INTRODUCTION

The purpose of this manual is to provide direction for host institutions in conducting NCAA Division II Football Championship competition. This should be used in conjunction with the NCAA Division II Football Championship Pre-championship Manual. We urge you and your staff to become familiar with the Pre-championship Manual and Bylaw 31 of the NCAA Manual, which both pertain to championship administration.

Where appropriate, references are made to other sections of this manual or to sections of the Pre-championship Manual that will provide more information about a specific topic. If you have any questions, please contact one of the following members of the NCAA championships staff or a member of the NCAA Division II Football Committee.

Thank you for your commitment to football, and best wishes for a successful championship.

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FACILITY

1. **Field and Equipment.** Standard football playing field and equipment as detailed in Rule No. 1 of the NCAA Football Rules and Interpretations Book must be provided. In addition:

   a. **Coach’s booth.** The host institution must provide a coach’s booth for the visiting team that is protected from the elements, capable of accommodating a minimum of three coaches, and comparably equipped to the home team’s coaching booth. A separate and private area must be provided in the press box for the home and visiting coaches.

   b. **Field telephones.** Each team will be responsible for providing their own field phones. Teams may use as many phones as they wish, but they are responsible for making sure that they are in good working order.

   c. **Heater and cooling fans.** In the event of inclement or hot weather, if a space heater or cooling fans are used on the home team’s sideline, they shall be provided as well for the visiting team. Space heaters are a reimbursable expense through the proposed budget, if needed.

   d. **Kicking net.** The home team must provide a kicking net for both teams in all preliminary rounds. The Kansas City National Championship Committee and the Mid-American Intercollegiate Athletic Association must provide a kicking net for both teams at the national championship game.

   e. **Meeting room.** Each host will designate a room at the stadium that will be used exclusively by the football committee game representative to conduct meetings.

   f. **Officials dressing room.** One or two rooms, with working showers and hot water, to accommodate at least eight individuals at a time must also be available. A sign reading "NCAA Use Only" will be posted on the door.

   g. **Team locker rooms.** Locker rooms, of an adequate size to accommodate the squad size, with working showers, towels and hot water, must be available for both teams. Restrooms, marker boards or chalkboards, locker stalls or dressing hooks, and chairs or benches to accommodate the entirety of the visiting team’s roster also must be provided.

   h. **Telephones.** At its own expense, a media agency may order a telephone to be installed at a press box working position.

   i. **Time clocks.** Game clocks should be in operation during pregame to aid in communicating the allotted time remaining.

   j. **Athletic Training room.** Appropriate athletic training facilities must be available on-site for the teams. Athletic training supplies are a permissible games expