnasts to break in the bars.*

**At nationals**, if additional score flashers are needed, please contact the AAI representative for assistance (six per event at bars, beam, floor and vault) for each scoring table. **Be sure the score flasher used to flash the average is labeled with the event and the competitor's name and number.** Provide start value flip charts (24 – six per event). Provide and post on back of vault group flasher the vault value chart. *(Appendix C)*

8. Arrange for a dedicated person to assist on bars for all teams during practice and competition.

9. Arrange for the playing or singing of the national anthem prior to the start of each session of competition.
10. Make signs with the name of each competing team, all-around competitor and individual event specialist for the march-in ceremony.

11. Arrange for an athletic trainer and plan access to a physician and medical facility at each practice and competition session.

12. Setup of two separate athletic training rooms with all necessary modalities is required at nationals and preferred at regionals. A minimum of one area is required for regionals.

13. Be sure the public address announcer is well versed in the correct pronunciation of participants' names and institutions, how to provide the appropriate scoring updates and how the awards ceremony will be conducted, if applicable.

14. Obtain the current version of the ScoreKeeper program. Conduct several trial runs of the program and ensure the system is operating properly prior to the start of competition. Be sure to include team, all-around and individual event specialist scores, paying particular attention to vault nationals. For regionals, report any problems to the NCAA national office. A meeting of the head scorer, NCAA site representative and tournament director shall be held Friday before the start of regionals.

15. Chosen individuals will be on site to provide technical support for the ScoreKeeper program. Travel, lodging and per diem shall be provided for these individuals. (Nationals only)

16. Provide hand-held stopwatches and timers for each event during the competitive sessions: vault (one), bars (one), beam (two) and floor (one). Two different warning devices (whistles, bells or voice) also must be available. These devices must be available during warm-ups.

17. A mechanism for an iPod to be used plus backup systems shall be available. Be sure they are synchronized with the sound system that will be used during competition. Provide a graphic equalizer. An individual knowledgeable about the sound equipment must be present for all practices, warm-up and competition sessions.

18. Develop a security plan for controlled access to the area of competition.

19. Develop a system for displaying team and individual scores throughout the competition.

20. Provide a copy machine near the scoring table available for exclusive use by the scoring director.

21. Provide two 2' x 4' x ½” plywood boards with non-skid surface on both sides for use under the springboard on bars and beam. No logos of any kind are permitted on the boards.

22. For each practice, warm-up and competition session, prepare complete rotational schedules (provided by the NCAA national office), listing which teams/individuals are on each event for each rotation. Distribute a schedule to teams, individuals and meet personnel (including judges).

FINANCIAL ADMINISTRATION

1. Review your approved budget to ensure that it has not been exceeded. If approved expenditures are exceeded without advance permission from the NCAA national office, the host institution accepts responsibility for the increased expense.
2. The financial report of the competition must be submitted online to the NCAA within 60 days after the competition.

3. File the drug-testing financial report, if applicable.

4. Provide concessions (host institution retains revenues). Concession area should be well-stocked, kept neat and clean, and be located near the spectator area. It should be separate from the hospitality area.

5. Sell programs and merchandise. (Event 1 and IMG College, Inc. will contact you to provide more information.) Revenue generated from program sales must be returned to IMG College; revenue generated from merchandise sales must be returned to Event 1. According to the agreement, settlement with IMG College must occur within three days after the event, while settlement with Event 1 must be made within 10 days after the conclusion of the event.

MEDIA/FILMING/STILL PHOTOGRAPHY

1. Individuals requesting credentials must identify their specific role(s) as they relate to the event such as, media coverage, local television, photographer, videographer, etc. Set an area for the working press and be sure individuals have the proper credentials for admittance to the area.

2. Provide an area that will not interfere with the competition for teams wishing to videotape (provided they have received advance permission from the tournament director).

Photographers/videographers from a legitimate media outlet or participating institution will be handled through media relations and deleted from the team list. The photographer can cover the event from an area(s) designated by the host institution. For the videographer to film from the team corral, he or she will need to be included as part of the 24 permitted in the team corral. Photographs may not be taken from the team corrals.

3. Provide a press kit containing pertinent information on each team.

JUDGES

1. Send each judge assigned to the competition a letter or email confirming the assignment, directions, hotel arrangements, pertinent telephone numbers, the time and site of the meeting prior to the competition, and a reminder regarding score-verification procedures. Copy Molly Simons, NCAA championships administrator, on this letter. A copy of the 2016-17 NCAA Collegiate Rules Modifications should be sent to regional judges prior to regional competition.

2. If necessary, follow up with a telephone call to each judge to ensure he or she has received all the information and will be in attendance at the meeting.

3. Arrange for transportation for judges to/from the airport and hotel as well as to/from the hotel to the venue. If possible, provide courtesy cars or a van for judges. Transportation shall be coordinated to minimize the use of rental cars. *(Regionals only)* A hotel shuttle is an appropriate mode of transportation.

Coordinate the travel itineraries of the judges. It is the responsibility of the host institution to arrange transportation for judges from the airport to the hotel, from the hotel to the arena, etc. *(Nationals only)*
4. Obtain six volunteer judges (Level 9 rating or above) to serve as timers (4) and line judges (2).

PARTICIPANT MANUAL

1. All hosts will receive via email a template of the participant manual. Be sure the participant manual includes the information outlined in the appropriate section of the tournament manual. The participant manual should be sent to Molly Simons, NCAA championship administrator, for approval. (For both regionals and nationals no later than February 6). Once approved, a copy of the manual will be placed on the NCAA website as well as the host institution’s website.

2. Provide an arena diagram in the participant manual displaying the floor layout and areas reserved for each team’s fans.

3. After teams are announced for both regionals and nationals, the host institution shall send each participating team a travel form. (Appendix G)

RESULTS

1. After regional competition, fax or email the results and the regional results report form to Adina Stock, chair of the Women’s Gymnastics Committee, and Molly Simons at the NCAA national office. The Regional Results Report Form can be printed directly from the Scorekeeper program after all scores have been verified. (Appendix B)

Forward a copy of the results of all championships competition to the attention of Phil Pierce at the NCAA national office; include both first and last names of the participants.

2. Provide each head coach two copies of the results before he or she leaves the competition venue. (Regionals)

3. Disseminate daily results to coaches, news media, wire services and the NCAA website.

An area shall be designated for the distribution of results. Competition rotations, rotation results and final meet results, as well as important announcements, shall be posted in this area.

TICKET/CREDENTIALS

1. Contact participating institutions’ ticket managers regarding the number of tickets the institutions wish to purchase and remind them they are financially responsible for tickets not returned to the host institution by the deadline stated in the participant manual.

2. The NCAA will create and send color-coded credentials to all regional and national hosts. They shall be distributed to various groups that will need access to the venue and/or competition floor. Wristbands shall be provided to each institution’s official travel party (a maximum of 21 per team).

The following credentials will be produced:

a. All Access.
b. Event Management.
c. Participants (wristbands).
d. Temporary Floor.
e. Medical.
f. Media.
g. Photo.

Regional hosts shall place their credential orders with Phil Pierce (ppierce@ncaa.org) at the NCAA national office by January 13.

For the nationals, the NCAA media coordinator will work with the host to determine specific credential needs.

___ 3. Two credentials for on-site American Athletic, Inc. (AAI) technicians providing equipment setup and support shall be provided. Up to four additional credentials with access determined by the NCAA may be provided.

Additionally, four banquet tickets will be provided to be used at the company’s discretion. (Nationals)

OTHER

___ 1. Designate an area off the competition floor (or under the podium) for storage of spring boards between sessions. (Nationals)

___ 2. Provide a matted area out of the competition arena where gymnasts can stretch during a bye.

___ 3. An area for student-athlete hospitality should be located in near proximity to both bye locations, for regionals and nationals.

___ 4. Provide a participant packet for each committee member (Nationals) or the designee serving as the NCAA site representative. (Regionals)

___ 5. See scoring procedures supplies.
1. Official NCAA awards will be presented at the site of the national championships. The following number of awards will be given: team trophies for the top four teams; a maximum of 20 individual awards (the official squad list of up to 15, plus five coaches) for each of the four teams; championship watches to the winning team (the official squad list of up to 15; an additional five watches will be ordered by the NCAA after the event); and awards to the top eight place-finishers on each of the four individual events, plus all-around.

These official NCAA awards are the only awards that may be presented at the site of the championships. Recognition or appreciation awards may be presented to individuals or organizations that have contributed to the development and/or management of the championships, but any such presentation must be made separate from and cannot occur in sequence with the presentation of the NCAA championship awards. Approval must be granted by NCAA staff.

2. MTM will send official NCAA awards to the tournament director approximately two weeks prior to the championships. 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 and secured in a limited-access area.

3. Participation medallions are provided to all student-athletes competing or in uniform at the national championships regardless of whether they receive any other awards (i.e., mini trophies or watches). The participant medallions will be shipped to the tournament director.

4. Any plans for entertainment or exhibitions and any other procedures, presentations or announcements must be submitted to and approved by the Women's Gymnastics Committee prior to the start of the competition.

5. The host institution must provide a detailed written plan of its awards ceremony to the committee chair and the NCAA championship administrator no later than February 6. This plan should include march-in procedures, script, awards presenters, etc. *(Applies to both regional and final sites.)*

### Awards Ceremony - Nationals

1. The awards ceremony will be conducted on the awards platform after the conclusion of competition and after the scores have been verified. Personnel must be in place and alert to setting up the tables for the ceremony without undue delay. Four six-foot tables should be used to hold the awards and should be appropriately draped and NCAA decals affixed (if possible).

2. Team awards will be presented immediately after the team competition Saturday evening. Teams shall report to the staging area immediately after the end of competition and be dressed in their team warm-ups. On Friday, awards will be presented to the top eight all-around award winners and individual event specialists in one ceremony at the conclusion of the second session of competition.

3. All ties at the national championships should and will remain the same. There will be no tiebreakers -- all ties will be honored. The NCAA committee will record all ties. The additional awards will be ordered by and sent to the respective institution’s athletics administrative office from MTM after the championships. All awards that are not given out because of ties (e.g., third place if there is a tie for second place) should be returned to the vendor, MTM, by the host institution.
Champions Locker Room Program.

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

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team as soon as the events have officially concluded. Extra product (if any) should be given to the team’s administration.
- All winning team inquiries about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

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 his or her sport, while also achieving the highest academic standard among his or her 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 and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. The NCAA Academic and Membership Affairs staff will determine the winner of this award for each championship and provide to the NCAA Championships Operations point person 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 operations point person can share the information with the coach of the winning student-athlete to make sure of that person’s attendance. However, they should not inform the student-athlete. Mark Bedics or another member of the media coordination staff will typically send a template of a release and the logo to the SID of the winner’s institution on the morning of the announcement to allow them time to prepare.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst 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 which 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 his or her sport, while also achieving the highest academic standard among his or her 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 together 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 Tournament Operations point person.
• 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 meal.
• If video screens are available, the video slide or footage of the winning student-athlete provided by BSN 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.
• If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. 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.
• 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 the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete’s participation or preparation for the championship. Examples could be:

• In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal which they are not participating in.
• 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 Sports & Entertainment will provide the following standard PA announcement sometimes accompanied by a video board slide. The Championships Operations point person (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide Van Wagner
Sports & Entertainment 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 his or her sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s championships.

The recipient of the Elite 90 Award for the (list year/championship here: 2014 NCAA Division II Baseball Championship), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

Press release
On the day the winner of the Elite 90 award will be publicly recognized, the NCAA Media Coordination staff will send out a standard press release template to the sports information director of the winner’s institution and to the Championships Operations point person. For selected championships, this press release will also 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.

For more information on the Elite 90 award winners, log on to NCAA.com/elite90.

<table>
<thead>
<tr>
<th>Participation Awards (formerly mementos).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regionals. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA regional competition the same experience, <strong>banquets and mementos will NOT be permitted at regional competition.</strong></td>
</tr>
</tbody>
</table>

| Nationals. 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). |

| At a minimum, one item for each member of the official travel party will be provided: (Teams – 15 student-athletes plus 5 non-athletes; Individuals – 1-2 individuals - each participant plus 2 non-athletes, 3 or more individuals - each participant plus 3 non-athletes. |

**SECTION 2 – Band/Spirit Squads and Mascots**

<table>
<thead>
<tr>
<th>Admission.</th>
</tr>
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<tbody>
<tr>
<td>Band members, not to exceed 25, who are in uniform and performing at the regionals or championships will not be charged admission to the competition. The host institution must designate seating off the competitive floor. Bands should be seated in comparable areas of the arena. Place bands so as not to interfere with spectators, photographers or participants, subject to the approval of the Women’s Gymnastics Committee or site representative. Bands and spirit squads will be provided seating when their team is not competing (for all sessions).</td>
</tr>
</tbody>
</table>

| Spirit squads, not to exceed 12, plus the costumed mascot, shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institutions' directors of athletics. Spirit squads and mascots will not be allowed on the competition floor at any time during the competition and will be |
designated an area near respective spectator sections to lead cheers.

**Designated Areas.**

Participating institutions must notify the host institution whether or not they will bring a pep band, spirit squad and/or mascot to the competition no later than **March 22** for regionals and **April 5** for nationals.

**Fight Songs/Music.**

Bands, or any component thereof, may play only during the 10 minutes before the competition when the floor is cleared, the 3-minute 30-second touches, and 10 minutes after the awards ceremony.

In the event there is more than one band, the tournament director will divide the 10 minutes and assign the 3-minute 30-second touches equally among the bands. The host will play last with all others performing in alphabetical order. The band MAY NOT interfere with the announcer.

**FIGHT SONGS MAY NOT BE PLAYED DURING THE 4-MINUTE TOUCHES**

**National Anthem.**

Secure singer(s) to perform the national anthem live or have it played by one of the participating institutions' bands, if applicable (to be determined by a coin flip if there is not mutual agreement) after the march-in ceremony. The anthem shall be played at each session.

**Noisemakers/Non-permissible 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 vehicles.

**Laser Pointers.** Laser pointers are not permitted. Buttons with flashing lights also are not permissible.

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

**SECTION 3 – Banquet/Entertainment /Hospitality**

**Regionals.** Host institutions shall plan appropriate hospitality and meals for media, volunteers and participants on practice and competition days. Average expenses for regionals are between $3,000 and $5,000 dollars. Expenses incurred beyond the approved amount are the responsibility of the host institution.

**Nationals.** The host institution shall plan appropriate hospitality and meals for media, volunteers and participants on practice and competition days as well as a banquet for approximately 325 attendees shall take place the evening of Wednesday, April 12, at a time to be determined. Average expenses for these activities range between $18,000 and $22,000 dollars. Judges shall NOT to be included in any social event involving the participating coaches or student-athletes.

**Student-Athlete Hospitality.** An area for student-athlete hospitality should be located in close proximity to both bye locations and be stocked with the following items:
Bagels with peanut butter and cream cheese, yogurt (frozen is a favorite), fresh fruit (bananas, oranges, grapes and apples), granola/power bars, finger sandwiches/wraps, fresh vegetables (celery/carrots), pretzels, animal crackers, almonds/walnuts, trail mix, as well as cheese and crackers.

SECTION 4 – Branding

Ancillary Events.

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor’s bureau) elect to stage such activities, the following policies shall apply:

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

No entity may contact NCAA CC/Ps directly. All such contact shall be directed through the NCAA staff.

Student-Athlete Autograph Sessions.

At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief personal interaction, provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and a checklist of items needed for the autograph session.

Elements to consider.

- Number of fans – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes.
- Timing and location – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes’ preparation for or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship).
- Equitable participation – will all participating teams or individual student-athletes from various schools have equal opportunities to participate.
- Student-athlete experience – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated.
- Visibility and promotion – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it.
Guidelines.

• The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them.

• The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral.

• The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate.

• NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person.

• Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced.

• 30-60 minutes in length. May be split so each team or different groups of individuals sign at separate 30-60 minute periods. If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans.

• Student-athletes should wear game apparel or matching team issued warm-up gear.

• Student-athletes should have easy access to autograph tables or be escorted by staff, committee, volunteers or security to allow for ease of entry and exit.

• One item signed per person to keep lines moving (use your own discretion if crowds are sparse). If the autograph session is sponsored, please also check with your NCAA point person or the corporate relations contact for the championship for additional limitations that may need to be accommodated.

• Photos with student-athletes discouraged or limited to keep lines moving (use your own discretion if crowds are sparse).

• Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas.

• LOC staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary.

• Any autograph materials provided to fans must be produced by or approved by the NCAA point person.

• No local sponsorship of student-athlete autograph sessions will be permitted.

• A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line entertained with music (and/or video highlights).

• Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line.
Checklist.

- Autograph tables, including skirting (approximately 3 student-athletes per 8’ table).
- Chairs.
- Autograph card or poster (provided or approved by the NCAA).
- Pens (Sharpie’s recommended).
- NCAA provided branding items.
- Zip ties, tape and other necessary items for affixing banners and signage.
- Staff or volunteers (minimum of 2 per autograph area).
- Water or other refreshments for student-athletes (Dasani, PowerAde or other Coca-Cola product when possible, otherwise unmarked).
- Security (if appropriate).
- Pipe and drape backdrop behind autograph tables (if appropriate).
- Bike rack or Tensa barrier for lines (if appropriate).
- Easels or other free-standing directional or student-athlete/team identification signs (if appropriate).
- Individual name plate/table tent identifying each student-athlete (if possible and appropriate).
- Floor tape to create arrows or lines on the floor (if appropriate).
- Tents to shade student-athletes (if appropriate).
- Rubber bands for posters (if appropriate).
- Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate).

Logos.

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

Public Address and Text Board Scripts.

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

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

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

Jeremy Havens - Producer  
Van Wagner Sports & Entertainment  
Cell: 608-469-5837  
Email: jhavens@vanwagner.com

**Electronic Messages.** No host or venue specific messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

**SECTION 5 – Broadcasting/Internet**

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

**SECTION 6 – Commercialism/Contributors**

**Space Requirements.**

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

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

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

**Premium 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 90 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

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

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

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

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

Commercial Identification, Signage and Official Marks.

1. No advertisements shall be displayed on the press tables or scoring table prior to or during the conduct of the championships.

2. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the arena proper shall be covered by the facility at its expense, as designated by the NCAA.

3. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena during any session of the championships, without the prior approval of the NCAA.

4. No advertisements shall be displayed on the floor level area walls prior to or during the conduct of the championships, without the prior approval of the NCAA.

5. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

NCAA Corporate Champion and 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 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.

SECTION 7 – Critical Incident Response/Emergency Plan

Preparation.

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

Each host will be asked to provide the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.

- Review emergency protocol prior to the start of the event.

- Identify chain of authority.
  - Incident commander (second in command).
  - Decision-making personnel/team.

- Identify incident command center.

- Identify incident communication plan.
• Review evacuation plan – review plan with facility manager.

• Review emergency response plan for typical emergencies.

• Review emergency response plan for national disasters.

• Review emergency response plan for terrorist actions.

In the event of a critical incident, contact the NCAA championship administrator immediately. If possible, contact the championship administrator before changes are made to the meet schedule.

**Interruption of 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 competition schedule also shall be adjusted by the meet committee. The committee should review the following procedures for interruption of the competition:

**Scoring Table.** Assure that the rotation, gymnast competing on each of the respective events and individual/event/overall scores are accurately recorded.

**Judges.** Assure that the judges assigned to the respective events know the gymnasts left to compete when competition was halted.

**Student-Athletes and Coaches.** These individuals should proceed to the corral or, on instruction from the NCAA staff or committee members, retire to the locker rooms or to another locale 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 competition 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 student-athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

**Communication.** A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the scoring 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 judges 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 scoring table to assess the situation.

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

**Resumption of Competition.** As soon as possible, competition shall be resumed from the point of suspension with adequate warm-up time allotted. If necessary, the meet 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 meet committee has the authority to reschedule the session in a nearby facility...
(e.g., on campus or elsewhere in the city) provided the alternate facility meets the necessary NCAA specifications.

**Spokesperson.** The committee chair or his/her designee or NCAA championships administrator, 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.

### Safety and Security Plan.

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 [here](#) 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.

### SECTION 8 – Credentials

<table>
<thead>
<tr>
<th><strong>Credentials.</strong></th>
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<tbody>
<tr>
<td>1. Working credentials may be provided to bona fide working personnel, including media representatives, judges and equipment company representatives who provide equipment for the competition. <strong>For regionals and nationals,</strong> credentials shall be provided by the NCAA. All regional hosts shall submit their credential orders to Phil Pierce (<a href="mailto:ppierce@ncaa.org">ppierce@ncaa.org</a>) at the NCAA national office by <strong>January 13.</strong> The NCAA media coordinator will work with the host to determine specific credential needs.</td>
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</table>
2. **General Policies:** Credentials must be worn as specified below to gain entry to the arena and for access to designated areas (competition floor, press conferences, locker rooms, etc.).

The entry/march-in form shall serve as the official credential request form. An issued credential may not be given to another team member or individual. If a participant or staff member loses a credential, a fine will be imposed (the price of an all-session ticket to the event) to replace the credential. Wrist bands will be provided to the coaching staff and support personnel as identified on the official entry/march-in form; student-athletes will receive plastic “bag tags” to affix to their gym bags. These credentials will be provided in the Welcome Packet along with the competitor numbers. Different credentials will be provided for each session.

**Teams:** Teams shall receive a total of 24 individual credentials, with a maximum 15 for competing student-athletes. If a team does not have 15 student-athletes, the remaining credentials may be allocated to other necessary institutional staff members or non-competing student-athletes. For the videographer to film from the corral, see policy below. The athletic trainer shall be included as part of the 24.

**All-Around and Individual Event Qualifiers:** In addition to credentials issued to the individual qualifier(s), institutions will receive four (4) non-participant credentials for coaches, athletic trainers and other necessary institutional staff members.

**Temporary Passes:** A maximum of three (3) temporary credentials may be issued (not good for admittance) to each institution for use by its administrators for access to pre- and post-competition responsibilities, press conferences and awards ceremonies. The administrator(s) will be permitted on the competition floor up until the floor is cleared to prepare for march-in. These three individuals shall be listed on the official entry/march-in form.

**Team Physician:** A medical credential may be issued to a team physician on request via the official entry/march-in form. Hosts shall seat team physicians in an area that is easily accessible to the competition floor in the event of an injury.

**Sports Information Director:** One (1) floor-access credential (non-transferable) for purposes of fulfilling media responsibilities and access to the competition floor and locker rooms as needed. This will be requested through and issued by the media coordinator.

**Photographers/Videographers from Participating Institutions:** Up to two (2) credentials for an institution’s photographer and/or videographer may be requested via the media coordinator and removed from the team list. The photographer must cover the event from areas designated by the host institution. For the videographer to film from the team corral, he or she **must** be included as part of the 24 permitted in the team corral and listed on the official entry/march-in form. Photographers **are not permitted in the corrals and their credentials will be handled by the media coordinator.**

**Drug-Testing Team.** In the event of drug-testing, event management badges shall be issued. 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.

**Other Television.** Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician. [Refer to Appendix M for the print photography criteria.]

**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
SECTION 9 – Drug Testing

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

**Drug-Testing Expenses.**

The proposed budget included in the site coordinator’s manual should be completed and submitted to the National Center for Drug Free Sport, Inc. (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement.

**Host Notification.**

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport. The tournament manager and site coordinator will be notified no earlier than 30 days before the start of the competition as to whether testing will be conducted.

**Drug-Testing Statement.**

NCAA committee members, NCAA championship administrator or host institution will make no official announcement of drug-testing taking place at the administrative meeting. Instead, the individual presiding over the meeting must read the following statement:

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug-testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug-testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug-testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug-testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

**Participant Notification.**

Announcing in advance whether drug-testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug-testing will occur at the championship event.

Couriers will notify student-athletes of selection for drug-testing.
Media Obligations.

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

Host Site Coordinator/Responsibilities.

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Couriers.** The host will provide couriers to notify student-athletes of selection for drug-testing immediately after the event for which they were selected. The courier must stay with and escort the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- **Championships Drug-Testing Site Coordinator Manual.** The championships drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator’s manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** The site coordinator will meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist the drug-testing crew chief during testing as directed.
  - **Confirmation.** Review the site coordinator’s copy of the NCAA drug-testing confirmation memorandum.
  - **Credentials.** Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, “Games Management” is preferred. Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.
  - **Crew Chief.** Contact the drug-testing crew chief the day before the scheduled testing date.
  - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day before the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew chief will make arrangements for the crew’s transportation and lodging, but may request the assistance of the site coordinator.

Facility Specifications.

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

**SECTION 10 – Facility, Equipment & Space Requirements**

### Facility Use.

The competition venue must be exclusively available for setup, practice and competitive sessions throughout the competition (Regionals: March 30 - April 1; Nationals: April 11-15). The placement of all auxiliary equipment (e.g., chairs, tables, corrals, etc.) shall be in place beginning Thursday for regionals and Wednesday for nationals (i.e., committee’s walk-through) and remain in place throughout the competition.

**Regionals.** The facility shall be reserved for the exclusive use of the NCAA beginning at 10 a.m. two days before the competition through the conclusion of the final session (i.e., Thursday through Saturday). All space shall be available and the facility set up no later than Thursday prior to practice day.

**Nationals.** The facility shall be reserved for the exclusive use of the NCAA beginning at 10 a.m. three days before the competition through the conclusion of the final session (i.e., Tuesday through Saturday). All space shall be available and the facility set up no later than Wednesday prior to practice day.

### Neutrality.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of student-athletes on host institutional signage should not be used to create a “home” atmosphere. Traditional march-in ceremonies are not permissible.

### 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 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.
Decorating and Advertising.

Banners Inside Facility. Any banners other than the approved NCAA and television banners may not be posted within the competition arena without the women’s gymnastics committee or site representative’s permission. Banners may not be placed adjacent to the competition floor. Hand-held team banners are permissible if they do not interfere with the competition or spectators’ views and they do not contain any commercial logos or identification.

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

Institutional Signage. Institutional signage does not need to be covered.

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

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise/programs and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. (Regionals and Nationals)

Table Banner (site specific for all rounds). The NCAA will provide one banner for the scoring table for regionals and two banners at the site of the nationals (one to be used for Friday competition; and the Super Six banner for Saturday’s session). 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 scoring table. Cover the scoring table with drape or other appropriate material if the banner does not cover the entire table.

Equipment.

Equipment List. The tournament director at each host institution must verify by November 4, 2016, that the required equipment has been secured for the competition. The purchase of equipment may not be included as an item of expenses in the host institution’s budget.

The Women’s Gymnastics Committee requires that host institutions provide all AAI equipment. Specific pieces of apparatus are required on the competitive floor (Appendix J). AAI will provide all equipment for nationals, and on request will work with regional hosts to acquire equipment. Please note that some items may be added or deleted due to future changes to equipment specifications. A one-year waiting period has been implemented for any equipment or matting changes made by the International Gymnastics Federation (FIG) or USA Gymnastics (USAG). This will allow institutions to plan and budget for these items. The NACGC/W president will share any proposed equipment changes with national office staff and the committee will review/approve/follow up with AAI to ensure compliance at the championships.

Equipment Policies.

1. The purchase of equipment may not be included as an item of expense in the host institution’s budget when serving as host for either regional competition or national championships. For the national championships, equipment companies will supply the equipment to avoid a mixture of manufacturers’ equipment on the floor. The equipment that will be used in the 2017 championships will be provided by AAI. All equipment must meet the specifications as outlined in the 2016-17 USA Gymnastics Women’s Rules and Policies Operating Code (Junior Olympic level) and any NCAA collegiate modifications. Copies can be obtained through USA Gymnastics, 132 East Washington Street, Suite 700, Indianapolis, Indiana 46204 (317-237-5050), or on its website.
2. Boards and matting provided by host institutions at regionals, and by the equipment company at nationals, must remain at each assigned event.

3. Beam and floor routines must be timed. Falls from the beam and bars also must be timed. The warning device used to time beam and floor routines may be a bell or whistle, and they must be distinguishable from each other. The gymnasts and coaches should be made aware of the device before the start of the event.

4. Representatives of the equipment company supplying the apparatus for the national championships must be available at all practice and competitive sessions. The representative also shall provide tools necessary to measure and adjust the apparatus, as needed.

5. A representative of the NCAA Women’s Gymnastics Committee and the representative of the equipment company will be responsible for inspecting the equipment and ensuring that adequate mats and mount and dismount areas are provided. The meet referee is responsible for measuring the equipment, and ensuring that all equipment meets specifications.

6. Representatives of the equipment company that is supplying the apparatus for the meet are entitled to three (3) passes for official company personnel and two to three (2-3) parking passes, as needed.

7. Equipment used in the regional and national championships must be available for purchase by member institutions September 1 before the championships. In addition, equipment used in the championships must be approved by the NCAA Women’s Gymnastics Committee.

8. Foreign substances may NOT be placed on the hands and/or feet of the gymnasts or any piece of equipment (e.g., honey and sugar, tuff skin, etc.).

Miscellaneous Equipment.

1. The institution needs to provide the score flashers (16 - 4 per event, 5 at vault) for each scoring table. (Regionals only)
2. Chalk holders and chalk.
3. Spray water bottles and brushes.
4. Tac-10 pads and cleaner.
5. Metal tape measure for vault.
6. Spare parts - turnbuckles, load binders, vaulting springs, etc.
7. Equipment company personnel to staff the competition venue.

Handheld Radios.

1. Regionals. The tournament director should provide the NCAA site representative with a handheld radio to use throughout the competition for communication with the tournament director, if requested.
2. Nationals. The tournament director should provide the NCAA staff with 10 handheld radios to use throughout the competition. Earpieces are preferred to headset, if requested.

Leaderboard. Develop a system for displaying team and individual scores throughout the competition. (Required for Nationals; Preferred at Regionals)

Sound System. Provide a mechanism for an iPod to be used plus backup systems and be sure they are synchronized with the sound system that will be used during competition. Provide a graphic equalizer. An individual knowledgeable about the sound equipment must be present for all practices, warm-up and competition sessions. It is recommended that the sound system be located in close proximity to the floor exercise area and not at the scoring table. Competition music must adhere to all JO rules (level...
as well as any NCAA rules modifications. Volume levels of floor exercise music should be consistent for all participating teams.

The host institution will be responsible for providing generic background music containing only non-offensive lyrics during march-in, warm-up periods and rotations. The host institution is subject to a financial fine if this policy is not followed.

Telephones. Telephone communication must be available for radio and television (if applicable). ESPN will provide telephone communication between the scoring table and its truck for the committee liaisons. *(Required for Nationals; as needed at Regional sites)*

Video Screens. If electronic video replay screens are available, they may be used at the facility’s expense. Replays of any routine are not permissible. Video screens may not display advertising.

Dasani/POWERADE Equipment.

Equipment Information. 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.

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, isotonics) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

Sideline Equipment Hydration Program. 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.

Championship Final Sites and Selected Preliminary Round Sites:

All final and selected preliminary round 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 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.

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

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

The host institution may use other items. 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 has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite), 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.

The host may use previously supplied equipment from the NCAA, specifically red POWERADE, 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).**

<table>
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<th><strong>NCAA Space Requirements.</strong></th>
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<tr>
<td><strong>Venue Specifications.</strong> For nationals, it is preferred that the size of the venue be a minimum of 17,325 square feet (165’ L x 105’ W) and competition be held on the podium. The facility shall have at least 8,000 permanent and/or temporary seats.</td>
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<tr>
<td><strong>Access/Security.</strong> A security officer should be stationed outside the media workroom and post-competition interview room to check credentials; this individual should be instructed that only credentialed individuals may enter the area. Judges specifically are prohibited from this area.</td>
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<tr>
<td><strong>Athletic Training Room.</strong> Provide an athletic training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the competition and all practice sessions. Two separate athletic training rooms with all necessary modalities will be required at nationals and are preferred at regionals. A minimum of one area is required at regionals.</td>
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<tr>
<td><strong>Backdrop (Nationals only).</strong> The NCAA will provide a backdrop with the NCAA logos to be hung behind the media dais.</td>
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<tr>
<td><strong>ESPN Interview Room/Area (Nationals only).</strong> Two areas, one adjacent to the competition floor for ESPN interviews and headshots; and a second area located in a remote area on the competition floor for ESPN interviews when coaches are on a bye rotation.</td>
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<tr>
<td><strong>Entrances.</strong> Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., team, media, player-guest ticket and band/spirit squad).</td>
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</table>
| **Interview Room.** The interview room should be “dressed” appropriately to reflect the prestige of the event
by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and camera operators at the back of the room; and (e) providing a sound system.

**Judges.** An area large enough to accommodate 26 judges must be reserved. This area will be used as meeting space/meal functions for the judges. A sign reading, “NCAA Use Only” shall be posted on the room.

**Locker Rooms/Supplies.** Six equitable locker rooms with shower facilities must be provided for each team. The home team will be permitted to use its original locker room. Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice during all competition. The committee or site representative will inspect the locker rooms prior to the first practice. Separate locker rooms shall be available for male and female coaching staff members.

**Media Areas.** The areas used for the media workroom and for press conferences 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. It is preferred that hospitality is located in a separate area in close proximity to the media workroom. Only NCAA, DASANI, POWERADE and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

**NCAA Committee/Meet Committee Meeting Room.** The committee meeting room should be large enough to accommodate 10 individuals comfortably. This area needs to be close to the competition floor and not visible to the public.

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

**Signage.** Signs should be posted to identify the teams’ locker rooms. Directional signage as needed also shall be displayed.

**Team Personnel Entrance.** An entrance, near the locker rooms, must be identified for all student-athletes and coaches. This entrance will be used to distribute wrist bands to those coaches and administrative personnel listed on the official entry form. Competing student-athletes will receive credentials and wristbands to affix to their gym bags.

**Warm-Up Area.** Provide warm-up space with matting close to bye corrals but off the competition floor for teams on a bye to stretch/warm up between rotations.

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

**Official Scoring Table.**

Provide seating at the head scoring table for the following:

1. **Regionals.** The head scorer, four assistant scorers, meet referee, alternate judge, tournament director, the NCAA committee/site representative, staff in charge of the scoring system, music technician and announcer.

2. **Nationals.** The NCAA scoring director and assistant, head scorer, four assistant handscorers, meet referee, alternate judge, NCAA Women’s Gymnastics Committee (3), tournament director, NCAA championship administrator and staff (5), music technician and the announcer; as well as four spots reserved for ESPN talent and staff.

3. Media representatives shall not be seated next to the aforementioned meet personnel.
The walkway behind the scoring table should be roped off to preclude spectators, coaches and participants from accessing the area.

**Videotaping.**

Each participating team is permitted to tape competition at the site where it is participating with a single camera and one person (videotape or film).

1. Institutions are permitted to videotape championships competition of their teams or their individual student-athletes for archival, coaching or instructional purposes. The videotapes may not be used for any commercial purposes. Each institution is permitted to use **one** camera and may videotape only that portion of the competition in which it participates from either the designated area provided by the host institution or from its respective corral during regional and national competition. Institutions may videotape from inside their corrals provided the camera is hand-held or on a stationary tripod and does not obstruct fan viewing. For the videographer to film from the team corral, he or she will need to be included as part of the 24 permitted in the team corral.

2. In most cases, photographers will be restricted to the seating area and will not be allowed on the competitive floor. Exceptions may be made for facilities in which there is sufficient space for photographers’ boxes at each event and where the presence of photographers would not in any way interfere with a competitor's performance.

3. Flashes or strobes are not permitted because of the proximity of the photographers to the competitors. Establish rules that are workable in the facility that will allow photographers to take good shots without interference of any kind. The host institution's sports information director is responsible for this area. In addition, photographers should be notified in advance of the ground rules.

**SECTION 11 – Financial Administration**

**Audit.**

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

The NCAA will make best efforts 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 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.

### Lodging Expenses

**Judges.** Room and tax shall be direct-billed to the host institution and be reimbursed on the final financial report. Judges will be responsible for their own incidentals. Estimated lodging costs for the judges shall be included as a line item on the initial proposed budget.

**NCAA Representative/Women’s Gymnastics Committee.** Room and tax shall be direct-billed to the host institution and be reimbursed on the final financial report. Committee members/NCAA representative will be responsible for their own incidentals. Estimated lodging costs for site representatives/women’s gymnastics committee members shall be included as a line item on the initial proposed budget.

**NCAA Affiliates.** Will be responsible for their own expenses.

**NCAA Staff.** Will be responsible for their own expenses.

### 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 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent 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 should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the drug testing manual (NCAA.org/Student-Athlete Programs/Health and Safety).
Insurance.

If event is held on-campus:

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

If event is held off-campus:

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

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

Notes:

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

Participants - Nationals.

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA formula. The competing teams shall be responsible for their local transportation. Once the championship is completed, participating institutions should submit online expense forms to the travel group at the NCAA national office within 30 days of the competition. Please note, that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above.

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 the meet referee and the NCAA committee representative(s). The championships staff will make all arrangements directly through Short’s Travel and communicate arrangements to the individuals who have been approved to rent cars.

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

SECTION 12 – Judges

Confidentiality.

Participating teams will be advised of the judges assigned to their competitions at the administrative meeting. The committee representative will meet with the judges (separately from the administrative meeting) to review their responsibilities, and distribute the NCAA patches.

Communication.

Immediately on receipt of the list of judges assigned to the competition, hosts shall send a letter or email to each official with the following information (and copy the NCAA championship administrator):

1. Confirmation of travel expense, fee and per diem policy. (Note that these reimbursements will be handled directly by the NCAA.)

2. Name, telephone number and directions to hotel and institution.

3. Time and site of judges meeting prior to the competition.

4. Time and date(s) of competition.

5. Information on whether the host will provide local transportation.

6. Attendance at the judges meeting is mandatory.

8. Telephone numbers for key meet personnel. (Suggest cell phone number be provided for travel delays.)

[NOTE: Aside from communicating with each judge regarding the above information, the tournament director is responsible for maintaining the confidentiality of the list of judges. The committee or site representative will release the list of judges during the administrative meeting.]

Equipment Check.

Regionals. The meet referee must be present to check equipment the day prior to competition not later than 2 p.m. and must attend practice sessions and the administrative meeting to review judging issues.

Nationals. The meet referee must be present to check equipment Wednesday not later than 3 p.m. and must attend practice sessions and the administrative meeting to review judging issues.

Fees.

The NCAA will pay for judge’s fees directly. The host should not list those expenses in the host financial report.

Judges per Event - Regionals.

Four judges will judge each event during the competition.
One alternate judge with a minimum Level 10 rating will be selected and assigned by the Women’s Gymnastics Committee for each regional.

**Judges per Event - Nationals.**

Six judges will judge each event during the team and all-around competition. The high and low score will be dropped and the four scores in the middle will be averaged.

One alternate judge with a minimum Level 10 rating will be selected and assigned by the Women’s Gymnastics Committee for the nationals.

**Line Judges.**

Provide two line judges for the floor exercise competition. Each line judge needs a yellow flag and line judges slip *(Appendix F)*.

**Timers.**

It is preferred that local volunteer judges are secured to serve as timers for each practice session – beam (2), bars (1) and floor (1). Timers also must be available to ensure appropriate warm-up time on bars and beam on the day of competition for the all-around and event specialist competitors.

At the national championships, a committee representative will time the warm-ups for uneven bars and balance beam.

**Dedicated Individual for Bars.**

The Women’s Gymnastics Committee requests that all hosts provide a dedicated individual to assist on bars for all teams during practice and competition. This individual will assist with moving mats and bar settings.

**Meetings – Regionals.**

The tournament director shall schedule a judges meeting on the day of the competition at least two hours before the published start time. Be prepared to address any questions regarding per diem, fee and travel expense policies. The hotel expenses (excluding incidentals) for judges required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA. Judges will receive a $45 per diem allowance for meals and incidentals for each day of the championships, beginning with the day of arrival and ending with the day of departure. Judges not required to remain overnight at the site also shall receive a $45 a day per diem.

**Meetings – Nationals.**

The meet referee must be advised that his or her attendance is mandatory to measure equipment on Wednesday not later than 3 p.m. and at Thursday’s practice sessions and administrative meeting.

Schedule a judges meeting at the venue or headquarter hotel at least two hours prior to the start of the competition. Be prepared to clear up any questions regarding the per diem, fee and travel expense policy. The hotel expenses (excluding incidentals) for judges required to stay overnight at the championships site shall be paid by the host institution and later reimbursed by the NCAA. Judges will receive a $45 per diem allowance for meals and incidentals for each day of the championships, beginning with the day of arrival and ending with the day of departure. Judges not required to remain overnight at the site also shall receive a $45 a day per diem.
Patches.

NCAA patches will be sent to the host institution by the NCAA national office for judges to affix to their uniforms.

Selection – Nationals.

The NCAA Women’s Gymnastics Committee will select all judges (26 judges, a meet referee and an alternate). The NCAA national office will provide the list of judges assigned to the championships. In the event a judge already contracted must withdraw, please notify the NCAA national office immediately; a replacement will be obtained.

If possible, obtain the volunteer services of six local judges (Level 9 rating or above preferred) to serve as timers and line judges.

Transportation.

Judges who must fly to the site must make their travel arrangements through the NCAA travel service, Short’s Travel Management. The NCAA will not be responsible for payment of airline tickets purchased through other sources. Judges who use ground transportation will be reimbursed by the NCAA at the NCAA’s prescribed rate per mile round trip from their home to the site (but not including local mileage while at the site).

Judges who travel by air to the regional site must arrive at the locale the night before the day of competition.

Several weeks prior to the competition, you may wish to provide a form for the judges to return to you, indicating their method of travel, time of arrival/departure, etc., for your information.

Regionals: It is recommended that the host institution arrange transportation for judges from the airport to the hotel, from the hotel to the institution, etc. The meet referee and NCAA representative may each rent a car.

Nationals Only: The host institution will coordinate the travel itineraries of the judges and shall arrange for transportation to and from the airport, but is not required to make transportation arrangements to and from the site of competition. However, the four chief judges and meet referee may rent cars (arrangements must be made through Short’s with coordination from the NCAA national office) to assist in transporting judges.

Lodging.

Reference Section 13 below.

SECTION 13 – Lodging

Regionals only: The host institution is responsible for reserving hotel accommodations for (a) the participating teams and individual participants; (b) judges; and (c) NCAA committee/site representative, media and the drug-testing crew (the headquarters hotel). The tournament director conducts a survey of the recommended properties and executes contracts with those selected.

Minimum Number of Rooms.
Reserve a minimum of 20 non-smoking hotel rooms (12 double-doubles) per team at the headquarters hotel, a minimum of four rooms for two individuals from the same team and six rooms for three or more individuals from the same team.

For regionals, also reserve rooms for the judges (17) and NCAA site representatives (1), but in a separate hotel from the participants.

For nationals, the NCAA and its partner, Anthony Travel, will secure rooms for participants, committee, judges, media and other affiliated individuals. The breakdown of rooms is as follows: in addition to the rooms secured for the teams and individual participants, rooms for NCAA staff and committee (15), judges (26) and media (20). The hotel recommended for ESPN must have an on-site 24-hour full service restaurant. Note: ESPN will secure its own reservations.

### Judges/NCAA Representatives Hotel.

Make arrangements for the room and tax charges for the NCAA site representative (women’s gymnastics committee) and the judges to be billed directly to your institution. Initially, your institution will be responsible for the hotel bill(s). However, the expenses should be reported on the financial report that is submitted after the championships and the NCAA will provide reimbursement. Hosts must include estimated lodging expenses for judges in their proposed budgets. Hotel bills do not need to be submitted with the financial report; however, it is strongly advised that they be kept on file by the host institution. The NCAA site representative (women’s gymnastics committee) and the judges are responsible for their incidentals. NCAA staff members are responsible for their own expenses.

### 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.

### Teams, All-Arounders and Event Specialists.

For all NCAA final-site competition, Anthony Travel shall make reservations for the participating institutions and advise them of the arrangements. The selected hotel properties shall be within 15-20 miles 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-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate, which is generally not approved by the NCAA, to a different hotel the following must occur: The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, that the institution is responsible for the first night’s room charges even if it fails to use those rooms.

The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.
Additionally, 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. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or specified date. The NCAA shall provide final approval.

In the event an institution obtains a release from the team hotel as prescribed above, it must notify the tournament director of the property at which it is staying, in case it is necessary to reach the institution during the competition.

Anthony Travel shall secure a hotel and the corresponding number of rooms to accommodate both teams and individual competitors, preferably at the same property. Ideally, head coaches shall be provided with a suite and/or team meeting room.

In the event more than one hotel must be used, teams and individual competitors shall be assigned to the hotels by the NCAA national office. Each hotel shall provide comparable amenities. Every effort shall be made to split both teams and individuals equally between the hotels.

SECTION 14 – Meet Structure

Meet Structure and Ties.

1. **Regionals.** Competition will be conducted in one session as scheduled by the host institution after approval of the committee between 4 and 6 p.m. (local time of host institution), Saturday, April 1. All requests must be received by the championship administrator by November 4, 2016. Individual event finals will not be conducted. In the team competition (regionals), ties for second place will be broken by counting six scores per event. If a tie still exists, the team score will be determined by using six scores per event, dropping the high and the low score and adding the four middle scores. In case of a tie for the second all-around berth from a regional into the national championships, the all-around competitor with the highest individual event score at the regional championships will advance. If a tie still exists, the competitor with the next highest individual event score will advance. This process will continue until the tie is broken.

2. **Nationals.** The national championships consist of 12 teams and 12 all-around competitors (who are not on a qualifying team). The top two (2) teams and the top two (2) all-around finishers (who are not on an advancing team) from each regional will receive an automatic berth to the national championships. In addition, each regional event winner may advance to the national championships (in that event only), if she is not already part of an advancing team or an all-around qualifier.

Semifinal team, individual event specialist and all-around competition will be conducted in two sessions beginning at Noon and 7 p.m., Friday, April 14. The host team and its corresponding group will compete in the second semifinal. If the host does not qualify, a random draw will be used to determine semifinal placement. Competitive rotation will be determined by random draw. The top three teams from each semifinal will advance to the final team competition at 8 p.m., Saturday, April 15. Ties in the team, all-around and individual event competition at the national championships will not be broken. Note: The NCAA Women’s Gymnastics Committee must approve any deviation from these times.

Competitor Numbers.

Competitor numbers (two sets) for regionals and nationals will be forwarded from the national office several weeks before the championships. Be sure to compile a master list of the assignment of numbers to each competitor, and make arrangements to include the numbers in the coach’s packets issued on their arrival.
The assigned numbers must be worn at all times on the back of the gymnast’s leotard, unless she is performing a back spin on beam or floor, in which case the coach must show the number to the judges.

The NCAA will provide a supply of safety pins along with the competitor numbers. Hosts are asked to have on hand an adequate supply of safety pins as backup. Each gymnast will need a minimum of eight safety pins.

For both regionals and nationals, the numbers are to be assigned alphabetically (by institution among the teams, then alphabetically by last name within each team). Each team will be assigned a grouping of numbers. The all-arounders and event specialists should be treated as a separate group. The numbers should be assigned alphabetically according to the individual’s institution and alphabetically by last name within the institution (if more than one individual qualifies from the same institution). (Example: University of Alabama, list under “A” not “U”).

Sequences 101-118 through 601-618 are intended for the six participating teams, while sequence 801-818 is reserved for the all-arounders and individual event specialists. For each team, AA or IES, include a list of the student-athlete(s) along with the assigned number(s).

Alternates.

Regional. In the event a team, all-around competitor or individual event specialist who qualifies for regional competition cannot compete, alternates will be notified through 10 p.m. (local time of host institution) Friday, March 31. No replacements will be made after that time. Six all-around competitors and two teams will be named as alternates for regional competition. Additionally, four individual event specialists (per event) will be named as alternates. If the alternate attends, she may attend practice on the open event and will share the entire practice time as do others on the apparatus. The alternate will practice on the open event even if team members from the same institution were selected and are practicing on other events. The host is not required to make lodging arrangements for alternates. When an alternate is entered into the meet, she will assume the vacated position.

For regionals, if a team declines, then the team with the next highest RQS meeting the selection criteria will be selected. If an all-around or individual event competitor declines, the respective competitor from that region with the next highest RQS meeting the selection criteria will be invited.

National Championships. In the event a team, all-around competitor or individual event specialist who qualifies for national championships cannot compete, alternates will be notified through 5 p.m. (local time of host institution) the Tuesday before the competition. Six all-around competitors and two teams will be named as alternates for the national championships. The vacated spot will be filled with a team or all-around competitor with the next highest score from the respective regional. For individual event competition, no alternates will be named.

Competitive Rotations.

For regional competition, there will be one session of six rotations with four events and two byes. All-arounders will compete after the team in each event; individual event specialists also will compete after the team on their respective events.

A random draw was conducted by the Women’s Gymnastics Committee at its annual meeting to determine the competitive rotation of the team and all-around competitors. The regional rotation will be as follows:
2017 Regional Rotation

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vault</td>
<td>Team 2</td>
</tr>
<tr>
<td>Bye/Bars</td>
<td>Team 4</td>
</tr>
<tr>
<td>Bars</td>
<td>Team 1</td>
</tr>
<tr>
<td>Beam</td>
<td>Team 5</td>
</tr>
<tr>
<td>Bye/Floor</td>
<td>Team 3</td>
</tr>
<tr>
<td>Floor</td>
<td>Team 6</td>
</tr>
</tbody>
</table>

All regions will follow the same rotation.

Olympic order will be followed:

Vault – Bye before bars – Bars – Beam – Bye before floor – Floor

Semifinal pairings and rotation at nationals:

1. **Team.** The top two teams from each of the six regionals advance to semifinal competition. Groupings are determined based on seeding in the bracket. The host team and its corresponding group will compete in the second semifinal. If the host does not qualify or the competition is held at a neutral site, a random draw will be used to determine which group is placed in semifinal I or II. A random draw will be conducted to determine event rotation.

2. **All-Around.** A random draw will be used to place half of the first-place all-arounders from regionals into Group A and half into Group B. The same procedure will be followed for the second-place all-arounders. A random draw will be used to determine session.

**Nationals only:** If any individual event specialists qualify (i.e., those who won their event at the regional meet but were not part of a team that qualified), they will compete after the all-around qualifier and be placed into session and rotation using the following procedures:

- One qualifier on an event
  - place qualifier in rotation III, and draw for session.

- Two qualifiers on the same event (compete in rotation III)
  - draw to place one qualifier in each session

- Three qualifiers on the same event
  - follow procedures for two qualifiers, placing the third qualifier in rotation IV and draw for session

- Four qualifiers on the same event
  - draw to place one qualifier in each session in rotation III and IV

Note: If a gymnast qualifies in more than one event, she will compete in only one session during rotations III, IV, etc. An additional two-minute warm-up will be added to accommodate these individuals (2:10 added to beam).

*Every attempt will be made to assign individual qualifiers from the same institution to the same semifinal session.*

**Draw Procedures for Super Six and Individual Event Finals - Nationals.**

The Women’s Gymnastics Committee at its annual meeting conducted a random draw placing teams finishing first and second during semifinal one and two on vault, beam, bye before bars and bye before floor to ensure
these four teams are on an event in the sixth rotation; with teams finishing third in either semifinal placed randomly on either bars or floor. The draw for the 2017 Super Six is as follows:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vault</td>
<td>Semi #1, Team 2</td>
</tr>
<tr>
<td>Bye/Bars</td>
<td>Semi #1, Team 1</td>
</tr>
<tr>
<td>Bars</td>
<td>Semi #2, Team 3</td>
</tr>
<tr>
<td>Beam</td>
<td>Semi #2, Team 2</td>
</tr>
<tr>
<td>Bye/Floor</td>
<td>Semi #2, Team 1</td>
</tr>
<tr>
<td>Floor</td>
<td>Semi #1, Team 3</td>
</tr>
</tbody>
</table>

Olympic order will be followed:

Vault – Bye before bars – Bars – Beam – Bye before floor – Floor

**Lineup Changes and Substitutions.**

Before the start of an event, changes in the lineup may be made by notifying the NCAA scoring coordinator, who will notify the scoring table personnel, meet referee and chief judge at the event (via the chief judge’s headset person).

After the event starts, the head coach must notify the chief judge on the event. The chief judge’s headset person will notify the scoring table.

Once a team begins an event (chief judge raises the flag for the first student-athlete), a substitute may replace a gymnast in that same position in the lineup; the order of competition may not be changed. A gymnast who is removed from one event lineup may compete in other events.

**March-in Ceremony.**

1. **Regionals and Day One of Nationals.** Teams will be introduced in competitive order (vault, bye before bars, bars, beam, bye before floor, floor exercise) rather than alphabetically by team. The names of the gymnasts (by team) will be announced shortest to tallest, followed by any all-around competitors, then any event specialists assigned to rotate with the team. During the march-in the name of the institution, as well as each student-athlete’s name and the head coach’s name, shall be announced expeditiously. The host institution should prepare signs with each competing team’s or individual’s name, to be used to lead competitors in. Be sure to include the individual competitors’ (those who are not part of a team) institution name(s) when they are introduced.

Once the competitors have entered the arena and have been introduced, the national anthem shall be played.

The states which the judges represent, rather than each judge’s name and state of residence, shall be announced as the student-athletes are being led to the corral for their first event. By including this announcement, spectators and fans will be aware that judges represent the entire country and not simply the state of the championships site. No further announcement should delay the start of the competition.

2. **Final Team Competition (Nationals only).** The six teams competing in the final team competition shall be introduced in competitive order (vault, bye before bars, bars, beam, bye before floor, floor exercise). Signs with each competing team’s name again will be used to lead in the competitors. Gymnasts will be introduced and march in shortest to tallest.
Once the competitors have entered the arena and have been introduced, the national anthem shall be played.

The states which the judges represent, rather than each judge’s name and state of residence, shall be announced as the student-athletes are being led to the corral for their first event. By including this announcement, spectators and fans will be aware that judges represent the entire country and not simply the state of the championships site. No further announcement should delay the start of the competition.

**Corrals.**

Arrange for corrals to be large enough (approximately 8’ x 20’) to accommodate 30 individuals and provide 18 chairs or benches since participants mostly stand. The front and two sides of the corral shall be constructed of a secure material with the back open and used for entrance/exit. Coaches or other representatives are not allowed to photograph student-athletes from the floor or corral during competition.

Teams and individual competitors shall be instructed that they are required to take their personal belongings with them as they move from corral to corral.

**Designated Viewing Areas.**

Designated viewing areas shall be placed on the competition floor for regionals and nationals to allow coaches to watch their student-athletes compete from designated viewing areas outside the team corrals. Only one coach per team shall be permitted in the viewing areas. The designated viewing areas will be placed throughout the competition floor so as to not impede meet operations and/or the work of the television crew.

**Athletic Trainers/Access Outside of Corrals.**

One athletic trainer per competing institution will be permitted in a designated area in close proximity to the vault landing area in instances where the vault corral is located at the beginning of the vault runway. The athletic trainer is there to observe and must refrain from engaging in any communication and/or cheering with the student-athlete, coach or other team personnel while in the vault landing area.

**SECTION 15 – Meetings**

The purpose of the meetings listed below is to review playing rules and any other administrative matters pertaining to the event and to acquaint the head coaches with the provisions of Bylaw 31.02.4, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the competition for reasons of misconduct. Those not meeting the requirements above or not in attendance shall be subject to the assessment of a financial penalty.

**Administrative Meetings – Regionals.**

The host institution is responsible for making arrangements for and scheduling the meetings outlined below, and for notifying the participants in the participant manual. All meetings should include the NCAA site representative to the regional site, the tournament director and the director of athletics of the host institution or designee. The NCAA site representative, assisted by the tournament director, should chair the meetings.

1. **Participants’ Teleconference (1 p.m. Eastern time, March 27).** Each regional tournament director shall conduct a teleconference with the participating head coaches and administrators (teams, AA and IES), site representative and meet referee.
2. **Championship Organizational Meeting.** A morning meeting the day prior to competition, to include the tournament director, NCAA site representative, meet referee, sports information director (SID), promotions manager, facility manager and other host personnel should take place to review meet procedures.

3. **Administrative Meeting.** A meeting of the coaches of the participating teams, all-around competitors and event specialists will be held to review the format, opening ceremonies, meet procedures and any other pertinent information. Coaches must be notified that their attendance is mandatory, subject to a financial penalty.

   a. The administrative meeting will be conducted at **3:15 p.m., Friday, March 31.**

   b. It is recommended that the administrative meeting be held at the competition site.

   c. All head coaches (assigned to the respective practice/competition session) shall plan to be available for a brief on-site meeting conducted 30 minutes before each session on practice/competition days to address any issues, if needed. These meetings will not replace the administrative meeting referenced above. The site representative will conduct these meetings.

3. **Coaches’ Sounding Board.** A general discussion/sounding board may be scheduled for all coaches in attendance at the regional competition to provide them an opportunity to discuss concerns and make recommendations regarding future competition. The regional representative from the National Association of Collegiate Gymnastics Coaches/Women (NACGC/W) may contact you for assistance with setting up this meeting.

5. **Judges.** A meeting with the judges should be scheduled for at least two hours prior to the start of competition to review meet procedures, scoring system, handling of score inquiries, etc. The judges meeting should not be conducted the day prior to the competition, inasmuch as judges would be required to remain overnight an additional night. The meet referee will conduct this meeting; however, the tournament director and NCAA site representative should attend the beginning of the judges meeting to answer any question.

6. **Meet Personnel.** At least two hours prior to competition, the tournament director and scoring coordinator will conduct a meeting with the scorers, flashers, announcers, etc.

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<thead>
<tr>
<th>Administrative Meetings – Nationals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The host institution is responsible for making arrangements for and scheduling the following meetings and for notifying the participants in the participant manual:</td>
</tr>
</tbody>
</table>

1. **Participants’ Teleconference (noon Eastern time, April 6).** The tournament director shall conduct a teleconference with the participating head coaches and administrators (teams, AA and IES), NCAA committee chair, meet referee and NCAA championship administrator.

2. **Administrative Meeting.** A mandatory meeting of the head coaches and institutional administrators of the competing teams, all head coaches of individual competitors, the tournament director, NCAA women’s gymnastics committee and meet referee will be held at **8:15 a.m., April 13.** Teams competing at the national championships are required to be represented at the administrative meetings, all practices, warm-ups and throughout the competition by an athletics director, senior woman administrator or other designated administrator other than the head coach or assistant coach. Institutions that have only all-around or individual-event qualifiers competing at the championships are not required to have an administrator present.
3. **Judges Meeting.** A judges meeting will be held the morning of **Friday, April 14**, to review meet procedures, scoring system and other applicable matters.

**NCAA Representative(s).**

The women’s gymnastics committee/site representative(s) at each site will meet the day before competition begins with the tournament director, meet referee, media coordinator and facility manager. If requested by the women’s gymnastics representative, additional personnel may participate.

**SECTION 16 – Practices**

The committee believes it is important to adhere to the following practice and warm-up schedules and procedures in order to establish consistency for coaches and gymnasts. The practice and warm-up schedules and procedures should be provided in advance to the competing teams and individuals (i.e., included in the participant manual).

If deviating from the schedule, you must receive approval from the Women’s Gymnastics Committee chair and the NCAA championship administrator at least two months prior to the championships.

Establish a security plan for controlled access to and from the competitive areas.

**Dedicated Individual for Bars.** Arrange for a dedicated person to assist on bars for all teams during practice.

**Timer.** The designated announcer shall be present on practice day to direct the change of events and begin new warm-up sessions. It is preferred that local volunteer judges are secured to serve as timers for each practice session – beam (2), bars (1) and floor (1). Timers also must be available to ensure appropriate warm-up time on bars and beam on the day of competition for the all-around and event specialist competitors.

At the national championships, a committee representative will time the warm-ups for uneven bars and balance beam.

The rotation of teams and all-around competitors during warm-up sessions must follow a team-individual-team-individual pattern, and the all-around competitor must be guaranteed an allocated time. If an event specialist is rotating with the group, additional time, comparable to the all-around competitor, will be allocated (i.e., an additional two minutes will be added to the total time; 2:10 for beam).

Timing at beam and bars will begin once the first student-athlete touches the apparatus. Any team not using its allotted time segment (3:15 on bars; 6:25 on beam) may carry over a maximum of 15 seconds (calculated in five-second increments) to the next warm-up time segment (maximum four segments for bars and two for beam). Likewise, any overtime will be deducted from the next warm-up segment in five-second increments. This procedure will be followed on the official practice day, as well as practice on the day of competition. If a team(s) has completed its warm-up(s) before the 3:15 segment on bars or the 6:25 segment on beam expires, then the AA or IES may begin her allotted warm-up time. Any remaining time shall be shared between the team, AA or the IES.

**Championship Practices.** Per NCAA Bylaw 17.1.6.6.2.1 (Exception). At any conference or NCAA championship, student-athletes from the team representing the host institution shall be permitted to miss class time to attend practice activities conducted the day before the competition.

**Open Practice.**

Practices held the day before the competition shall be open to the public. Teams are required to practice
at the competition site the day of open practice. All media and tournament personnel will be required to wear the appropriate credential to access the competition floor; accordingly, sufficient security should be on hand to check credentials. Judges assigned to the competition may not attend any of the open practice sessions.

General/Open Stretch.

Practice Day. Teams will use the matting surrounding their first event for competition for open stretch. Teams starting on a bye will open stretch on the floor. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. On bars, the low bar may be raised but not removed; the high bar may not be used. Group dances are not allowed. There are no restrictions on flight or inverted skills for the duration of the open stretch.

Competition Day. Teams will use the matting surrounding their first event for open stretch. The floor exercise mat will be used by the team that begins on floor, as well as the two teams that begin on byes. Each team will have one-third of the floor exercise mat. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. On bars, the low bar may be raised but not removed; the high bar may not be used. Group dances are not allowed. There are no restrictions on flight or inverted skills for the duration of the open stretch.

Practice and Warm-Up Schedule - Regionals.

DAY PRIOR TO COMPETITION

1. The competition venue should be set up for the participants to begin practicing the day prior to competition. Teams and individuals will be assigned to a practice session according to their competitive starting event.

<table>
<thead>
<tr>
<th>Practice Session</th>
<th>Competitive Starting Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 (1:15-3:01 p.m.)</td>
<td>Vault, Bars, Bye Before Floor</td>
</tr>
<tr>
<td>#2 (4-5:46 p.m.)</td>
<td>Bye Before Bars, Beam, Floor</td>
</tr>
</tbody>
</table>

2. Two practice sessions will be conducted, and each will be one hour and 46 minutes in length (20 minutes for stretching and 20 minutes per event). Announce five minutes, two minutes, etc., left in each rotation. The schedule is as follows:

<table>
<thead>
<tr>
<th>Practice Session I</th>
<th>Practice Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:15-1:35 p.m.</td>
<td>Stretching 4-4:20 p.m.</td>
</tr>
<tr>
<td>1:35-1:55 p.m.</td>
<td>Rotation I 4:20-4:40 p.m.</td>
</tr>
<tr>
<td>1:55-1:57 p.m.</td>
<td>Transition 4:40-4:42 p.m.</td>
</tr>
<tr>
<td>1:57-2:17 p.m.</td>
<td>Rotation II 4:42-5:02 p.m.</td>
</tr>
<tr>
<td>2:17-2:19 p.m.</td>
<td>Transition 5:02-5:04 p.m.</td>
</tr>
<tr>
<td>2:19-2:39 p.m.</td>
<td>Rotation III 5:04-5:24 p.m.</td>
</tr>
<tr>
<td>2:39-2:41 p.m.</td>
<td>Transition 5:24-5:26 p.m.</td>
</tr>
<tr>
<td>2:41-3:01 p.m.</td>
<td>Rotation IV 5:26-5:46 p.m.</td>
</tr>
</tbody>
</table>

3. The five all-around competitors and the four event specialist competitors will practice with her or their assigned team.

DAY OF COMPETITION

1. One warm-up session will be conducted and will be 15 minutes per event preceded by a 15-minute stretching period. Each team will begin the warm-up session on the same event on which it will begin the competitive rotation and will follow Olympic order. The warm-up for bars and beam will be hand-
timed at the event.

<table>
<thead>
<tr>
<th>Bars</th>
<th>Beam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team = 3:15</td>
<td>Team = 6:25</td>
</tr>
<tr>
<td>All-around = :30</td>
<td>All-around = 1:05</td>
</tr>
<tr>
<td>Specialist = :30</td>
<td>Specialist = 1:05</td>
</tr>
<tr>
<td>Team = 3:15</td>
<td>Team = 6:25</td>
</tr>
<tr>
<td>All-around = :30</td>
<td>All-around = 1:05</td>
</tr>
<tr>
<td>Specialist = :30</td>
<td>Specialist = 1:05</td>
</tr>
</tbody>
</table>

During NCAA postseason competition, as competitors arrive at each event for competition there will be a 4:00 touch warm-up on each event. At the NCAA regionals and national championships, 0:30 will be added for each all-around and individual competitor. All participants on each event may use the entire touch warm-up time and all warm-ups will begin at the same time, regardless of duration. At the NCAA regionals and national championships, the two-minute transition between events will begin at the conclusion of the march in ceremony, when all teams reach their respective corrals. After each rotation and the initial score is flashed, the PA announcer will announce the beginning of the two-minute transition period. This protocol is also recommended for regular-season. For the NCAA regionals and national championships, the 2:00 transition will be announced and adjustments may be made to extend the time, as necessary, for an orderly processional between events. [Note: During the competition, all participants and coaches must remain in uniform and on the competition floor (or in team seating) until the completion of the awards ceremony.]

If an injury or equipment failure during the four-minute touch warm-up prohibits gymnasts from warming up, those who have not had the opportunity to warm up will be given 30 seconds (per gymnast), with a minimum of two vaults.

If an injury or equipment failure during the 15-minute warm-up prohibits a team from completing its warm-up, the team will be given the time that is “owed” (e.g., if an injury occurs five minutes into the warm-up, the team will be given the remaining 10 minutes) at the end of the warm-up period.

If an injury or equipment failure occurs and competition is halted for 20 minutes or more, a 30-second touch warm-up per student-athlete will be allowed, with a minimum of two vaults.

[Note: The time required to set the bars between the team and individual competitor as well as the time required to prepare the balance beam area is NOT included in the timed warm-up.]

2. The schedule is as follows:

- 1:45-2 p.m. Stretching
- 2:15-2:17 p.m. Rotation I
- 2:17-2:32 p.m. Rotation II
- 2:32-2:34 p.m. Transition
- 2:34-2:49 p.m. Rotation III
- 2:49-2:51 p.m. Transition
- 2:51-3:06 p.m. Rotation IV
- 3:06-3:08 p.m. Transition
- 3:08-3:23 p.m. Rotation V
3:23-3:25    Transition
3:25-3:40 p.m.    Rotation VI
4 p.m.    March-in

Note: The above is based on a 4 p.m. start time. Adjust the schedule for your regional’s start time, as necessary.

**Schedule of Events - Regionals.**

**FRIDAY, MARCH 31**

9-10:30 a.m.    Championship organizational meeting  
    (tournament director, NCAA site representative, sports information director,  
    promotions manager and facility manager)

10:30 a.m.    Equipment check and meet procedures meeting  
    (tournament director, meet referee, NCAA site representative)

1:15-3:01 p.m.    Practice Session I

3:15 to 3:45 p.m.    Administrative meeting

4-5:46 p.m.    Practice Session II

Note: A pre-competition press conference should be scheduled at some time during this day to accommodate media interests. All coaches should participate if requested by the media.

**SATURDAY, APRIL 1**

TBD    Coaches’ Sounding Board (if requested by NACSC/W rep.)

1:45-3:40 p.m.    Warm-Up Session

2:30 p.m.    Lineup turned in

4 p.m.    March-in

Post-competition    Awards Ceremony

Press Conference

Note: The above is based on a 4 p.m. start time. Adjust the schedule for your regional’s start time, as necessary.

**Practice and Warm-up - Nationals.**

The host institution is responsible for providing generic background music during all warm-up periods. Competitors’ music will be permitted only during their rotation for floor exercise.

**WEDNESDAY, APRIL 12**

The competitive facility (including judges and team seating areas) must be set up by 11 a.m. At this time the committee will do a walk-through and the meet referee will measure the equipment.

**THURSDAY, APRIL 13**

Three practice sessions will be conducted jointly for the teams, all-arounders and individual event specialists (10:30 a.m., 1:01 p.m. and 3:32 p.m.). All practices will be one hour and 46 minutes — one 20-minute stretching period and four 20-minute rotations. A two-minute transition period will be
allotted between events. Bars and beam will be timed in the same format as the competitive warm-up with any remaining time shared between the team and the individual. Since a team's/all-arounder's semifinal placement and starting event is determined by random draw, a team's/all-arounder's practice session will be based on its semifinal placement and starting event, as follows:

<table>
<thead>
<tr>
<th>Competition Draw (Session &amp; starting position)</th>
<th>Practice Session</th>
<th>Practice Starting Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semifinal I Vault</td>
<td>Session 1</td>
<td>Vault</td>
</tr>
<tr>
<td>Semifinal I Bye b/f Bars</td>
<td>Session 2</td>
<td>Vault</td>
</tr>
<tr>
<td>Semifinal I Bars</td>
<td>Session 1</td>
<td>Bars</td>
</tr>
<tr>
<td>Semifinal I Beam</td>
<td>Session 1</td>
<td>Beam</td>
</tr>
<tr>
<td>Semifinal I Bye b/f Floor</td>
<td>Session 2</td>
<td>Floor</td>
</tr>
<tr>
<td>Semifinal I Floor</td>
<td>Session 1</td>
<td>Floor</td>
</tr>
<tr>
<td>Semifinal II Vault</td>
<td>Session 3</td>
<td>Vault</td>
</tr>
<tr>
<td>Semifinal II Bye b/f Bars</td>
<td>Session 2</td>
<td>Bars</td>
</tr>
<tr>
<td>Semifinal II Bars</td>
<td>Session 3</td>
<td>Bars</td>
</tr>
<tr>
<td>Semifinal II Beam</td>
<td>Session 3</td>
<td>Beam</td>
</tr>
<tr>
<td>Semifinal II Bye b/f Floor</td>
<td>Session 2</td>
<td>Beam</td>
</tr>
<tr>
<td>Semifinal II Floor</td>
<td>Session 3</td>
<td>Floor</td>
</tr>
</tbody>
</table>

Rotation shall be by Olympic order and will follow the same schedule as for the actual competition.

_The competition venue will not open to coaches until one hour before the first practice session or 10 minutes before the beginning of the next session._

**Warm-Up Procedure for Competition.**

1. Each warm-up rotation will be 15 minutes. Each team (plus all-around competitor and event specialist) will begin the warm-up session on the same event on which it begins the competitive rotation and will follow Olympic order. If an event specialist is rotating with a team, an additional two minutes will be added to the 15-minute warm-ups (total 17 minutes). If team(s) have completed their warm-up(s) before the 3:15 segment expires, then the AA or IES may begin her allotted warm-up time.

The 15-minute warm-up for bars and beam will be split to guarantee warm-up time for the all-around competitor. If an event specialist is rotating with the group, she will follow the all-around competitor.

The rotation of teams, all-around competitors and specialists (if applicable) during warm-up sessions must be as follows:

**Bars**
- Team = 3:15
- All-around = :30
- Specialist = :30
- Team = 3:15
- All-around = :30
- Specialist = :30
- Team = 3:15
- All-around = :30
- Specialist = :30

**Beam**
- Team = 6:25
- All-around = 1:05
- Specialist = 1:05
- Team = 6:25
- All-around = 1:05
- Specialist = 1:05

Required time to adjust the bars between team and individual event specialist/all-around competitor,
as well as the time required to prepare the balance beam area, is not included in the timed warm-up.

The 15-minute warm-up for floor and vault will not be split to accommodate the all-around competitor/event specialist.

2. During NCAA postseason competition, as competitors arrive at each event for competition there will be a 4:00 touch warm-up on each event. At the NCAA regionals and national championships, 0:30 will be added for each all-around and individual competitor. All participants on each event may use the entire touch warm-up time and all warm-ups will begin at the same time, regardless of duration. At the NCAA regionals and national championships, the two-minute transition between events will begin at the conclusion of the march in ceremony, when all teams reach their respective corrals. After each rotation and the initial score is flashed, the PA announcer will announce the beginning of the two-minute transition period. This protocol is also recommended for regular-season. For the NCAA regionals and national championships, the 2:00 transition will be announced and adjustments may be made to extend the time, as necessary, for an orderly processional between events. [Note: During the competition, all participants and coaches must remain in uniform and on the competition floor (or in team seating) until the completion of the awards ceremony.]

FRIDAY, APRIL 14

Team Semifinal and IES/AA Finals I:

9:30-9:45 a.m.  Stretching
9:45-10 a.m.  Warm-up Rotation I
10-10:02 a.m.  Transition
10:02-10:17 a.m.  Warm-up Rotation II
10:17-10:19 a.m.  Transition
10:19-10:34 a.m.  Warm-up Rotation III
10:34-10:36 a.m.  Transition
10:36-10:51 a.m.  Warm-up Rotation IV
10:51-10:53 a.m.  Transition
10:53 a.m.-11:08 p.m.  Warm-up Rotation V
11:08-11:10 p.m.  Transition
11:10-11:25 p.m.  Warm-up Rotation VI
11:40 p.m.  Begin Lining up
11:40-11:55 p.m.  March-in

Team Semifinal and IES/AA Finals II:

(Group with the host team) 4:30-4:45 p.m.  Stretching
4:45-5 p.m.  Warm-up Rotation I
5-5:02 p.m.  Transition
5:02-5:17 p.m.  Warm-up Rotation II
5:17-5:19 p.m.  Transition
5:19-5:34 p.m.  Warm-up Rotation III
5:34-5:36 p.m.  Transition
5:36-5:51 p.m.  Warm-up Rotation IV
5:51-5:53 p.m.  Transition
5:53-6:08 p.m.  Warm-up Rotation V
6:08-6:10 p.m.  Transition
6:10-6:25 p.m.  Warm-up Rotation VI
6:40 p.m.  Begin Lining up
6:40-6:55 p.m.  March-in

SATURDAY, APRIL 15 (Super Six)
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:30-5:45 p.m.</td>
<td>Stretching</td>
<td></td>
</tr>
<tr>
<td>5:45-6 p.m.</td>
<td>Warm-up Rotation I</td>
<td></td>
</tr>
<tr>
<td>6-6:02 p.m.</td>
<td>Transition</td>
<td></td>
</tr>
<tr>
<td>6:02-6:17 p.m.</td>
<td>Warm-up Rotation II</td>
<td></td>
</tr>
<tr>
<td>6:17-6:19 p.m.</td>
<td>Transition</td>
<td></td>
</tr>
<tr>
<td>6:19-6:34 p.m.</td>
<td>Warm-up Rotation III</td>
<td></td>
</tr>
<tr>
<td>6:34-6:36 p.m.</td>
<td>Transition</td>
<td></td>
</tr>
<tr>
<td>6:36-6:51 p.m.</td>
<td>Warm-up Rotation IV</td>
<td></td>
</tr>
<tr>
<td>6:51-6:53 p.m.</td>
<td>Transition</td>
<td></td>
</tr>
<tr>
<td>6:53-7:08 p.m.</td>
<td>Warm-up Rotation V</td>
<td></td>
</tr>
<tr>
<td>7:08-7:10 p.m.</td>
<td>Transition</td>
<td></td>
</tr>
<tr>
<td>7:10-7:25 p.m.</td>
<td>Warm-up Rotation VI</td>
<td></td>
</tr>
<tr>
<td>7:40 p.m.</td>
<td>Begin Lining up</td>
<td></td>
</tr>
<tr>
<td>7:40-7:55 p.m.</td>
<td>March-in</td>
<td></td>
</tr>
</tbody>
</table>

**SCHEDULE OF EVENTS – NATIONALS**

*All times local (Central).*

**Wednesday, April 12**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 p.m.</td>
<td>Equipment Check w/ Meet Referee</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Committee walk through</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>TBD</td>
<td>Breaking in of Uneven Bars</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>6 p.m.</td>
<td>Championship Banquet</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Thursday, April 13**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>ESPN Interviews</td>
<td>TBD</td>
</tr>
<tr>
<td>8:15 – 9 a.m.</td>
<td>Administrative Meeting</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>9 a.m. – 6 p.m.</td>
<td>Athletic Training Rooms Open</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>10:30 a.m. - 6 p.m.</td>
<td>Participant Hospitality</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>10:30 a.m. - 6 p.m.</td>
<td>Media Workroom/Hospitality</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>10:30 a.m. – 12:16 p.m.</td>
<td>Practice Session I</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>1:01 –2:47 p.m.</td>
<td>Practice Session II</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>3:32 – 5:18 p.m.</td>
<td>Practice Session III</td>
<td>Chaifetz</td>
</tr>
</tbody>
</table>

**Friday, April 14**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m. – 11 p.m.</td>
<td>Athletic Training Rooms Open</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>8 a.m.</td>
<td>Judges Meeting</td>
<td>TBD</td>
</tr>
<tr>
<td>8:30 a.m. –10 p.m.</td>
<td>Participant Hospitality</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>TBD</td>
<td>Final walk thru ESPN</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>9:30 a.m.– 11:25 p.m.</td>
<td>Warm-up Begins - Semifinal #1</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>10:15 a.m. – 7 p.m.</td>
<td>Media Hospitality</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>Doors Open to Public</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>Noon</td>
<td>Team Semifinal and IES/AA Final #1</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Location</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>4:30 - 6:25 p.m.</td>
<td>Warm-up Begins - Semifinal #2</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td>Doors open to Public</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>7 p.m.</td>
<td>Team Semifinal and IES/AA Final #2</td>
<td>Chaifetz</td>
</tr>
<tr>
<td></td>
<td>Following competition Press Conferences</td>
<td>Chaifetz</td>
</tr>
<tr>
<td></td>
<td>Following competition All-around and Individual Event Awards Ceremony</td>
<td>Chaifetz</td>
</tr>
<tr>
<td></td>
<td>After press conferences Confirm Super 6</td>
<td>Chaifetz</td>
</tr>
</tbody>
</table>

**Saturday, April 15**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 p.m. – Midnight</td>
<td>Athletic Training Rooms Open</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>4 – 11 p.m.</td>
<td>Participant Hospitality</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>5:30 - 7:25 p.m.</td>
<td>Warm-up – Team Finals</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>6 – 9:30 p.m.</td>
<td>Media Hospitality</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Team Final – Doors Open</td>
<td>Chaifetz</td>
</tr>
<tr>
<td>8 p.m.</td>
<td>Super Six Team Final Begins</td>
<td>Chaifetz</td>
</tr>
<tr>
<td></td>
<td>Following competition Super Six Awards Ceremony</td>
<td>Chaifetz</td>
</tr>
<tr>
<td></td>
<td>Following awards Press Conferences</td>
<td>Chaifetz</td>
</tr>
</tbody>
</table>

*Times subject to change.*
SECTION 17 – Scoring Procedures

Score Verification Procedures – Regionals.

See the 2017 Regional Scoring Manual on NCAA.org.

Score Verification Procedures – Nationals.

See the 2017 National Scoring Manual on NCAA.org.

Runners, Score Flashers, etc.

Age Restrictions. College-age or older is preferred for score flashers and wipers for matting surrounding beam and bars. Seventh or eighth grade is the next choice, but NOT grades 9-12 in order to avoid potential problems with them as prospective student-athletes.

Qualifications. The tournament director should emphasize to the crew the importance of the event and review their duties and responsibilities. Runners and score flashers must refrain from cheering for any team or participant. They are considered “neutral” and must behave in such a manner.

Uniforms. Championship T-shirts should be provided for the individuals serving in these positions. This can be included as an expense on the financial report. They will be asked to provide their own pants/skirts; however, they should be dressed in the same color. All apparel shall be neutral (non-host) attire.

SECTION 18 – Media

Live Scoring/Webcasting.

The NCAA encourages all hosting institutions to provide live statistics/webcasting capabilities through NCAA.com. The host sports information director will be contacted by NCAA.com personnel to verify connections and feeds prior to each round to be hosted. A host planning to do either live stats or webcasting must show all rotations, not just those involving the host team.

Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast regionals hosted at the site.

Apply for NCAA Internet streaming rights online at www.ncaa.com/rights-request. Questions about Internet streaming can be directed to Nate Flannery, NCAA director of digital and social media, (phone 317-917-6523; nflannery@ncaa.org).

Please reference Appendix O for additional information and guidelines.

For additional broadcasting and media information visit: http://www.ncaa.com/media.

Internet Policy.

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

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.
Internet Live Statistics
The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

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

Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

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

Championship Website Guidelines
NCAA Championships hosts/LOC’s have the opportunity to build their own championship micro-site to house information about local events, restaurants, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through NCAA.com. For complete guidelines, please visit NCAA.com/media and click on “Championship Host Website Guidelines.”

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

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/media then click “2016-17 Audio Policy.”

Seat Assignments.
Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions.

Social Media Guidelines.
The official NCAA social media pages and official hashtags can be found here: http://www.ncaa.org/socialmedia.

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

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

**Top 10 considerations when planning for social media event marketing:**

1. Know your social media audience. Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.

2. Encourage community. Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.

3. Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.

4. Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.

5. Be concise. This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.

6. Lead your video. You have mere seconds to garner a user’s attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.

7. Like or Follow people to help you. Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

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

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

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

**Television.**

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

**News Conferences - Nationals.**

1. The host institution is responsible for setting up in the arena an area for the working press. Be
prepared to accommodate approximately 100 media representatives. Provide for strict policing of the area to ensure that only representatives of the media with credentials are allowed in the area.

a. **Pre-Championships Media Teleconference.** There will not be any pre-championships press conferences at the site of the nationals. Instead, a pre-championships media teleconference with all participating coaches is scheduled for 1:30 p.m. *Eastern time, Thursday, April 6.* This teleconference will be held in place of the pre-championships press conferences that were conducted the day before competition in the past.

b. **Post-championship Press Conference.**

1. There will be a press conference after each session of competition during the championships.

2. Each coach whose team/individual has competed in the session is required (if requested by the media) to attend the press conference to be held 10 minutes after the conclusion of the competition or the presentation of awards. The coach will be escorted to the pressroom by an athletics administrator from his or her institution.

3. Student-athletes who are requested by the media will be expected to attend. The sports information director from the host institution will be responsible for escorting the student-athletes to the pressroom.

4. Each head coach shall make an opening statement. Media then will be directed to ask their questions of the student-athletes first. The student-athletes then will be released and the press conference continued with the head coach only.

2. Arrange for a press hospitality room or area for personnel with the appropriate credentials.

3. All coaches and student-athletes must be made available for post-competition interviews after the "cooling-off" period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the women’s gymnastics committee.

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

5. **Obligation of Coach.** Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a post-competition interview with the covering media to conduct a program 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. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the championships, the coach and student-athletes may participate in a special interview.

6. **Student-Athletes and Coach.** The sports information director representing each participant shall escort the coach and student-athletes to the interview area.

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

8. **“Selected Media” Policy.** Should a coach permit any single media agency to enter the locker room
before the cooling-off period has expired, the locker room shall be opened to all other media representatives desiring access to the area.

Photographers/Videographer.

1. Photo marshals shall be present to help manage/restrict photographers from accessing areas that are off limits. Be sure that photographers' boxes are marked on the competition floor.

2. **Photographer.** Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please see Appendix M for further information regarding photography done at the championships.

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

4. Before competition begins, be sure to have fans conduct a flash test.

5. Hand-held video cameras may be permitted in the stands as long as they do not obstruct the view of other spectators. Tri-pods and large video cameras may not be used by spectators.

6. During television taping, cameras must remain in the designated media areas. Other in-house video also may be used with prior approval of the NCAA championship administrator. *(Nationals Only)*

7. On approval from the NCAA media coordinator, institutional media representatives (sports information director or assistant sports information director) may videotape portions of their competition/warm-ups/award ceremonies from designated areas. Those serving in dual roles will be issued a media credential and photographer armband.

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

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace ([www.NCAA.com/PhotoStore](http://www.NCAA.com/PhotoStore)). Photo sells on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special NCAA-subsidized rate of $15 per image and are bound by the following rights:

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

Please email Clarkson-Creative at [info@ncaaphotos.com](mailto:info@ncaaphotos.com) with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos.

Anyone, with the exception of the NCAA membership, seeking a championship event photo must license it through Wazee Digital. To license an NCAA championship event photo, please visit [www.NCAA.com/PhotoStore](http://www.NCAA.com/PhotoStore).
For additional questions regarding championship photography, please contact Levida Maxwell by email (lmaxwell@ncaa.org) or phone 317-917-6356.

**Working Press Room.**

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

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

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

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

3. **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 competition. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. Equipment operators and technicians also shall be provided and available for all days of competition as scheduled by the NCAA.

4. **Telephones.** A minimal number of telephones should be installed in a designated media work room as a tournament expense if approved in advance. These phones should be limited to credit card, toll free, or incoming calls. The media coordinator should determine the number of telephones (if any) required by evaluating the number of media credentials.

   Phones also may be installed in the press box as determined by the media coordinator. The media coordinator can either coordinate all phone line orders or provide the media with a telephone company contact for the site. If a media entity wants its own phone line, it shall be charged the exact cost of the installation. The host institution may NOT assess an additional “hookup fee” to any press agency. Any telephone line charges to the host or NCAA shall be reflected in the proposed budget.

5. **Transmitting Copy.** Media may inquire about the availability of communications at each facility for transmitting copy. Inquiries should be directed to the NCAA media coordinator.

6. **Printers.** At least one high-speed printer shall be available in the media area.

**Security.**

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

1. Security personnel (police, ushers or other attendants) should be stationed at the entrances onto the floor during both practice and competition sessions. Credentials must be checked. Security also shall be stationed to assist the Women’s Gymnastics Committee with the distribution of wrist bands/Bag Tags each day of competition.
The only individuals with credentials permitted on the competition floor during actual competition will be the following:

a. Meet referee and judges.
b. Timers, line judges, event scorers, flashers, runners and the official scorer/staff.
c. Student-athletes.
d. Coaches.
e. NCAA gymnastics committee or site representative.
f. Tournament director/event management staff/host personnel.
g. Athletic trainers/team physicians.

2. In order to ensure the safety of and best competitive atmosphere for the competitors, floor credentials should be provided to only participants, judges and other authorized personnel. No one should be allowed to enter the floor without a credential (Refer to CREDENTIALS).

3. Security should be prepared to keep media representatives in the area(s) reserved for them and out of the stands.

4. If a participant or staff member loses a credential, a fine will be imposed (the price of an all-session ticket to the event) to replace the credential.

SECTION 19 – Medical Procedures

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

Each scheduled practice of regional and national competition of the national collegiate women’s gymnastics championships should include the following:

1. The on-site presence of a person qualified and delegated to render emergency care to a stricken participant or spectator.

2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.

3. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

4. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel.

5. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.

6. Fully equipped athletic training rooms supported by certified athletic trainers.

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

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

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

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

Participants. Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution’s athletic trainer) must be present for all practices and sessions at the facility. The training room must open a minimum of two hours before all practices and sessions, and remain open one hour after the conclusion of all practices and games. Two physicians (general practitioner and orthopedic surgeon) must be accessible by cell phone or pager during all practices and must be on-site during all games.

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

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

Sports medicine providers should be trained to use emergency supplies.
**Locker Rooms.** The team locker rooms shall be equipped with hot hydrocylators, biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment (if applicable).

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

**Teams’ Physicians.** Participating institutions may include team physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.

**Portable baths.** Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

### Concussions

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

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

### Medical Staffing.

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

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

**Access.** Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.
Communication. Contacting the host medical staff before arriving to the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

SECTION 20 – Championship Merchandise/Licensing

**Administration.**

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

**Availability.**

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

**General Policies.**

**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 percent 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 percent of sales (or another percentage to be exclusively determined by the NCAA) (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.

**Merchandise Received.** The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year’s championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.

**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 21 – Official Entry Form/Participants Information

**Entry and March-in Form – Appendix A.**

March 22 (noon): Deadline—regional entry/march-in form to respective tournament director and Molly Simons. Deadline for qualifying institutions to decline invitation in writing to NCAA national office (msimons@ncaa.org).
April 5 (noon): Deadline—national entry/march-in form to Molly Simons. Deadline for qualifying institutions to decline invitation in writing to NCAA national office (msimons@ncaa.org).

Participant Manual.

The host institution is responsible for the creation of a participant manual for all institutions selected to the championships. A template for the manual will be sent via email to each host. The participant manual must be placed on the host institution’s website in addition to it being available at www.ncaa.org.

IMPORTANT: A copy of the participant manual must be sent via email to Molly Simons, NCAA championship administrator, for approval by February 6.

The manual should include a reminder of the items with which each institution must comply in order to qualify (refer to pre-championships manual). The manual should only include information pertaining to the championships. Information regarding events to be conducted in conjunction with the championships should not be included.

The participating institutions are responsible for their own meal arrangements and expenses. However, it would be helpful to include a list of restaurants or on-campus eating facilities in the participant manual. In the event there is not an adequate number of restaurants in the area where the teams are staying, consideration should be given to special arrangements through the campus cafeteria and/or hotel or motel restaurants.

SECTION 22 – Championships Marketing

Contacts.

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

Expectations.

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
- Map out the timeframe to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities.
- Explore opportunities with traditional media (print, radio and television) in your area.

Marketing Plan.

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championships Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the Championships Marketing contact prior to implementation. A marketing plan template may be found in the appendices.
Marketing Collateral.

**NCAA Online Marketing Website.** The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at [NCAAChampsPromotion.com](http://NCAAChampsPromotion.com).

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

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

Customizable artwork templates available on the marketing website include:

**Print**
- Poster
- Flyer
- Print Ad
- Table Tent

**Digital**
- Email blast
- Banner
- Social Media Graphics

**Outdoor**
- Billboard
- Banner

**Resources**
- Marketing Best Practices
- Social Media Guidelines

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

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

Collateral should not be created outside of the NCAA online marketing website. The website ensures proper usage of NCAA logos, trademarks, and ensures consistent branding across all 90 NCAA Championships.

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

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

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

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

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

NCAA Marketing Bylaws.

NCAA Division I Bylaws - Pertaining to NCAA Championship Promotions

12.5.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

12.5.1.8 Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete’s name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements – Sports Other Than Football and Men’s Basketball. In sports other than football and men’s basketball, an institution’s marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04, Revised 2/17/12)

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

13.4.3.3.1 NCAA or Conference Championship Promotional Materials. The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host
conference, or local organizing committee) may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

(a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);

(b) Are not sent exclusively to prospective student-athletes;

(c) Are available to the general public; and

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

13.1.8.5 NCAA Promotional Activities Exception. An institution’s coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

SECTION 23 – Programs

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

Content/Editorial.

IMG College will be responsible for all program production, including editorial content, layout and design, advertising and printing.

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

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

Supplemental Handouts.

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

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

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

Program Vending and Complimentary Programs.

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

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

**Host Responsibilities**
- Prior to the event, the program vending contact listed on the host’s online key contacts form will need to confirm they are the contact and that the shipping information is correct, when requested by IMG College.
- The host venue will provide all vendors unless otherwise prearranged with IMG College.
- Return a signed vending agreement to IMG before the event.
- If requested and approved by the NCAA, the tournament manager shall issue credentials and provide the necessary parking passes to administrative personnel representing IMG College. All program vendors shall receive standard facility credentials.
- Distribute the allotted number of complimentary programs as specified below:

<table>
<thead>
<tr>
<th>Championship Breakdown</th>
<th>Sites Per Round</th>
<th>Team Sports</th>
<th>Ind. Sports</th>
<th>Media/Other Comps Per Site</th>
<th>Total Comps Per Site</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Travel Party Size</td>
<td>Teams per Site</td>
<td>Participants Per Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC Women’s Gymnastics Regionals</td>
<td>6</td>
<td>20</td>
<td>6</td>
<td>27</td>
<td>20</td>
</tr>
<tr>
<td>Women’s Gymnastics Championship</td>
<td>1</td>
<td>20</td>
<td>12</td>
<td>30</td>
<td>60</td>
</tr>
</tbody>
</table>

- Meet the “Program Vending Standards (listed below) to receive 20 percent commission of the gross program sales.
- After meeting the “Program Vending Standards,” IMG College will pay the vendor 20 percent commission of gross sales. The vendor is to keep the commissions earned and cut a check to IMG College for the amount due listed on the IMG College settlement sheet within two weeks of the event.
- Email and mail the completed settlement sheet provided by IMG College, after the event within the time frame specific to the vending agreement.

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

Below are a few best practices for vending programs:

• Designate individuals to sell programs and pay them a commission for each program they sell, or
• Recruit volunteers to sell programs as a fundraiser for their non-profit organization and pay them commission for each program they sell.
• Encourage vendors to walk through the stands to sell programs during the event.

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

SECTION 24 – Security

Crowd Control.

The tournament director must review crowd control policies with the championship administrator, women’s gymnastics committee and/or NCAA site representative and is responsible for strict enforcement of these policies.

Fan Seating. Fans should not switch their seat locations during the course of competition to follow a team during rotations.

Personnel

Adequate uniformed security (not necessarily uniformed police) must be provided around the competition floor, teams’ and judges’ locker rooms, press conferences and working press areas, post-competition 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.

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 25 – Tickets/Seating

**Ticket Design/Printing.**

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

**Ticket Backs.**

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

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

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

3. **Ticket Back Disclaimer Language.** See Appendix K for language that must be on the ticket back or be posted at the ticket box.

**Ticket Prices/Policies.**

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

The 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.
1. Minimum ticket prices shall be $5 for reserved seating at regional competition. A minimum of $3 general admission ticket for grade school, high school and college students is recommended. Children two years of age and younger may be admitted free of charge (if facility policy allows) if accompanied by a ticketed adult.

2. Ticket prices for the national championships are as follows:

   All-Session Reserved (100 level) $68
   All-Session Reserved (200 level) $60
   All-Session Reserved Group (200 level) $55
   All-Session General Admission (200 level) $51
   All-Session General Admission Group (200 level) $42
   All-Session General Admission NCAA Youth Invitational (200 level) $13

   Session 1 Reserved (100 level) $25
   Session 1 Reserved (200 level) $21
   Session 1 General Admission $18
   Session 1 General Admission Group $12

   Session 2 Reserved (100 level) $25
   Session 2 Reserved (200 level) $21
   Session 2 General Admission $18
   Session 2 General Admission Group $12

   Session 3 Reserved (100 level) $28
   Session 3 Reserved (200 level) $24
   Session 3 General Admission $20
   Session 3 General Admission Group $15

   *Applicable taxes and fees may be assessed in addition to ticket prices.

3. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

4. The NCAA does not generally 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.

**Team Allocations.**

**Regionals and Nationals:**

1. The location of all team allocations must be approved by the NCAA national office prior to tickets going on sale.

2. Each participating institution is guaranteed a minimum of 120 tickets. A minimum of 50 premium seats and an additional 70 reserved seats elsewhere in the facility (location subject to approval by NCAA). Individual participants shall be guaranteed a minimum of 8 tickets.

3. The host institution is responsible for contacting each participating institution's ticket manager by
telephone to determine how many tickets the institution wishes to purchase; those tickets should
then be held at the will-call window to be picked up by the visiting institutions on their arrival. Also
advise the visiting institutions that they must notify the host no later than noon the day prior to the
competition as to whether all the tickets held at will call will be used or whether additional tickets are
requested. If the host institution is not so notified, the visiting institution must purchase those tickets.

4. All participating teams' unsold tickets will be pooled for equal distribution among the institutions that
wish to purchase additional tickets.

5. Medical personnel not included in a team's official party should be permitted to purchase a ticket
that provides seating near the competition floor or easy access from the seat to the competition
floor.

6. The host institution is responsible for the administration of the competitors' pass gate.

Player-Guest Tickets. Participating institutions may purchase tickets for their student-athletes in
accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the arena
to administer the student-athletes' tickets. A designated individual from each participating institution will
be responsible for submitting the names of the individuals who will use those tickets to the tournament
director (or his or her designee). Individuals using those tickets will proceed through the pass gate to a
nearby area with a table or booth, where they will be identified by the appropriate institution's designee,
given a ticket stub and directed to their seats.

Nationals Only:

1. The host shall determine seats or a viewing location for non-competing teams (20 per team) and 20
total for AA/IES. The location of seats to be approved by NCAA staff.

Ticket Blocks.

<table>
<thead>
<tr>
<th>2017 National Collegiate Women's Gymnastics Championships</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,070 SEATS/TICKET ALLOCATION BREAKDOWN</td>
</tr>
<tr>
<td>GROUP</td>
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<tr>
<td>-------------------------------</td>
</tr>
<tr>
<td>NCAA</td>
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<tr>
<td>Hosts</td>
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<tr>
<td>Teams</td>
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<tr>
<td>Medical/Drug-testing</td>
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<tr>
<td>Bands</td>
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<tr>
<td>Non-participating team seating</td>
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<tr>
<td>NACGC/W</td>
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NCAA: The host shall set aside 80 premium seats to be used at the discretion of the NCAA. The location
for a minimum of 20 of those tickets should be in the first or second rows directly behind the head table.
The remaining tickets should be placed in other lower level locations in two to four different blocks.

Teams: The host shall reserve 120 tickets per team (1,440 total) and 200 for AA/IES competitors at 8
per individual. Team blocks should be assigned based on seed order and to create balance between
the teams in each session. The highest seed (#1) should receive the most premium seat locations.
Locations should then move down seed order and should alternate sides so that not all teams from the
same session are on the same side.
NACGC/W: The host shall reserve a section of 30 seats for sale to members of the National Association of Collegiate Gymnastics Coaches and shall advise the NACGC/W president that tickets are available to its members in one section. The host should establish a deadline with the NACGC/W for releasing held tickets to make available for sale.

SECTION 26 – 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;
- To assist the LOC with championship operations;
- Answer questions and provide information to visitors; and
- Contribute to the general excitement surrounding 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.

Recognition – Nationals.

On receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC’s list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.

Waivers.

Each volunteer must sign a waiver of liability before the start of the championships (Appendix L). 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. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2016-17 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 2 ¼ 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.

SECTION 27 – Transportation

<table>
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<tr>
<th>Participating Institutions. (Nationals)</th>
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The NCAA has contracted with GO Ground to provide ground transportation management for all NCAA team championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. GO Ground will be responsible for communicating the arrangements to each participating institution.

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<tr>
<th>Parking</th>
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The host institution is responsible for securing complimentary parking at team hotels for team buses, if possible. The competition venue shall provide a designated complimentary parking area for team buses, staff and judges at the competition venue.
APPENDIX A

NCAA WOMEN’S GYMNASTICS CHAMPIONSHIPS
Official Entry and March-in Form

1. Regionals ________ 2. Nationals ________

Institution: ________________________________

Please list individuals from your institution who will need a credential and/or ticket. Student-athletes who will be on-site and participating in the event should be listed in height order, shortest to tallest using lines 1-15. If a team does not have 15 student-athletes, the remaining credentials may be allocated to other necessary institutional staff members or non-competing student-athletes. Note that only 24 individuals are permitted in the corral.

<table>
<thead>
<tr>
<th>COMPETITORS</th>
<th>NON-COMPETITORS</th>
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<tr>
<td>1.</td>
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Use lines 25-27 to list up to three on-site administrators; and line 28 to list the team physician.

*Tickets must be purchased. Temporary floor passes for pre-and post-meet available upon request.

^Designated seating area. Must purchase ticket to sit outside of this area.

This form must be returned to Molly Simons (msimons@ncaa.org) at the NCAA national office by noon, March 22 for regionals and April 5 for nationals. Changes to the 15 student-athletes designated on the entry form must be made in writing to the respective tournament director and Molly Simons not later than 10 p.m. local time, the day before competition.

The NCAA reimburses travel for 20 individuals. Additional individuals traveling with the team are the financial responsibility of the institution.

Please reference page 19 of the pre-championships manual for substitution deadlines.
The regional tournament director, NCAA site representative to the regional championships and the head scorer must complete this form or print it directly from the ScoreKeeper program.

1. The teams and all-around competitors should be listed in order of finish. The top two teams and the top two all-around finishers who are not on an advancing team (i.e., not on one of the top two teams) will qualify to the national championships.

2. In addition, each regional event winner will advance to the national championships (in that event only) if she is not already part of an advancing team or an all-around qualifier.

3. Immediately after the competition, regional meet directors must email the regional results form to Adina Stock, the chair of the NCAA Women’s Gymnastics Committee; and Molly Simons, the NCAA championship administrator. Email addresses are listed below.

4. In addition, the regional tournament director must forward, via email, a complete set of all regional meet results to Adina Stock, chair of the Women’s Gymnastics Committee and Molly Simons, NCAA championship administrator, after regional competition.

5. Scores must be carried out to four decimal points.

6. A copy of this form must be provided to each participating coach immediately after the meet.

7. Notification to all national qualifiers will be made via an email to the director of athletics and head women’s gymnastics coach no later than April 3. A press release will also be posted on www.ncaa.com.

EMAIL ADDRESSES:

NCAA Championships Administrator
Molly Simons
NCAA Women’s Gymnastics Committee Chair
Adina Stock, North Carolina State University
NCAA WOMEN’S GYMNASTICS
REGIONAL RESULTS REPORT FORM

<table>
<thead>
<tr>
<th>REGIONAL TEAM SCORE</th>
<th>INSTITUTION</th>
<th>REGIONAL QUALIFYING SCORE (RQS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*1.</td>
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</tbody>
</table>

**REGIONAL ALL-AROUND SCORES**

<table>
<thead>
<tr>
<th>GYMNAST’S NAME</th>
<th>INDIVIDUAL EVENT SCORES</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Vlt: Bm: Brs: Fx:</td>
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</tbody>
</table>

**EVENT WINNERS:**

- **Vault:** Name ______________________ Team ___________ Reg’l Score _______
- **Bars:** Name _______________________ Team ___________ Reg’l Score _______
- **Beam:** Name ______________________ Team ___________ Reg’l Score _______
- **Floor:** Name ______________________ Team ___________ Reg’l Score _______

NCAA Site Representative Signature __________________________________________

Tournament Director Signature _______________________________________________

**NOTE:** Have RQS sheets available for the national selection teleconference.
2016 & 2017
NCAA WOMEN’S GYMNASTICS
RULES MODIFICATIONS
AND MEET PROCEDURES

UPDATES IN BOLD - UPDATED AUGUST 1, 2016

NCAA GYMNASTICS
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Questions regarding interpretations of **NCAA Rules Modifications** shall be submitted in writing to:

**NCAA Women’s Gymnastics, Rules Interpreter**
Chrystal Chollet-Norton
Phone: 908/500-4215
Email: rulesncaagym@embarqmail.com


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**NCAA Women’s Gymnastics Committee, chair**
Carolynn Kimball
Associate Athletics Director
University of New Hampshire
Phone: 603-862-2774
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**GENERAL INFORMATION**

1. RULES OVERVIEW.

1.1 This document lists the NCAA Special Requirements and Compositional Deductions in total, rather than in addition to, the Junior Olympic (JO) Women’s Code of Points Requirements (Level 10). No other Special Requirements or Compositional Deductions are applicable to collegiate competition unless listed in this document. In all other cases the deductions/values modify, supplement or replace the specific JO level 10 rules. Please note that the NCAA rules modifications are in effect for both regular and post season competition unless otherwise noted.

1.2 The National Collegiate Women’s Gymnastics Championships and all competition used to qualify for the championships will be conducted according to JO level 10 rules as of 11/1/16. [Note: If the value of a JO skill on events other than vaulting is raised after 11/1/16, the value will be effective immediately. If an element value is lowered after 11/1/16 then it will remain at the higher value for collegiate competition until the change is reviewed by the NCAA women’s gymnastics committee.]

1.3 All rules and guidelines for execution deductions as applied to the JO level 10 rules will be used with the following collegiate modifications:

a. .10 deduction for competing out of order (taken from team score).

b. Choice of elements “up to the competitive level” will now be defined by basic requirements for each event.

c. The “up to the competitive level” deduction will be standardized at a flat .10.

**EVENT SPECIFIC MODIFICATIONS**

2. VAULT.

2.1 For all NCAA competition, the JO Bonus Rule WILL NOT BE IN EFFECT for select 10.0 Start Value vaults.

2.2 Vault numbers will not be flashed but vault groups will be flashed (see Appendix I, Vault Value Chart)

2.3 The gymnast will perform one vault, the score of which will count. A gymnast is allowed three attempts to complete one vault.

- If a gymnast touches the board and/or vault apparatus or inverts on the approach or vault table without going over the vault apparatus, then this counts as one of her three attempts. It is not considered a vault.

- If a gymnast inverts on the approach and/or the table and goes over the vault apparatus, then this would be considered an executed vault and must be scored.

2.4 1.00 deduction for touching the vault table with only one or with no hands taken by each judge.
2.5 1.00 deduction for failure to land on the soles of feet first (includes fall) taken by each judge.

2.6 1.00 deduction for spotting assistance during the vault taken by each judge.

2.7 If a gymnast vaults prior to the judges hand or flag signal, the gymnast must repeat the vault for score and would receive a .50 deduction.

Note: For items 2.4, 2.5 and 2.6, the 1.00 deduction is taken by each judge. If not in range, then a conference is called.

3. UNEVEN BARS.

3.1 UNEVEN BAR SPECIAL REQUIREMENTS (.20 each taken off Start Value).
One element may fulfill more than one Special Requirement, unless specified
a. Minimum of two (2) bar changes.

b. Two (2) flight elements, minimum of two (2) different C’s OR a D and B (not to include dismount).

c. One element with longitudinal axis (LA) turn, minimum of “C” (not to include dismount).
   Note: The JO Compositional requirement of “2 changes of direction” DOES NOT APPLY to NCAA

d. “C” dismount with the following modification: “C” dismount immediately preceded by same two A or B elements = .10 deduction (not .20).

3.2 UNEVEN BAR SPECIFIC COMPOSITIONAL DEDUCTIONS.

a. Lack of variety in choice of elements and/or connections............................................................ flat .05
   Consider:
   1. Overuse of one group of elements.
   2. Overuse of specific element or variation of that element.
   3. Overuse of same element for connections.
   4. Elements of highest value connected primarily to elements of lowest value.

b. Insufficient distribution of the elements.......................................................... flat .05
   Consider:
   1. Level of difficulty not maintained throughout the exercise.
   2. Most difficult elements placed in the same section of the exercise.

c. More than one squat/stoop on LB with/without sole circle to grasp high bar............... each .10
   Reminder: After a fall, judging resumes once the gymnast performs an element; therefore, if she
   resumes with a glide kip, squat on, and has already performed a squat/stoop on, the deduction
   will be applied.

d. Uncharacteristic elements.......................................................... each .10
   Examples:
   1. Squat on LB bar and ½ turn on feet to grasp high bar.
   2. Swing forward on HB, place feet on LB to stand with or without ½ turn unless followed by a
circling move.
e. ¼ giant circle forward with or without grip change .......................................................... each .10
   This is not considered an element and will break a connection.

f. Choice of elements not up to the competitive level .................................................. flat .10
   1. Choice of elements “up to the competitive level” will now be defined by the following basic standards:
      – A single bar release with a minimum of “D” value
      – OR a release move valued as an “E”
      – OR minimum of two “D” releases
      – OR minimum two “E” level skills

   2. Exercise must have minimum of a “D” dismount or “C” dismount in bonus combination.

3.3 ELEMENT VALUES DIFFERENT FROM LEVEL 10.

<table>
<thead>
<tr>
<th>Number</th>
<th>Technique Clarification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.303</td>
<td>Uprise backward to handstand on HB with ½ turn</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>1 ½ pirouette (turn is in handstand, not a Healy)</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td><strong>All elements that include a 1/1 (360 degree) turn completed on one arm after handstand phase in the descent phase (Healy technique)</strong></td>
<td></td>
</tr>
<tr>
<td>2.301</td>
<td>Cast Healy</td>
<td>D</td>
</tr>
<tr>
<td>2.303</td>
<td>Uprise Healy</td>
<td>D</td>
</tr>
<tr>
<td>3.305</td>
<td>Clear Hip Healy</td>
<td>D</td>
</tr>
<tr>
<td>4.303</td>
<td>Back Giant Healy</td>
<td>D</td>
</tr>
<tr>
<td>5.302</td>
<td>Front Giant Healy</td>
<td>D</td>
</tr>
<tr>
<td>7.308</td>
<td>Front Sole Circle Healy</td>
<td>D</td>
</tr>
<tr>
<td>7.309</td>
<td>Back Sole Circle Healy</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td><strong>Value of the Stalder</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Stalder (forward or backward), straddled, to handstand with or without a ½ turn</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>– Stalder (forward or backward), straddled, to handstand with a 1/1 turn</td>
<td>E</td>
</tr>
</tbody>
</table>
4. **BALANCE BEAM.**

4.1 **BEAM SPECIAL REQUIREMENTS (.20 each taken off of the Start Value).**

a. Acro series - Minimum of two (2) flight elements, one element must be a minimum of C with or without hand support (this may include the mount) OR an “A” non-flight element from group 7 (walkovers and cartwheels) connected to an E acro skill (example: backwalkover+back tucked full twisting salto). The acro series requirement may not be connected to the dismount and must stop on the beam.

b. Dance series with a minimum of two (2) elements, one element C or higher.

c. A leap or jump requiring 180° split. (This may be part of the dance series.)

d. Minimum of 360° turn from Group 3. No hand support permitted.

e. Minimum of C dismount, or B dismount preceded by and directly connected to any D acro element.

4.2 **BEAM SPECIFIC COMPOSITIONAL DEDUCTIONS.**

a. Lack of variety in choice of Acro elements
   1. Missing a backward Acro element with a minimum of A value.......................... flat .10
      Missing a forward/sideward Acro element with a minimum of A value................. flat .10
   
      The following five notes apply to both backward and forward/sideward Acro requirements:
      − Must be from Groups 1-Mounts, 6-Rolls, 7-Walkovers/Cartwheels or 8- Saltos.
      − Round-off is considered a sideward element.
      − BHS ¼ or ¾ to handstand is considered a backward element.
      − A jump backward (BHS) with ½ twist to walkover forward (Arabian walkover or salto) is considered a forward element.
      − A tic-tock can be considered either a forward or backward element (to the advantage of the gymnast).

   2. Dance to prone
      − More than one leap/jump/hop element to prone........................................ each .10

b. Insufficient distribution of the elements................................................................. flat .05
   
   Consider:
   − Level of difficulty not maintained throughout the exercise.
   − Most difficult elements placed in the same section of the exercise.

c. Insufficient use of entire beam apparatus
   1. Insufficient level changes throughout the exercise......................................... flat .05
      
      Consider:
      − Level changes by the performance of elements and/or connections [look for movements that are high off the beam, standing, semi-low, and low (kneel, squat, sit, lying)].
      − No longer required to touch the beam with a part of the torso and/or head.

   2. Spatially (use the entire length of the beam) ................................................. flat .05

   3. Directionally (movement/choreography forward, backward and sideward)........ flat .05
d. Choice of Elements not up to the competitive level ................................ flat .10
Choice of Elements “up to the competitive level” will now be defined by the following basic standards:

- If a flight series is performed on the beam WITHOUT Connection Value (consider only those skills performed on the beam), then an additional D Acro element OR E dance element, including mounts and dismounts, is required.

### 4.3 ELEMENT VALUES DIFFERENT FROM LEVEL 10.

<table>
<thead>
<tr>
<th>Number</th>
<th>Group</th>
<th>Technique Clarification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.202</td>
<td>Leaps, Jumps, Hops</td>
<td>Straddle pike or straddle split jump performed with a ¼ turn</td>
<td>C</td>
</tr>
<tr>
<td>2.307</td>
<td>Leaps, Jumps, Hops</td>
<td>Ring or Stag-ring leap or jump (rear leg at head height)</td>
<td>D</td>
</tr>
<tr>
<td>7.412</td>
<td>Walkovers, Cartwheels, etc</td>
<td>Full twisting BHS swingdown</td>
<td>E</td>
</tr>
<tr>
<td>8.301</td>
<td>Saltos</td>
<td>Salto forward take off from one or two legs to a sit</td>
<td>D</td>
</tr>
<tr>
<td>8.304</td>
<td>Saltos</td>
<td>Salto backward stretched with step-out</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Salto backward stretched through vertical and then pike down, with legs together</td>
<td>D</td>
</tr>
<tr>
<td>9.202</td>
<td>Dismount</td>
<td>From a stand on one leg -- swing free leg backward to front salto STRETCHED with 1/1 twist off side or end of beam</td>
<td>C B (tucked)</td>
</tr>
<tr>
<td>9.304</td>
<td>Dismount</td>
<td>Salto forward tucked or stretched with a 1 ½ twist (off two feet)</td>
<td>D</td>
</tr>
<tr>
<td>9.308</td>
<td>Dismount</td>
<td>Gainer salto stretched with 1 ½ twist to side of beam</td>
<td>D</td>
</tr>
<tr>
<td>9.309</td>
<td>Dismount</td>
<td>Gainer salto tucked with 1/1 twist off end of beam</td>
<td>D</td>
</tr>
<tr>
<td>9.404</td>
<td>Dismount</td>
<td>Salto forward stretched with 2/1 twist (off two feet)</td>
<td>E</td>
</tr>
<tr>
<td>9.406</td>
<td>Dismount</td>
<td>Salto backward stretched with 2 ½ twist</td>
<td>E</td>
</tr>
<tr>
<td>9.408</td>
<td>Dismount</td>
<td>Gainer salto backward stretched with 2/1 or 2 ½ twist to side of beam</td>
<td>E</td>
</tr>
</tbody>
</table>

### 4.4 CONNECTION VALUE EXCEPTIONS.

a. Principles for awarding Connection Value bonus on beam:
   
   Bonus principles will not apply in the case of a B dismount. (In order for a dismount to add Connection Value to an acro series, the dismount must be a C value).

b. NO BONUS: 2 Acro Flight Element connection B+C Salto WILL NOT receive Connection bonus.

c. B+D Acro Flight, BHS + Layout, stretched then pike down with feet together = +0.1 CV (not +0.2 CV)
d. Back Salto Stretched with Step-out receives “D” bonus but will be considered as “C” value for purposes of awarding Connection Value in Back Handspring Series only (Step-out BHS, BHS to 2 Feet, or gainer BHS; in any order).

**Examples:**  
- BHS + Layout Step-out, B+D, receives +0.1 D Bonus & NO CV Bonus (B+C)  
- BHS + BHS + Layout, B+B+D, receives +0.1 D Bonus & +0.1 CV (B+B+C)  
- Split Jump + Layout Step-out, B+D, receives +0.1 D & +0.2 CV (B+D, not a BHS Series)  
- Round-off + Layout Step-out, B+D, receives +0.1 D & +0.2 CV (B+D, not a BHS Series)

e. A connection of at least 3 acro flight elements (excluding dismount connections) that includes a minimum of one C element will receive an additional +.1 bonus.

**Examples:**  
1. (1) FF+FF+Layout, B+B+D=+.1 CV, +.1 D, +.1 additional  
2. (2) RO FF Mount+FF+Layout, C+B+D=+.2 CV, +.1 D, +.1 additional  
3. (3) FF + Layout + Layout, B+D+D=+.2CV, + .1D, + .1 additional

### 5. FLOOR EXERCISE.

#### 5.1 FLOOR EXERCISE SPECIAL REQUIREMENTS (.20 each taken off Start Value).

a. One acrobatic series with two (2) saltos (same or different), OR two (2) directly connected saltos. (If the two (2) saltos are not directly connected, they must be included in an acrobatic series, which is defined as a minimum of three acrobatic flight elements, with or without hand support. Aerials are NOT considered saltos).

b. Three (3) different saltos within the exercise.

c. The salto performed as the last isolated salto or within the last salto connection must be minimum “C”.

d. Dance passage with a minimum of two (2) different Group 1 elements, directly or indirectly connected, one of which is a leap (one foot take-off) requiring a 180° cross or side split position. An indirect connection would allow for running steps, small leaps, hops, chassés, assemblés, or any kind of turn on 1 or 2 feet between the two dance Value Part elements.

#### 5.2 FLOOR SPECIFIC COMPOSITIONAL DEDUCTIONS.

a. Lack of variety in choice of elements:

1. Lack of variety in dance elements  
   - Lack of Dance Bonus from Groups 1 or 2 (minimum of +0.1 Connection Value OR +0.1 D/E Bonus is required) .......................................................... flat .10
   - More than one (1) leap/jump/hop to prone position ................................................. each .10

2. Lack of variety in choice of Acro elements  
   - Missing a backward salto with a minimum of A value ............................................. flat .10
   - Missing a forward/sideward salto with a minimum of A value .................................. flat .10

b. Insufficient distribution of the elements ........................................................................ flat .05  
   **Consider:**  
   1. Level of difficulty not maintained throughout the exercise.
   2. Most difficult elements placed in the same section of the exercise.

c. Insufficient use of the floor area

1. Spatially (floor pattern) .................................................................................. flat .05

2. Directionally (movement/choreography forward, backward and sideward) .......... flat .05
d. Choice of Elements
   1. Elements not up to the competitive level .............................................................. flat .10
   Choice of elements “up to the competitive level” will now be defined by the following basic
   standards (flat .10 deduction if missing any or all):
      - One E valued element (acro or dance)
      - OR Two different D elements (one of which must be an acro element)
      - One Acro SERIES with a C salto or better:
      - An Acro dismount with a C (minimum) salto in bonus combination OR a D (minimum) salto

   Clarification: Acro dismount is defined as an Acro skill or an Acro combination.

   2. Prone landings
      - More than one (1) Acro element or more than one (1) Dance element to prone landing .......
        ............................................................................................................................... each .10
      (Maximum of two (2) prone landings will be allowed. One from dance and one from Acro
      elements.)

      - 1¼ saltos to prone landing retain the same value as the root element.

   3. A floor routine with only 2 tumbling passes must include a minimum D element in one
      of the passes, and a minimum D or .2 CV in the other pass (may be in any order)........ flat .10

5.3 ELEMENT VALUES DIFFERENT FROM LEVEL 10.
#6.201 Front salto piked = A

5.4 CONNECTION BONUS.
a. Turn + Jump – a turn on one foot followed by a jump with a two-feet take-off WILL be eligible for
   CV Bonus (if directly connected with no stop, extra steps, hop or repositioning of the foot).
   Example: 2/1 turn + Popa, C + C = +0.1 CV

b. +0.1 Connection Value Bonus will be awarded to a MIXED SERIES including an ACRO/DANCE/ACRO
direct connection on floor that meets the following criteria:
   - Series must include at least 2 Acro elements and one must be of a C value part.
   - The dance element must be of at least an A value and must be followed by a “salto” element
     of at least an A.
   - The dance element breaks the series for all other purposes.

c. Bonus combination B+B must be 2 different skills to receive +.1
   Example: Front layout+front layout= no connection bonus
   Example: Front layout+front layout ½=+.1 connection bonus
An institution that does not adhere to the policies and procedures during NCAA championships competition may be subject to further disciplinary action and/or a financial penalty up to a maximum of $600 per offense by the women’s gymnastics committee. Note: A .30 deduction may be incurred for improper use of equipment.

### 6.1 EQUIPMENT

- **a.** Sting mats are no longer allowed for use as a Round-off (RO) entry hand placement mat for vault. The only allowable entry pads are the TAC-10 RO pads.

- **b.** The RO pad may be used only for RO Vaults or Front handspring onto the board entry vaults.  
  \[Same as JO; included as a reminder due to recent change\]

- **c.** No chalk marks are permitted on the vault runway; the tape measure is to be used to determine where to begin the approach for vault; chalk only may be used on the student-athlete as needed (e.g., hands, feet, legs). If a mark is necessary, only removable tape or Velcro may be used.

- **d.** 1 ¾” padded vault runway is required for all competitions and must extend a minimum of 82 feet from the base of the apparatus. The gymnast may use the entire length of a manufactured runway (beyond 82 feet if available). Exceptions to the minimum requirement will be made in cases where a host institution cannot provide 82 feet of runway due to venue limitations. In such cases, the host institution must notify visiting team(s) in writing, of the distance that will be provided, before meet contracts are signed. No deduction will be taken, if a gymnasts starts off the runway to begin her approach.

- **e.** Low bar must be adjustable to 165 centimeters and the high bar adjustable to 245 centimeters without the bar height adapters.

- **f.** The uneven bars should be set so that the low bar and the high bar lean at the same angle when the bars are set at the maximum width according to AAI specifications.

- **g.** If a gymnast has a broken/torn grip, she may repeat her routine as the last team competitor or after the all-around competitor (specialist). If this does not allow for a sufficient amount of time to change grips or enough time to prepare, the gymnast will repeat the routine as soon as it is safe to do so. However, the time should not exceed five minutes. [Note: Common sense and safety must always prevail.]

- **h.** Foreign Substance. Foreign substances may NOT be placed on the hands and/or feet of the gymnasts or any piece of equipment (e.g.: honey and sugar, tuff skin, etc.) Water, Chalk, AAI solutions and AAI hand towels are the only acceptable substances.

- **i.** The minimum run distance that must be provided for mounts on uneven bars and balance beam during competition is 27 ¾’ from the base or leg of the respective apparatus. If more than 27 ¾’ of matting exists, the maximum run distance may be used. [Note: the host institution need not provide more than the minimum which will be provided at NCAA regional and national competition]. Exceeding the length of the provided manufactured matting will result in .10 deduction from the gymnast’s score.

- **j.** If a plywood board is used under the springboard for mounting bars and beam, then it must be a ½” plywood board with a non-skid surface on both sides.
k. Except for a small mark on the top surface of the beam, chalk may not be applied directly to the beam. A small amount of chalk may be applied to the gymnast’s hands and feet as needed for safety.

l. A minimum of 15 ½’ matting must be available on the dismount end of the beam.

m. A chalk arc line may be placed on the corners of the floor exercise mat.

n. If a mat used on floor exercise exceeds the boundary lines, the mat must be clearly marked with tape (not chalk) to indicate the actual boundary lines. Failure to mark the mat will result in a .10 deduction taken off the average. Tape may not be placed in the center of the floor exercise mat.

o. Only one of the following mats: Sting mat, 4” Throw mat, 8” Skill cushion or one allowable mat may be used per tumbling pass/leap combination (i.e., a gymnast may not punch off one mat and land on another). The use of more than one mat in combination shall incur a .30 deduction for improper use of equipment.

6.2 UNIFORMS.

a. An institution’s official uniform and all other items of apparel (i.e., tights, t-shirts, warm-ups, tennis shoes) must be identical if worn on either practice or competition day. During the march in and awards ceremony, team members must be in identical warmup apparel. In addition, for NCAA competition, a gymnast will be considered “in uniform” if she has a name and/or number on her warm-up apparel and leotard as long as all team members use a similar font type and color. Names will include only the first initial of the first name and the full last name. Nicknames are not permitted. If two or more gymnasts have the same first initials and last names, the first name may be spelled out.

1. Gymnasts must wear one-piece leotards that include briefs that are the same color of the leotard or are skin-tone in color. There is no deduction for an exposed sports bra that is in contrast to or matches the color of the leotard as long as it is identical in color for all team members.

2. Leotard straps must be a minimum of 2 cm (¾”) in width.

3. Swimsuit apparel is permitted during practice and warm up only, provided the apparel meets all other requirements.

4. Deduction of .10 for leotard above the hipbone. A warning will be given by the judge on the competition floor.

5. The meet referee will instruct a gymnast who does not meet the uniform policies that she is “out of uniform.” The gymnast must comply with the uniform rules or a .30 team deduction will be taken during team competition or a .30 deduction off the individual’s score during individual competition.

6.3 JEWELRY.

Gymnasts are only permitted to wear one stud per ear. No other jewelry is permitted. After a warning, a .20 deduction will be taken from the gymnast’s score for each occurrence.
6.4 **LANDINGS.**

Landing deductions are taken for lack of control and/or movement occurring prior to presenting to the judges (i.e., celebrating on the mat prior to presenting to the judges or failing to show a controlled landing prior to turning to present to the judges will result in a deduction).

6.5 **UNSPORTSMANLIKE CONDUCT.**

The following procedures may be executed by any panel judge, chief judge or the meet referee (MR) and will appear as a neutral deduction on the score sheet.

a. Gymnast’s unsportsmanlike conduct:
   1. First-time will be a warning (MR is notified).
   2. Second-time the MR is notified and there will be a .10 deduction taken from the gymnast’s score for that event by the MR or chief judge.

b. Coach’s unsportsmanlike conduct:
   1. First-time will be a warning -- yellow card (MR is notified).
   2. Second-time MR is notified there will be a .10 deduction taken from the team score by the MR for each violation.

6.6 **OPEN SCORING, START VALUE, SCORING RANGE and INQUIRIES.**

a. Open scoring will be used during the regular season, regional competition and the national championship.

b. Judges are to sit apart.

c. All scores will be flashed and rotated, but only the average score will be raised and rotated.

d. Both the Start Value and the score will be flashed simultaneously.

First, judge shall give final score to flasher. Judges shall then simultaneously flash his/her Start Value while final scores and average score are being displayed.

e. Score verification procedures will be in place at regionals and for each session at nationals.

f. The range of scores is determined by the two counting scores. If the average score is between those listed below then the two counting scores must be within the range of:

   - 9.5 – 10.0   .20
   - 9.0 – 9.475   .30
   - 8.0 – 8.975   .50
   - Below 8.0     1.0

Conferences should only occur when the two counting scores are out of range, if there is an impossible Start Value that can have an impact on the average score, OR if there is an inquiry submitted.

Example: Judge 1 score is 9.5 and Judge 2 score is 9.8, the average is 9.65. Since the average (9.65) falls in the top range, the two scores must be no more than .20 apart. Since they are .30 apart a conference between the judges is warranted.
g. Once a student-athlete signals the Head Judge to begin her routine on any event, she MAY NOT be substituted with another student-athlete regardless of what occurs following the signal.

h. Routine inquires will be allowed throughout the regular and post season competitions.

7. VIDEO REVIEW PROCESS.

7.1. The following video review process will be used for the regular season only.

In the event that an inquiry response is unsatisfactory to the coach, a video may be used for the purpose of review under the following conditions:

a. Each team is allowed one review per meet.

b. An institutional team video or television production footage must be used for the review. The video may be taken from any vantage point.

c. A review that fails results in a .30 deduction from the team score.

d. All reviews must be specific to the performance or nonperformance of a particular VALUE PART, combination of skills or neutral deductions (i.e., out of bounds).

e. Reviews may not be used to evaluate a question of execution DEDUCTIONS. These requests will result in a .30 deduction.

f. Reviews may be viewed in slow motion.

g. The review must be submitted to the meet director or host institution designee within five (5) minutes following the conclusion of the meet. During this time, the scores are being verified by the judging panel and the head scorer’s table and if done correctly would not add any additional time to the meet since the coach requesting the review has to provide the team’s own camera with the deduction in question already cued up for review.

h. The coach requesting the review must provide a signed Video Review Form (VRF) (Appendix II), cued video and team camera to the meet director (or host institution designee). The meet director (or host institution designee) will be responsible for delivering this information to the meet referee and event panel (the judges who judged the particular event) for their review. The coaches may not be present during the review.

i. Reviews must be conducted in the presence of the meet referee and the event panel ONLY. If the meet referee is on the panel, the next highest rated official must participate. A simple majority of the review panel will determine success or failure of the review. If the review fails, judges may not change their scores, the .30 will be deducted from the team score. If the review is successful, the score will be adjusted accordingly.

j. The results of the review will be noted on the VRF by the meet referee and returned to the meet director (or host institution designee) who will take the VRF to the score table. The official score will be adjusted (up or down). Then the judges will sign the official score sheet and the meet director will deliver the VRF to the coach.
k. Decisions rendered by the judges’ review panel are final and cannot be overturned.

Recommend that this process be provided on the back side of the NCAA Video Review Form.
**APPENDIX I – NCAA VAULT VALUE CHART**

<table>
<thead>
<tr>
<th>Group 1 – Handsprings</th>
<th>Group 3 – Round-Off Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Handspring</td>
<td>8.8</td>
</tr>
<tr>
<td>1.2 Yamashita</td>
<td>8.8</td>
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<tr>
<td>1.3 Handspring</td>
<td>8.8</td>
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<tr>
<td>1.4 Yamashita</td>
<td>8.8</td>
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<tr>
<td>1.5 Handspring</td>
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<tr>
<td>1.41 1/1 on</td>
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<tr>
<td>2.21 Tsukahara</td>
<td>10.0</td>
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</tbody>
</table>

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**Additional Collegiate Vaulting Rules – Section 2**

- Vault numbers will not be flashed but vault groups will be.

- There is a 1.0 deduction (taken by each judge) for one or no hands touching vault table.

- There is a 1.0 deduction (taken by each judge) for spotting assistance during the vault.

- There is a 1.0 deduction (taken by each judge) for not landing on feet first (includes fall).

- Each team will be allotted a four-minute touch warmup. For the NCAA championships, an additional 60 seconds will be added for the all-around and individual event competitors. The all-around and individual event competitors are guaranteed two times over the vault.
APPENDIX C

APPENDIX II – NCAA VIDEO REVIEW FORM
(Will be used for regular season and conference championships)

Name of Institution: ____________________________________________________________

Event: __________________________ Competitor’s # ____________________________

Signature of Head Coach: _______________________________________________________

☐ Special Requirement: Describe the special requirement in question:
__________________________________________________________________________

☐ Neutral Deduction (Out of bounds, Over/Under Time on BB and FX): Describe the neutral deduction in question:
__________________________________________________________________________

☐ Individual Skill: Describe the individual skill in question:
__________________________________________________________________________

☐ Connection or Combination: Describe the connection or combination in question:
__________________________________________________________________________

Additional Comments: _______________________________________________________
__________________________________________________________________________

Judges Response:

Head Judge __________________________________ Signature ____________________________

Please print

2nd Judge __________________________________ Signature ____________________________

Please print

Meet Referee __________________________________ Signature _________________________

Please print

Score Adjusted to: __________

Decision not changed = .30 deduction off of overall team score ______________________

Additional comments: _________________________________________________________
__________________________________________________________________________
The Routine Summary Form is a method for a coach to obtain information from the judge(s) in order to clearly understand the deductions applied. It is intended as an educational tool for the student-athlete and coaching staff. Regardless of the comments written by the judge, no scores will change as a result of the Routine Summary Form.

Each institution is permitted to submit up to a total of six (6) Routine Summary Forms per competition, not apparatus. The Routine Summary Forms are to be given to the meet referee, who will distribute and complete with the event officials following score verification, and return them to the respective coach.

The procedure is in place for regular season meets only. Routine summaries shall be detailed in written form (judging shorthand shall not be used) and provide the skill deduction description along with the amount of deduction.

### Part I: To be completed by coach

| Name of Gymnast: ________________________________ | Team: _____________________________________ |
| Number in Line-up: ________________ | Event (circle event): Vault Bars Beam Floor |

Signature of Head Coach: ________________________________________________________________

### Part 2: To be completed by head judge in that event, in written form. Please do not use judging shorthand.

<table>
<thead>
<tr>
<th>Skills/Combinations</th>
<th>J 1</th>
<th>Description</th>
<th>J 2</th>
<th>Description</th>
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</tbody>
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Neutral Deductions/Unusual Occurrences

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APPENDIX III - NCAA ROUTINE SUMMARY FORM
(Will be used for regular season and conference championship)

APPENDIX C
Check one: Vault_____ Bars_____ Beam_____ Floor_____

Gymnast’s Number: _________ Gymnast’s: _________________________________________ Score: ________

Coach’s Signature: _______________________________________ Team: _______________________________

Inquiries must be made in writing before the beginning of the next event, and must pertain strictly to (a) Start Value (difficulty, special requirements and bonus values); (b) Compositional Requirements; and (c) Clarification of Neutral Deductions or Unusual Performance Occurrences/Falls. When all Start Values are 10.0, only inquiries about items b. and c. are permissible (circle the appropriate item below).

- a. Start Value: ____________________________________________________________
- b. Specific (flat) Compositional Requirements: ________________________________
- c. Neutral Deductions or Unusual Performance Occurrences/Falls: ____________________________

Judges’ Use Only

<table>
<thead>
<tr>
<th>Value/Bonus</th>
<th>No. in USAG Code of Points and/or Description of Element(s)</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Judges’ Deductions:
1. Start Value: ____________________________________________________________
2. Compositional Deductions: ______________________________________________
3. Neutral Deductions/Unusual Occurrences/Falls: _______________________________
4. Comments: ______________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>Judge #1</th>
<th>Judge #2</th>
<th>Judge #3</th>
<th>Judge #4</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Value</td>
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<td>Score</td>
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<tr>
<td>Adjusted</td>
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</tbody>
</table>

Score Not Adjusted: ______________________________

Signature of chief judge/meet referee:

Recommended that the NCAA Inquiry Form be on the back side of the Routine Summary Form
1. It is the responsibility of each coach to ensure that all competition is conducted according to USA Gymnastics Junior Olympic Women’s Code of Points (Level 10 Rules) as of November 1, and NCAA women’s gymnastics collegiate rules modifications. Coaches are required to act in a sportsmanlike, positive, polite, respectful and disciplined manner, with complete integrity. It is their responsibility to see that their teams also are disciplined and handle themselves in a sportsmanlike manner.

2. Judges may be greeted by a representative of the host institution before the start of competition. In addition, coaches are permitted to formally acknowledge and greet judges in a cordial manner prior to the start of the competition.

3. Conversations with a chief judge or meet referee for purposes of changing a lineup or discussing an inquiry after it has been filed and decision rendered remain permissible.

4. Coaches shall avoid even the appearance of soliciting partisanship from the judges. Discussions (other than those involving meet administration) with judges should include the opposing coach (es).

5. It is the responsibility of each coach to see that every meet is conducted with full regard for the safety of and most fair competition for all gymnasts.

6. Areas should be designated for the teams and coaches separate from the spectators. Coaches and gymnasts shall remain within their designated areas, except when adjusting equipment or spotting. The competition floor shall be clear of all extraneous personnel.

7. No coach or competitor shall participate in a judges’ conference, or be within hearing distance of such conferences.

8. Each coach should assist actively in promoting positive relations among all participants, who are striving to achieve athletics excellence.

9. Coaches shall ensure that competitors exhibit dignity in manner and dress when representing their institution. Team dress codes shall be enforced during the competition.

10. All NCAA policies regarding sporting conduct shall be enforced. In addition to attending all required media news conferences and interviews, all coaches are expected to cooperate with all reasonable media requests in the best interest of the sport.
It is imperative to the dignity and growth of women’s gymnastics that judges be well educated in the details of gymnastics and the current rules, thoroughly prepared for each assignment and able to cover all possible circumstances. Toward that end, the NCAA Women’s Gymnastics Committee has adopted the following code of ethics for judges: All meets should be regarded as part of the national qualifying system for teams and individual competitors. Judges should strive for consistency in scoring at all collegiate meets, regardless of division, location or type of meet (i.e., dual, triangular or quadrangular). USA Gymnastics Junior Olympic Women’s Code of Points (Level 10 Rules) as of November 1 each year, and NCAA collegiate modifications shall be followed to the letter for all collegiate competition.

1. **Qualifications.** It is the duty of all judges to prepare themselves thoroughly and constantly update their preparation by being appropriately recertified. They should not accept any collegiate assignment for which they are not well qualified. NCAA regional and national championships require a Level 10 or higher rating. In addition, judges assigned to the regional and national championship competitions should not accept such assignment unless they have judged a minimum of four regular-season collegiate meets during that year.

2. **Affiliation.** No judge with an affiliation with an NCAA institution that sponsors women’s gymnastics will be assigned to the national championships; however, a judge may be assigned to a regional competition where he or she is not affiliated. Examples of affiliation would be, but are not limited to, coaching-staff member, works for spouse or relative of a coach, former team member, relative of a gymnast or parent of a team member, an athletics-related booster club member, gymnastics alumni and/or coach that has been away from the program for less than five years. Any individual with a current financial interest in a coach or team is not eligible to serve as a judge.

3. **Appearance.** Each judge should enter the competition site in uniform at least 30 minutes before the start of the competition.

4. **Duties and responsibilities.** Judges shall be greeted by a representative of the host institution before the start of competition. In addition, coaches are permitted to formally acknowledge and greet judges in a cordial manner before the start of the competition. Conversations with a chief judge or meet referee for purposes of changing a lineup or discussing an inquiry after initiated by the judge remain permissible.

   - Discussions with student-athletes, parents, alumni and/or recruits, should not occur at the competition site.
   - Judges should avoid any appearance of particular friendship or fraternization with any coaches or competitors.
   - At regular, conference championships and post season competitions judges are prohibited from entering the competition floor until the floor is cleared after warm ups.
   - Event standards should be strictly enforced in all meets (e.g., timing of falls and routines, boundary deductions) and be noted on the official score sheet.
   - Judges must be seated separately on the competition floor.
   - Individual judges’ scores and start value must be flashed. Reminder: NCAA allowable range of scores is to be followed for collegiate meets.
   - Judges will be responsible to indicate when they take an “up to the level” deductions on bars, beam, and floor. An ORANGE card; 4” by 6” with “UTL” in large letters, will be displayed only after (but as soon as) the start value and score is flashed. The home team is responsible for providing this card and holder.
   - Inquiries should be handled by the meet referee/ chief judge. In the event that an inquiry response is unsatisfactory to the coach, a videotape may be used for the purpose of review (see NCAA rules modifications for video review process).
   - Judges must process all inquiries before the start of the next event.
   - Only a spotter(s) or persons moving boards or mats should be within the judges’ area during the competition.
   - All judges must check the score sheet at the end of the competition and verify by signatures the accuracy of the scores. Judges are encouraged to report any infractions to the respective regional assignor and NCAA Women’s Gymnastics Committee chair.
Many institutions hire meet referees for regular season competition for the purpose of addressing procedural issues, scoring concerns and questions of judgment. Since this is a compensated position identical to payment received by each judge assigned to the competition, the duties of the meet referee shall be outlined. The administrative duties of the competition shall be under the direction of the meet director. Duties of the meet director also shall be outlined. Some institutions may choose to have a meet referee assigned as an extra non-officiating judge, while others may opt to have one of the event judges designated as the meet referee. The responsibilities of the meet referee are as follows:

- Conduct the judges meeting 30 minutes before competition and review the following procedures, even if it is assumed all judges are experienced.
  - Logistics of the meet — to include, but not limited to, scoring system, seating of judges, warm-up viewing area and guidelines, which auxiliary judges are present, and site for signing score sheets at the end of the meet.
  - Collegiate rules modifications.
  - Equipment issues.
  - Information from the meet director.
  - Professional protocol reminders.
  - Review of open scoring procedures.
  - Review when conferences may occur.
  - Review the inquiry (know why you took the deductions you did), routine summary (both judges must contribute; this is not just a chief judge duty) and video review processes.
  - Review duties with auxiliary judges.
  - Distribute team lineups and score sheets to judges.

- Act as the final authority in all technical matters.
- Be available for counsel on request of the head judge.
- Note any warning given by the chief judges concerning incorrect attire or signaling. He or she will then notify the chief judges on the other events that a warning has been given so that the appropriate deductions may be applied.
- Counsel chief judge when, in his or her opinion, the average score and/or the chief judge’s score appear out of range with the scoring in the overall competition.
- Review routine summary forms and ensure they are written in longhand and include the appropriate deductions.
- Be available for five minutes after the signing of the official score sheet to address questions or concerns regarding technical decisions.
- Record all yellow card instances on the official score sheet. If serving as a non-officiating meet referee:
  - Judge a majority of routines during the competition.
  - May observe and/or give opinion during judging conferences.
  - Review and deliver all inquiries during the competition.
  - Work with the scorer’s table on score changes resulting from inquiries, including the delivery of the inquiry back to the head coach.
  - Handle all team-neutral deductions with the scorer’s table.
  - Step in as an acting judge in an emergency or in the case that a judge does not report for duty.
The NCAA Women’s Gymnastics Committee has accepted the following procedures for regular-season competition: (Note: Coaches may agree, in writing, to alter the warm-up and competition format. If coaches do not agree, then the established format outlined below will be followed.)

1. **Judging.** A minimum of two judges per event must be used, and all must have a minimum Level 10 rating. No employee of, or full-time student at, a participating institution may be assigned to judge that institution’s meets, unless all participating coaches mutually agree in writing to the host institution at least 10 days before the competition. No present coaching staff member or parent of a gymnast may judge a meet involving the institution with which he or she has such an affiliation.

- Judges may be on the competition floor preparing for the meet during team introductions and three minute 30-second touches.
- Coaches shall be permitted to formally acknowledge and greet judges in a cordial manner prior to the start of the competition. Conversations with a chief judge or meet referee for purposes of changing a lineup or discussing an inquiry after initiated by the judge remain permissible.
- Judges must be seated separately on the competition floor.
- A copy of the NCAA Women’s Gymnastics Rules Modifications shall be made available to all judges of regular-season meets.
- One judge on each event must be designated as the chief judge.
- One judge must be designated as the meet referee to respond to inquiries during the meet.
- Open scoring must be used. All scores and start values will be flashed simultaneously and rotated, but only the average score will be raised and rotated. First, the judge will give his or her final score to the flasher. When all scores are posted to their respective score flash unit, judges will simultaneously display their start values and scores. The runner will pick up all judges’ score slips and present them to the head judge only AFTER the scores have been displayed. The head judge will tally the average score and it will be raised and rotated.
- Judges are required to leave the floor immediately after the processing of inquiries on the final event and sign score sheets off the competition floor in a neutral area.

2. **Meet Procedures.** The following procedures apply to all meets, regardless of the number of participating teams:

- The host team must let the visiting team know what boards are available and the length of the vault runway. There should be a sufficient number of landing mats and boards for warm-ups and competition, according to the number of teams and events occurring simultaneously (regular season).
- Institutions shall require a system (not necessarily a scoreboard) to post each team’s running score updated after each routine during every competition.
- Lineups must be handed in to the scorer’s table at least 1½ hours before the start of the competition. Changes may be made before the start of the event by notifying the scorer’s table and chief judge.
- Squad size is limited to a maximum of six gymnasts per event per team.
- Substitution(s) may be made after an event begins (i.e., flag raised for team’s first competitor on that event) by notifying the chief judge at that event. The substitute must replace the teammate in the same lineup position.
- As competitors arrive at each event for competition there will be a 4:00 touch warm up on each event. All participants on each event may use the entire touch warm up time and all warm ups will begin at the same time, regardless of duration. Additionally, there will be a 2:00 transition between each event beginning at the conclusion of the march in ceremony when all teams reach their respective corrals, and after each rotation when the final competitor’s initial score is flashed. The PA announcer will announce the beginning of the two-minute transition period.
Timing requirements:
- Beam routines and falls on beam and bars must be timed. There will be a 30-second fall time for beam and a 45-second fall time for bars.
- Floor routines must be timed.
- Sounding devices may be voice, bell or whistle.

Open scoring is required. (See Bullet 7 in the Judging section above.)

Computing scores:
- Two judges — by averaging the two scores.
- Four judges — by dropping the highest and lowest scores and averaging the other two judges’ scores.
- Three judges — by designating a non-counting chief judge and averaging the other two judges’ scores.
- Event scores are computed by totaling the five highest individual scores for each team.
- All-around scores are computed by totaling an individual competitor’s score from all four events.
- Team scores are computed by totaling all four event scores.

Inquiries must be made in writing before the beginning of the next event, and may pertain only to the value of the difficulty, special requirements, bonus values and clarification of neutral deductions or unusual falls.

When all Start Values are 10.0, only inquiries about compositional requirements and clarification of neutral deductions or unusual performance occurrences/falls are permissible.

Judges must process all inquiries prior to the start of the next event.

The group number for vault must be flashed during regular-season meets.

A maximum of six routine summary forms may be requested per competition.

A maximum of two exhibitions per event will be permitted after the official lineup has completed competition on that event. It shall be the responsibility of the host institution to inform visiting team(s) not later than one week before competition whether or not exhibitions will be permitted and, if so, how many.

An iPod must be available.

One athletic trainer per competing institution will be permitted in a designated area in close proximity to the vault landing area in instances where the vault corral is located at the beginning of the vault runway. The athletic trainer is there to observe and must refrain from engaging in any communication and/or cheering with the student-athlete, coach or other team personnel while in the vault landing area.

3. Dual-Meet Format.

Either one or two events should be conducted at a time, at the host institution’s preference.

- If one event is conducted at a time, Olympic order must be followed (vault, bars, beam, floor). Gymnasts from opposing teams should alternate on each event. The home team should begin vault and beam, and finish with bars and floor. The visiting team should begin bars and floor, and finish with vault and beam. If an institution is competing with fewer than six gymnasts in each event, competitors should alternate from the end of the lineup toward the beginning, interrupting the alternating order near the beginning of the event only to allow the proper team to begin the event.
- If two events are conducted simultaneously, the home team should begin vault and the visiting team should begin bars, in the first half of the competition. The home team should begin beam and the visiting team should begin floor, in the second half of the competition.

Warm-ups before the competition should be as follows:

- 30-minute open stretch and warm-up. Gymnasts may stretch and use equipment as desired.
- 15-minute warm-up on each event in competition order.
- Any event not used by an institution during the 15-minute/event warm-up period may be used by any gymnast.

- Two events should be run simultaneously in the following order:

<table>
<thead>
<tr>
<th>Vault</th>
<th>Bars</th>
<th>Bye</th>
<th>Beam</th>
<th>Floor</th>
<th>Bye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home team</td>
<td>Visitor 1</td>
<td>Visitor 2</td>
<td>Home team</td>
<td>Visitor 2</td>
<td>Visitor 1</td>
</tr>
<tr>
<td>Visitor 2</td>
<td>Home team</td>
<td>Visitor 1</td>
<td>Visitor 2</td>
<td>Visitor 1</td>
<td>Home team</td>
</tr>
<tr>
<td>Visitor 1</td>
<td>Visitor 2</td>
<td>Home team</td>
<td>Visitor 1</td>
<td>Home team</td>
<td>Visitor 2</td>
</tr>
</tbody>
</table>

- Bars and vault competition should be conducted in the first half of competition; beam and floor in the second half.

- Warm-ups should be as follows:
  - 30-minute open stretch and warm-up. Gymnast may stretch and use equipment as desired.
  - 15-minute timed warm-up on each event rotating in Olympic order.
  - The event not used by an institution during this 15-minute/event warm-up period may be used by any gymnast.

5. Quadrangular-Meet Structure.

- Four events should be run simultaneously, with each team beginning and anchoring one event in the following order:

<table>
<thead>
<tr>
<th>Vault</th>
<th>Bars</th>
<th>Beam</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home team</td>
<td>Visitor 3</td>
<td>Visitor 2</td>
<td>Visitor 1</td>
</tr>
<tr>
<td>Visitor 1</td>
<td>Home team</td>
<td>Visitor 3</td>
<td>Visitor 2</td>
</tr>
<tr>
<td>Visitor 2</td>
<td>Visitor 1</td>
<td>Home team</td>
<td>Visitor 3</td>
</tr>
<tr>
<td>Visitor 3</td>
<td>Visitor 2</td>
<td>Visitor 1</td>
<td>Home team</td>
</tr>
</tbody>
</table>

- Warm-ups should be as follows:
  - 30-minute open stretch and warm-up. Gymnast may stretch and use equipment as desired.
  - 15-minute timed warm-up on each event rotating in Olympic order.

*Note: For further meet procedures; please refer to the current JO rules and policies*
**NCAA WOMEN’S GYMNASTICS DIFFICULTY EVALUATION FORM**

**Directions:** Only major elements or special connections that the gymnast(s) may be attempting in this competition should be included on this form. It is intended to assist the judges in the evaluation of routines. This form should not include the gymnasts’ names and must be submitted to the meet referee at the administrative meeting.

Institution _________________________________

Bars _______ Beam _______ Floor _______ Vault _______

<table>
<thead>
<tr>
<th>Value/Bonus</th>
<th>Number in F.I.G. Code and/or Description of Element(s)</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>D (sample)</td>
<td>#S4.403 Backward Giant with 1/1 tum to ‘L’ or mixed ‘L’ grip (sample)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C + C = 0.10 P (sample)</td>
<td>#S5.302 Front giant with 1/2 tum + #8.303 flyaway 2/1 twist dismount (sample)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Judges' Use Only**
NCAA Women’s Gymnastics Scoresheet Instructions

(IMPORTANT: Please read carefully)

1. Complete and legible scoresheets must be submitted electronically to the appropriate regional score verification coordinator within 72 hours after the meet.

   Only results that have been submitted on either a typed NCAA Women’s Gymnastics Scoresheet or a computer printout that mirrors the scoresheet will be considered for the 2017 National Collegiate Women’s Gymnastics Championships.

2. Judges’ names and ratings must be typed on the scoresheet before the competition, and the judges must initial the scoresheet next to or on their name.

3. The scoresheet must include the judges’ names, ratings and initials, all judges’ scores (including the two vault scores), neutral deductions, the coaches’ signatures, the all-around scores and the final team scores.
### Judge's Slip

Sample

<table>
<thead>
<tr>
<th>Meet</th>
<th>Order:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team</td>
<td>Rotation:</td>
</tr>
<tr>
<td>Gymnast</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Score</th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Start</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Bonus</th>
<th>Neutral</th>
<th>Deduction</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Team ND</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Final Average Score</th>
<th>Judge:</th>
</tr>
</thead>
</table>

### Line Judge's Slip

Sample

<table>
<thead>
<tr>
<th>No.</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th></th>
</tr>
</thead>
</table>
APPENDIX G

NATIONAL COLLEGIATE WOMEN’S GYMNASTICS CHAMPIONSHIPS

TRAVEL FORM

As soon as the teams and individuals have been selected, the tournament director(s) will email this form to the coaches of those teams and individuals. Coaches must return the form to the tournament director within 24 hours.

1. For teams not staying at the designated host hotel, please list hotel property and phone number.

2. What form of transportation will be used?

   Flight Information (Airline, Date and Time)

3. Type and Number of Ground Transportation

   Buses
   Vans/Cars

4. Will your team use the designated practice time on the day prior to competition?

   Yes _______  No _______

__________________________________________________________
Signature, Head Coach

__________________________________________________________
Institution

Cell Phone Number: __________________________________________

Office Phone Number: _________________________________________

Fax Number: ________________________________________________

Email Address: ______________________________________________
1:43 p.m. Gymnasts, open stretch will begin in two minutes. As a reminder, teams will use the matting surrounding their first event for open stretch. The floor exercise mat will be used by the team that begins on floor, as well as the two teams that begin on byes. Each team will have one-third of the floor exercise mat. Gymnasts warming up on vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. On bars, the low bar may be raised but not removed; the high bar may not be used. Group dances are not allowed. There are no restrictions on flight or inverted skills for the duration of the open stretch.

1:45 p.m. Open warm-ups/stretching will now begin.

1:55 p.m. Gymnasts, your timed warm-ups will begin in five minutes.

1:58 p.m. Gymnasts, you may move to your first event. Timed warm-ups will begin in two minutes

(Approval)

2 p.m. Gymnasts, timed warm-ups will now begin. <team> is on vault, <team> is on bars, <team> begins on beam, and <team> starts on floor. <team> and <team> have byes.

2:10 p.m. Gymnasts, there are five minutes remaining for timed warm-ups.

2:15 p.m. Gymnasts, that concludes the first warm-up period. Please move to your next event and wait for the official start announcement. <team> is on vault, <team> moves to bars, <team> is on beam, and <team> starts on floor. <team> and <team> have byes.

(Approval) Gymnasts, the second warm-up rotation begins now.

2:27 p.m. Gymnasts, there are five minutes remaining in this rotation.
2:32 p.m. Gymnasts, your second warm-up is now over. Please move to your next event and wait for my official start announcement. For the next rotation, <team> is on vault, <team> moves to bars, <team> is on beam, and <team> moves to floor. <team> and <team> have byes.

(Approval) Gymnasts, the third warm-up rotation begins now.

2:44 p.m. Gymnasts, there are five minutes remaining in this rotation.

2:49 p.m. Gymnasts, your third warm-up is now over. Please move to your next event and wait for my official start announcement. For the next rotation, <team> is on vault, <team> moves to bars, <team> is on beam, and <team> moves to floor. <team> and <team> have byes.

(Approval) Gymnasts, the fourth warm-up rotation begins now.

3:01 p.m. Gymnasts, there are five minutes remaining in this rotation.

3:06 p.m. Gymnasts, your fourth warm-up is now over. Please move to your next event and wait for my official start announcement. For the sixth rotation, <team> is on vault, <team> moves to bars, <team> is on beam, and <team> moves to floor. <team> and <team> have byes.

(Approval) Gymnasts, the fifth warm-up rotation begins now.

3:18 p.m. Gymnasts, there are five minutes remaining in this rotation.

3:23 p.m. That concludes the fifth rotation. Gymnasts, please move to your sixth and final rotation and wait for my official start announcement. For the sixth rotation, <team> is on vault, <team> moves to bars, <team> is on beam, and <team> moves to floor. <team> and <team> have byes.

(Approval) Gymnasts, the sixth warm-up rotation begins now.

3:35 p.m. Gymnasts, there are five minutes remaining in this rotation.

3:40 p.m. Gymnasts, that concludes the warm-up. Please clear the floor and report to the staging area for march-in in 10 minutes.
4 p.m. Good afternoon, ladies and gentlemen and welcome to <facility> at <institution> for the 2016 National Collegiate Women’s Gymnastics <name of city> Regional. Let’s meet the six teams and individual performers who have qualified for today’s competition: [Teams announced in event order.]

First, from <team institution>:

<list first and last names of team athletes>

The head coach for <team institution or mascot> is <name>.

And from <institution>, individual all-around competitor <name>.

The head coach for <individual institution or mascot> is <name>.

Next, from <team institution>:

<names>

The head coach for <team institution or mascot> is <name>.

And from <institution>, individual all-around competitor <name>.

The head coach for <individual institution or mascot> is <name>.

Next, from <team institution>:

<names>

The head coach for <team institution or mascot> is <name>.

And from <institution>, individual all-around competitor <name>.

The head coach for <individual institution or mascot> is <name>.
Next, from <team institution>:

<names>

The head coach for <team institution or mascot> is <name>.

And from <institution>, individual all-around competitor <name>.

The head coach for <individual institution or mascot> is <name>.

Next, from <team institution>:

<names>

The head coach for <team institution or mascot> is <name>.

And from <institution>, individual all-around competitor <name>.

The head coach for <individual institution or mascot> is <name>.

Next, from <team institution>:

<names>

The head coach for <team institution or mascot> is <name>.

And from <institution>, individual all-around competitor <name>.

The head coach for <individual institution or mascot> is <name>.

Next, from <team institution>:

<names>

The head coach for <team institution or mascot> is <name>.

And finally, the individual event specialist competitors:

Competing on the vault, from <institution> and coached by <head coach’s name>, <gymnast’s name>.

Competing on the uneven bars, from <institution> and coached by <head coach’s name>, <gymnast’s name>.
Competing on the balance beam, from <institution> and coached by <head coach’s name>, <gymnast’s name>.

And competing on the floor exercise, from <institution> and coached by <head coach’s name>, <gymnast’s name>.

Ladies and gentlemen, please rise and join in the <singing or playing> of our national anthem, performed tonight by <name>.

Good luck, competitors. You may now proceed to your first event and wait for the green flag to signal the start for the 4-minute touch.

<Note: As gymnasts proceed to their first event, please announce the following:>

Today’s judging panels represent the following states:  <Note: Do NOT announce judges’ names.>

<judges’ states>

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.

For the first rotation, <team> is on vault, <team> is on bars, <team> is on beam and <team> is on floor. <team> and <team> have byes.

For the safety of the student-athletes no flash cameras may be used. <cue> The four green flags are up. You may begin your 4-minute touch now. <cue> That concludes the touch. Judges may take control of your event.

<First rotation>

That completes the first rotation. Gymnasts, please prepare to march to your next event.
APPENDIX H

<when ready> Proceed to your next event and wait for the green flag to signal the start of official timed warm-ups. <team> is on vault, <team> is on bars, <team> is on beam and <team> is on floor. <team> and <team> have byes. <cue> And the four green flags are up. You may begin your 4-minute touch now.

<Note: Scores after each rotation may be displayed and/or announced between rotations as they are available.> <cue> That concludes the touch. Judges may take control of your event.

<Second rotation>

Gymnasts, that completes the second rotation. Gymnasts, please prepare to march to your next event.

<when ready> Please move to your next event and wait for the green flag. <team> is on vault, <team> is on bars, <team> is on beam and <team> is on floor. <team> and <team> have byes. <cue> And the four green flags are up. You may begin your 4-minute touch now. <cue> That concludes the touch. Judges may take control of your event.

<Third rotation>

That completes the third rotation. Gymnasts, please prepare to march to your next event.

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.

<when ready> Proceed to your next event and wait for the green flag to signal the start of official timed warm-ups. <team> is on vault, <team> is on bars, <team> is on beam and <team> is on floor. <team> and <team> have byes.

<cue> And the four green flags are up. You may begin your 4-minute touch now.

<cue> That concludes the touch. Judges may take control of your event.
<Fourth rotation>

Gymnasts, that concludes the fourth rotation. Gymnasts, please prepare to march to your next event.

<when ready> Please move to your next event and wait for the green flag. <team> is on vault, <team> is on bars, <team> is on beam and <team> is on floor. <team> and <team> have byes.

<cue> And the four green flags are up. The touch may begin.

<cue> That concludes the touch. Judges may take control of your event.

<Fifth rotation>

That concludes the fifth rotation. Gymnasts, please prepare to march to your next event.

<when ready> Proceed to your next event and wait for the green flag to signal the start of official timed warm-ups. <team> is on vault, <team> is on bars, <team> is on beam and <team> is on floor. <team> and <team> have byes.

<cue> And the four green flags are up. You may begin your 4-minute touch now.

<cue> That concludes the touch. Judges may take control of your event.

<Sixth rotation>

Ladies and gentlemen, that concludes today’s competition. Please remain in your seats for the announcement of scores. <teams and individual gymnasts are to remain in the corral of their final rotation>

Ladies and gentlemen, let’s give all the participants a big round of applause. We will announce the finishes as follows:

1. The top six place finishers in each event
2. The top six all-around finishers
3. The team finishes
4. The <name of city> regional team champion and runner-up – both of which qualify to nationals.

First, we’d like to recognize the top six place finishers in each event. Here to congratulate the winners is <name>, <title>.

On vault, in 6th place with a score of <score>, is <name> of <institution>.

Finishing 5th with a score of <score>, is <name> of <institution>.

Finishing 4th with a score of <score>, is <name> of <institution>.

Finishing 3rd with a score of <score>, is <name> of <institution>.

Finishing 2nd with a score of <score>, is <name> of <institution>.

And the winner on the vault, with a score of <score>, from <institution>, <name>.

On uneven bars, in 6th place with a score of <score>, is <name> of <institution>.

Finishing 5th with a score of <score>, is <name> of <institution>.

Finishing 4th with a score of <score>, is <name> of <institution>.

Finishing 3rd with a score of <score>, is <name> of <institution>.

Finishing 2nd with a score of <score>, is <name> of <institution>.

And the uneven bars champion, with a score of <score>, from <institution>, <name>.

On the balance beam, in 6th place with a score of <score>, is <name> of <institution>.

Placing 5th with a score of <score>, is <name> of <institution>. 
In 4th place with a score of <score>, is <name> of <institution>.

Finishing 3rd with a score of <score>, is <name> of <institution>.

Finishing 2nd with a score of <score>, is <name> of <institution>.

And the balance beam champion, with a score of <score>, from <institution>, <name>.

On floor exercise, in 6th place with a score of <score>, is <name> of <institution>.

Finishing 5th with a score of <score>, is <name> of <institution>.

Placing 4th with a score of <score>, is <name> of <institution>.

In 3rd place with a score of <score>, is <name> of <institution>.

Finishing 2nd with a score of <score>, is <name> of <institution>.

And the winner on the floor exercise, with a score of <score>, is <name> of <institution>.

And now the top six all-arounders.

Placing sixth, with a score of <score>, <name> of <institution>.

With a score of <score>, in fifth place is <name> of <institution>.

Scoring a <score>, placing fourth, <institution>‘s <name>.

In third place, with a score of <score>, is <name> from <institution>.

Finishing second, with a score of <score>, <name> from <institution>.
And the <year> <regional> regional all-around champion, with a score of <score>, <name> of <institution>. 
And finally, the team scores.

Placing sixth, with a team score of <score>, <institution>.

With a score of <score>, in fifth place, <institution>.

Scoring a <score>, placing fourth, <team>.

In third place, with a team score of <score>, <team>.

<Top two teams can go to awards stand>

Placing second, and qualifying to the national championships, with a score of <score>, <team>.

And the <year> <name of city> regional team champion and qualifying to the national championships, with a score of <score>, <institution>.

Fans, at this time, we also would like to congratulate the individual competitors that have advanced to the 2016 National Collegiate Women’s Gymnastics Championships in Fort Worth, Texas:

[ANNOUNCE ONLY IF EVENT CHAMPION IS NOT AN ADVANCING ALL-AROUNDER OR A MEMBER OF AN ADVANCING TEAM]

On Vault, with a score of <score>, <name and institution>
On Uneven Bars, with a score of <score>, <name and institution>
On Beam, with a score of <score>, <name and institution>
On Floor Exercise, with a score of <score>, <name and institution>

[ANNOUNCE: THE TOP TWO ALL-AROUNDERS WHO ARE NOT MEMBERS OF EITHER OF THE ADVANCING TEAMS.]

And our two all-arounders advancing from the <city> regional are:
<name> of <institution>, with a score of <score>; and
<name> of <institution>, with a score of <score>.

Congratulations to each of the participants for a spectacular meet. Thank you for attending and have a safe drive home. The 2017 National Collegiate Women’s Gymnastics Championships will be held in Chaifetz
Arena in St. Louis, Missouri, April 14 and 15, and is hosted by the University of Missouri, Columbia and the St. Louis Sports Commission.
# 2017 National Collegiate Women’s Gymnastics Championships

## Lineup Form

**Institution**: 

**Coach**:  

<table>
<thead>
<tr>
<th>Vault</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
<th>6.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Bars</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
<th>6.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Beam</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
<th>6.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Floor</th>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
<th>6.</th>
</tr>
</thead>
</table>
### National Collegiate Women’s Gymnastics Championships

**Equipment List (regionals & nationals)**

We verify that this is the equipment that will be used at NCAA Women’s Gymnastics Championships.

<table>
<thead>
<tr>
<th>Year(s)</th>
<th>Host Institution</th>
<th>Signature Meet Director</th>
<th>Signature Athletics Director</th>
</tr>
</thead>
</table>

**Regionals**

**Nationals**

**circle specific equipment when given more than one option**

<table>
<thead>
<tr>
<th>VAULT</th>
<th>CHECK</th>
<th>WILL</th>
<th>AAI</th>
<th>IF something is different please note</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 ELITE SERIES</td>
<td>CATALOG</td>
<td>QTY.</td>
<td>IF HAVE</td>
<td>GET</td>
</tr>
<tr>
<td>TAC/10 Vault Table</td>
<td>407-557</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Padded Vaulting Runway (1 3/8 x 3' x 84')</td>
<td>416-785</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>TAC/10 Board</td>
<td>407-233</td>
<td>2</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Contoured Vault Safety Zone</td>
<td>407-238</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td># TAC/10 Vaulting Anchor Mat 20 cm</td>
<td>416-549</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td># TAC/10 Vaulting Anchor Mat 20 cm</td>
<td>416-125</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>FIG 8’ x 15.5 x 20 cm V2 - Firm</td>
<td>416-558</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>FIG 8’ x 8 x 20 cm V2 - Slab</td>
<td>416-553</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td># Throw Mat 7’ x 10’ x 10 cm (anti-slip with Duel Density Foam)</td>
<td>416-258</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td># Throw Mat 7’ x 10’ x 10 cm (standard foam mesh bottom)</td>
<td>416-319</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Throw Mat 8’ x 15’ x 4” folding</td>
<td>416-020</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>8” Skill Cushion 5’ x 10’</td>
<td>416-159</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>8” Skill Cushion 5’ x 10” “Softy”</td>
<td>416-006</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Sting Mat 6’6” x 8’ x 2”</td>
<td>416-584</td>
<td>2</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>TAC/10 Round off Pad - 36” x 54” x 1 3/8” (no personal pads)</td>
<td>416-096</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Mini TAC/10 Round off Pad - 36” x 36” x 1 3/8” (no personal pads)</td>
<td>416-099</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Low Spotting Block 2’ x 1’ x 4’</td>
<td>416-042</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>TAC 10/Towel (one box)</td>
<td>407-571</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>TAC 10/Surface Cleaner</td>
<td>407-567</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Step in Chalk Holder w/ chalk</td>
<td>407-007</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Score Flasher – 3 digit (panel judges and vault group) handheld</td>
<td>418-002</td>
<td>6^</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Score Flasher – 5 digit (chief judge) (4 digit for regionals)</td>
<td>418-003</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**MISC**

| Collegiate Vault Value Chart | |
| 100 ft. US Metal Tape Measure | 1 |
| Start Value Flip Charts | 6^ |
| Green Start Flag | 1 |

**Bars**

<table>
<thead>
<tr>
<th>Floor Plates</th>
<th>Free standing</th>
<th>CHECK</th>
<th>WILL</th>
<th>AAI</th>
<th>IF something is different please note</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTB 844 Elite Uneven</td>
<td></td>
<td>407-080</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Extra Graphite X Bar</td>
<td></td>
<td>407-152</td>
<td>2</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Elite Uneven Bars Adapters - if floor plates are not available</td>
<td></td>
<td>407-361/349</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>FIG 8’ x 15.5 x 20 cm V2 - Firm</td>
<td></td>
<td>416-558</td>
<td>2</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>FIG 8’ x 12’ x 20 cm V2 - Firm</td>
<td></td>
<td>416-557</td>
<td>2</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>FIG 8’ x 7.5’ x 20 cm V2 - Slab</td>
<td></td>
<td>416-554</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Throw Mat 7’ x 10’ x 10 cm (anti-slip with Duel Density Foam)</td>
<td></td>
<td>416-258</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Throw Mat 7’ x 10’ x 10 cm (standard foam mesh bottom)</td>
<td></td>
<td>416-319</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Sting Mat 6’6” x 8’ x 2”</td>
<td></td>
<td>416-584</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>8” Skill Cushion 5’ x 10’ “Softy”</td>
<td></td>
<td>416-006</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>8” Skill Cushion 5’ x 10’ Anti Skid (optional at regionals, required at nationals)</td>
<td></td>
<td>416-257</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Throw Mat 8’ x 15’ x 4” folding</td>
<td></td>
<td>416-020</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>TAC/10 Board</td>
<td></td>
<td>407-233</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Low Spotting Block 2’ x 1’ x 4’</td>
<td></td>
<td>416-042</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>High Chalk Holder</td>
<td></td>
<td>407-008</td>
<td>3</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Block Chalk</td>
<td></td>
<td>407-585</td>
<td>Case</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Score Flasher – 3 digit (panel judges) handheld</td>
<td></td>
<td>418-002</td>
<td>6^</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Score Flasher – 5 digit (chief judge) (4 digit for regionals)</td>
<td></td>
<td>418-003</td>
<td>1</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**MISC**

| Stop Watches | 2 |
| Scotch bright pad for scraping bars | 1 |
| Start Value Flip Charts | 6^ |
| 2’ x 4’ x 8’ plywood mounting boards w/ non-skid surface both sides no logos (w/ rope for handles) | 1 |
| Green Start Flag | 1 |
| Wire Brush | 2 |
| Spray Water Bottles for Bars | 3 |

## Throw mats denoted with these symbols are an either/or option at regionals. For nationals, both types of mats still are required.

^Only 4 handheld flashers/start value flip charts needed at regionals.

**Please note that some items may be added or deleted due to future changes to equipment specifications. Also, some catalog numbers may change.**
### Equipment List (regionals & nationals)

We verify that this is the equipment that will be used at NCAA Women's Gymnastics Championships.

**Host Institution**

Signature Meet Director ____________________________

Signature Athletics Director ____________________________

**Year(s)** ____________________________

---

## **Circle specific equipment when given more than one option**

<table>
<thead>
<tr>
<th>800 ELITE SERIES</th>
<th>CATALOG</th>
<th>CHECK</th>
<th>WILL</th>
<th>AAI</th>
<th>IF something is different please note</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAM ITEM DESCRIPTION</td>
<td>NO.</td>
<td>QTY.</td>
<td>IF HAVE</td>
<td>GET</td>
<td>PROVIDES</td>
</tr>
<tr>
<td>Elite Reflex Nonadj Beam</td>
<td>407-430</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elite Beam Leg Pads</td>
<td>416-325</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elite Beam Leg Filler Mat System</td>
<td>416-560</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIG 8' x 15.5' x 20 cm V2 - Firm</td>
<td>416-558</td>
<td>2</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIG 8' x 12' x 20 cm V2 - Firm</td>
<td>416-557</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIG 4' x 8' x 20 cm V2 - Firm Slab</td>
<td>416-553</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#1 Throw Mat 7' x 10' x 10 cm (anti-slip with Dual Density Foam)</td>
<td>416-258</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#1 Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)</td>
<td>416-319</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8' Skill Cushion 5' x 10' nonslip (nonslip backing optional at regionals only)</td>
<td>416-159</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sting Mat 6.6' x 6.6' x 2'</td>
<td>416-584</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Throw Mat 8' x 15' x 4' folding</td>
<td>416-020</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TAC/10 Board</td>
<td>407-233</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suede Beam Pad</td>
<td>416-051</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step in Chalk Holder w/ chalk</td>
<td>407-007</td>
<td>2</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score Flasher - 3 digit (panel judges) handheld</td>
<td>418-002</td>
<td>6^</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Score Flasher - 5 digit (chief judge) (4 digit at regionals)</td>
<td>418-003</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MISC Stop Watches</td>
<td>2</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start Value Flip Charts</td>
<td>6^</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2' x 4' .5'plywood mounting boards w/ non-skid surface both sides no logos (w/ rope for handles)</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Green Start Flag</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2 panel mat for stretching/warm-up (1 mat at regionals/2 at nationals)</td>
<td>1 / 2</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bell (beam warning); loud enough to be heard over crowd</td>
<td>1</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FLOOR**

<table>
<thead>
<tr>
<th>Regionals</th>
<th>Nationals</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK</td>
<td>WILL</td>
</tr>
<tr>
<td>IF HAVE</td>
<td>GET</td>
</tr>
<tr>
<td>Elite Floor Exercise System - 40' x 40'</td>
<td>432-340</td>
</tr>
<tr>
<td>Extra Floor Panel</td>
<td>534-128</td>
</tr>
<tr>
<td>All-American Elite Carpet - 45' x 45' (note color in blank column)</td>
<td>432-510</td>
</tr>
<tr>
<td>Foam Border</td>
<td>432-891</td>
</tr>
<tr>
<td>2' QuadLam Foam 6' x 42'</td>
<td>416-773</td>
</tr>
<tr>
<td>8' Skill Cushion 5' x 10'</td>
<td>416-663</td>
</tr>
<tr>
<td>Sting Mat 6.6' x 6.6' x 2'</td>
<td>416-584</td>
</tr>
<tr>
<td>#1 Throw Mat 7' x 10' x 10 cm (anti-slip with Dual Density Foam)</td>
<td>416-258</td>
</tr>
<tr>
<td>#1 Throw Mat 7' x 10' x 10 cm (standard foam mesh bottom)</td>
<td>416-319</td>
</tr>
<tr>
<td>Step in Chalk Holder w/ chalk</td>
<td>417-007</td>
</tr>
<tr>
<td>Score Flasher - 3 digit (panel judges) handheld</td>
<td>418-002</td>
</tr>
<tr>
<td>Score Flasher - 5 digit (chief judge) (4 digit at regionals)</td>
<td>418-003</td>
</tr>
<tr>
<td>EZ Roll Corner Mats - set of 4 each</td>
<td>416-736</td>
</tr>
<tr>
<td>Block Chalk</td>
<td>407-585</td>
</tr>
<tr>
<td>MISC Start Value Flip Charts</td>
<td>6^</td>
</tr>
<tr>
<td>Sound system including ipod adapter</td>
<td>1</td>
</tr>
<tr>
<td>White gaffers or duct tape for corners, 2 rolls per day of competition</td>
<td>1</td>
</tr>
<tr>
<td>Green Start Flags</td>
<td>1</td>
</tr>
<tr>
<td>Yellow Flags</td>
<td>2</td>
</tr>
<tr>
<td>Stop Watches</td>
<td>1</td>
</tr>
<tr>
<td>60' x 60' Vinyl Floor Sheets (for gymnastics to apply chalk to their feet - versus crushing chalk on competitive mats)</td>
<td>4</td>
</tr>
<tr>
<td>Score Flasher - 5 digit (for finals) Extra Flasher Inserts</td>
<td>2</td>
</tr>
</tbody>
</table>

**MISC**

<table>
<thead>
<tr>
<th>bye area 1</th>
<th>off competition floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>bye area 2</td>
<td>off competition floor</td>
</tr>
<tr>
<td>Additional Panel Mats - for stretching areas (4 areas)</td>
<td>8</td>
</tr>
<tr>
<td>Meet Referee</td>
<td>Host to provide</td>
</tr>
<tr>
<td>100 ft. US Metal Tape Measure</td>
<td>1</td>
</tr>
<tr>
<td>20 meter Tape Measure</td>
<td>1</td>
</tr>
<tr>
<td>Stop Watches (3 backups) 7 total</td>
<td>3</td>
</tr>
<tr>
<td>3-4 digit handheld flashers (nationals only)</td>
<td>24</td>
</tr>
</tbody>
</table>

**Please note that some items may be added or deleted due to future changes to equipment specifications. Also, some catalog numbers may change.**

---

**APPENDIX J**
The ticket back language should be placed on the back of the ticket stub, 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.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Chris Termini (ctermini@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Chris on any correspondence.

NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted “No re-admittance” language as needed.

---

**THIS TICKET IS A REVOCABLE LICENSE**

**USER ACCEPTS RISK OF INJURY**

The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the “Holder”) voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided.** Those under two must be accompanied by a person with a valid admission ticket. **Every person, regardless of age, must have a ticket to enter the facility.** Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. **Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. No re-admittance.** 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. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder’s image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA’s rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

---

**TIMES ARE SUBJECT TO CHANGE**
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
This Limited License between ______________________ (“Licensed Photographer” or “Photographer”) and the National Collegiate Athletic Association (“NCAA”) or its authorized designee (“host/LOC”) shall be in effect for the (name of NCAA Championship event) __________________________.

NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAPhotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

In the event that NCAA Photos is not providing a photographer for the championship event, the NCAA in its discretion may grant a limited license for one selected photographer to shoot and sell photographs under the specified terms and conditions. With approval of the NCAA, the host/LOC may grant one limited license to a qualified photographer if a photographer requests a limited license and agrees to meet all terms and conditions herein. In the event that more than one photographer requests a limited license, the host/LOC shall work with the NCAA to determine which applicant shall be granted a license. The grant by the NCAA for a photographer to take photographs is a privilege subject to revocation.

To qualify for the single license that may be granted if NCAA Photos will not be on-site, a photographer must not be otherwise credentialed for the event or employed by editorial photographers such as newspapers, magazines and major wire services. The primary purpose is to protect the Association’s intellectual property and to ensure that student-athletes are protected from entities attempting to exploit their images. Please abide by the following regulations if you plan to work with any non-editorial or non-NCAA Photos photographers. Please contact Levida Maxwell, administrative assistant of corporate and broadcast alliances (lmaxwell@ncaa.org, 317/917-6356) with any questions.

License Terms and Conditions:

1. One (1) qualified photographer who is not affiliated with NCAA Photos may be licensed for the purpose of taking candid consumer shots at an NCAA championship event, if and only if, the NCAA does not provide an official photographer from NCAA Photos. NCAA championships administrators, hosts institutions or local organizing committees may authorize the license, at their discretion. Authorization from host institutions or local organizing committee is subject to NCAA approval.

2. The licensed photographer may take any number of photos on-site throughout the championship event, provided they do not interfere with play. Please refer to the NCAA credential policies regarding any restrictions for where photos may be taken during the event.

3. Printed or electronic photos may be sold on-site at a location within the championship venue determined by the NCAA. Photos may be sold throughout the championship from ENTER DATES OF THE CHAMPIONSHIP EVENT under the following conditions:
a. If the NCAA contracts and pays a fee for photography services, the photographer must pay a royalty equal to seventy percent (70%) of net royalties. Licensed photographer shall perform all services pursuant to the separate contract;

b. If licensed photographer is willing to provide photographic services to the NCAA at no cost, the photographer shall pay a royalty equal to fifty percent (50%) of net royalties.

c. Licensed photographer may sell photos online on the photographer’s previously existing professional photography Web site for a period of 30 days after the conclusion of the event. Royalty percentages noted above shall remain in effect. The licensed photographer may not allow any third-party retail operation or Web site, including NCAA member institutions to sell championship photography without NCAA approval.

d. If the NCAA develops an online photo store, the NCAA has the right to sell any photos taken by licensed photographer on the online store for an unlimited period of time. Royalty shares shall remain in effect.

e. Licensed photographer shall provide a royalty report of onsite sales no later than 14 days after the event. The report should be sent electronically to Levida Maxwell (lmaxwell@ncaa.org). If licensed photographer intends to sell photos online after the event, a second royalty report shall be sent immediately following the 30-day window for selling photos through approved distribution.

f. The NCAA will invoice the licensed photographer for the proper percentage of royalties owed to the NCAA. Licensed photographer shall have 30 days to pay the invoice.

g. After the appointed period, licensed photographer shall make no additional sale of NCAA championship photographs without advance, written NCAA approval.

4. Licensed photographer must provide an electronic copy of all pictures taken at the championship on CD or other acceptable media within 14 days after the event. The photos should be sent to the NCAA national office (1802 Alonzo Watford Senior Drive, Indianapolis, IN 46204, attention Levida Maxwell, 3170-917-6356). The NCAA reserves the right, and licensed photographer grants the NCAA the unlimited, perpetual right, to use the photos free of charge for its own editorial and promotional purposes.

5. Printed photos may only be sold for consumer, personal use as a memento of the event, and not to corporations or individuals who intend to repurpose or resell such photos.

6. Photo orders may be taken by licensed photographer’s order form provided to the host institution and placed in the team registration packets. Photography order forms may be distributed to student-athletes leading up to the championship event through the final date of the event. Any sales through these forms are subject to above-noted royalty percentages.

7. Photos taken by licensed photographer may not, at any time, be sold for commercial purposes of any kind (e.g., for advertising) or to media entities.
8. Licensed photographer agrees that no rights fees will be charged to consumers for the photos outside the original sales price of each photo, to be determined by the photographer.

9. Licensed photographer may not claim any relationship to or endorsement by the NCAA and may not use NCAA trademarks in any way, except as permitted in paragraph 10 or if approved in advance by the NCAA.

10. The only language that may be printed on the actual photo itself is the date of the event and the name of the participant, if applicable. If the event title is to be used, licensed photographer must use the official NCAA championship event title, which can be found on NCAA signage, promotional materials and the NCAA event logo on-site.

11. Photographs taken at NCAA championship event cannot be used in any way to market or advertise the services of licensed photographer.

12. Licensed photographer is permitted to use one sign or banner to identify the location of the sale of their photographs and equipment. The location of the signage must be outside of the actual venue or bowl (i.e., on a concourse not viewable from the seats). The only photography signage permitted in-venue is NCAAPhotos.com signage. Layouts for such signage must be approved by the NCAA and the championship host and/or local organizing committee prior to being displayed outside the venue.

13. NCAAPhotos.com has first right to take and sell photos on site. If NCAA Photos is onsite, this license shall be subject to revocation and no authorization shall exist for the photographer to shoot photos within the championship venue.

14. The photographer receiving this limited license shall affirm the terms and conditions by signing the document on the signature field below. The agreement should be sent to Levida Maxwell, administrative assistant of corporate and broadcast alliances (lmaxwell@ncaa.org, or by fax, 317-917-6807)

15. This license may be modified by the NCAA in its sole discretion at any time. The NCAA shall provide a copy of modifications to licensed photographer and shall be binding upon them or license shall be revoked.

16. The NCAA reserves the license to revoke photography privileges in its reasonable discretion.

17. The NCAA makes no representations that spectators, participants, or anyone in the venue has granted permission for photographs of their likenesses to be sold. Licensed photographer assumes all risk associated with the grant of the license to photograph the championship event.

18. Licensed photographer understands the inherent risk of being in close proximity to athletic contests and waives any and all liability stemming from injury and/or property damage in conjunction with photography at an NCAA championship.
19. Nothing is meant to convey employee status on photographer. The grant of photography privileges shall not be interpreted as a partnership, joint venture, or any recognized association with the NCAA.
The following license is granted for the purposes specified and under the terms and conditions stated herein.

**Championship Event:**

**Championship Round(s):**

**Date(s) of Championship Event:**

**Host institution:**

**Institution Administrator:**

**Title:**

**Photographer Name:**

**Photographer Address:**

**Photographer Email Address:**

**Photographer Phone Number:**

**Photographer Web site:**

**Will photos be sold on site?** Yes ☐ No ☐
Will photos be sold online? Yes □ No □

I hereby agree to the terms and conditions as stated in NCAA Championships Local Photographer Limited License

_________________________________________  _________________________
Signature of institution administrator        Date

_________________________________________  _________________________
Signature of photographer                     Date

_________________________________________  _________________________
Signature of authorized NCAA representative  Date

Please e-mail or fax to Levida Maxwell, NCAA, not later than three days prior to competition.

E-mail: lmaxwell@ncaa.org
Fax No. 317-917-6807
Host Information.

Date: ____________________________
Name: ____________________________ Title: ____________________________
Host Institution/Entity: ________________________________________________
E-mail: ____________________________ Phone: ____________________________

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Role</th>
<th>Contact Information</th>
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Championship Information.

Division: I __ II ___ III ___ National Collegiate ___
Gender: Men’s ___ Women’s ___ Mixed ___ Sport _______________________
Championship Date(s): ____________________________
Venue Name: ____________________________ Event Capacity: __________
**Ticket Sales Information.**
List all ticket package options – adult, youth, student, senior, group, family, etc. - and pricing including all-session, and single session, etc.

<table>
<thead>
<tr>
<th>Ticket Type</th>
<th>All-Session Price</th>
<th>Single-Session Price</th>
<th>Other Price</th>
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<tbody>
<tr>
<td>Adult</td>
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<td>Youth</td>
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<td>Student</td>
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<td>Senior Citizen</td>
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<td>Group</td>
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<td>Other</td>
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**Point of Sale Opportunities.** Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.

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

1. General demographics of your target market:
   1.
   2.

2. Specific target markets:
   1.
   2.

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

<table>
<thead>
<tr>
<th>Resources:</th>
<th>Host</th>
<th>LOC</th>
<th>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</th>
<th>Venue</th>
<th>Other</th>
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<tbody>
<tr>
<td>Database Name &amp; Size:</td>
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<td>Website Address:</td>
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<td>Video/LED Board:</td>
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<td>Print Publications:</td>
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<td>Twitter Followers:</td>
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<td>Local Event Calendar Listings:</td>
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<td>Other:</td>
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</table>

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

<table>
<thead>
<tr>
<th>Details (describe activation)</th>
<th>Timeline/Dates</th>
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<tr>
<td>Grassroots Efforts:</td>
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<td>E-mail Blasts:</td>
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<td>Social Media:</td>
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<td>Cross Promotions During Events:</td>
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<td>Print Publications:</td>
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<td>Outdoor:</td>
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**Marketing Budget.**

Host Marketing Budget from Bid Specs: $\text{ }$

NCAA Online Marketing Website Budget: $\text{ }$

Total Marketing Budget: $\text{ }$

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

<table>
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<tr>
<th>Host Marketing Budget from Bid Specs Allocation:</th>
<th>Budgeted</th>
<th>Actual Cost</th>
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<th>Online Marketing Website Budget:</th>
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**TOTALS** $\text{ }$ $\text{ }$

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Marketing Activation</th>
<th>Milestone/Goal</th>
<th>Target Date</th>
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Thank You!
WebStream Sports is responsible for video content and live productions at more than 1,000 events annually. Since 2010, in partnership with Turner Sports and NCAA.com, WebStream has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

Network Connection

To deliver a high quality video production, WebStream Sports requires at least 5 Mbps sustained upload speed, with more preferred, dedicated to two wired Internet lines. It is extremely important that the IP network be addressed early in the planning process.

WebStream’s team normally arrives a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host should be available to work through any issues.

Equipment Setup

The producer and equipment will need to be located within 100’ of the network ports. All equipment can be set on one or two 8’ tables. Please provide four chairs for announcers and production crew.

Our broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport.

In all cases, the cameras are cabled to the production position. WebStream will work with the host to determine the best camera locations. WebStream will request photos and/or a diagram of the venue. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful.

The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

If available, an audio feed from the public address system should be provided to the production position on an XLR connector.

Equipment Receiving/Shipping

Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked.

Following the event, WebStream will coordinate pickup of the equipment.

Crew/Announcers

Turner Sports provides all necessary equipment for a successful broadcast. The production crew and announcers are secured by WebStream Sports.

If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. WebStream is happy to work with local crews and/or students at host institutions.

Event Specific Accomodations

WebStream Sports will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For more information, please contact:

Andrea Crawford
WebStream Sports
andrea@webstreamsports.com
317-373-1119
NCAA Championships Microsite Guidelines

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

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

Dining, Shopping and Attractions
The following topics are permissible to house within your microsite:
- Local Fan Gathering and Entertainment Locations
- Shopping and Dinning
- Special Attractions

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

Venue and Transportation Information
City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:
- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

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

Travel Information
Hotel, car rental and other travel accommodations should link to: www.NCAA.com/Travel.
**Selections, Preliminary Rounds and Broadcast Schedule**

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

**Email Sign Up**

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

http://www.ncaa.com/newsletter-signup/sports

**Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at https://sportgraphics.widencollective.com/t5/login.

**Copyrights, Licensing, Trademarks and Corporate Marks**

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

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

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

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

**Social Media**

All social media icons should like to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at NCAA.com/Social
Mobile Version
The NCAA championship information pages will be mobile friendly. In order for the micro-site to convert to mobile devices, pages will need to be created for use on a mobile site.

Metrics
Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Anne Clendenin (aclendenin@ncaa.org). At a minimum, analytics should include the following five categories:
- Referral Pages
- Page Views
- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers

Local Contributor Recognition
The LOC/host institution is able to recognize their local contributors under the following guidelines:
- In text form only
- The NCAA’s logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled “Local Contributors”.
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

Microsite Examples
If you would like to review an approved championship microsite please reference one of the following pages:
- Phoenix Men’s Final Four Microsite
- Dallas Women’s Final Four Microsite
- St. Louis DI Wrestling Championship Microsite
- Oklahoma City Women’s College World Series Microsite

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

Should you have any questions, please contact:
Anne Clendenin
Assistant Director, Championships & Alliances
317-917-6643
aclendenin@ncaa.org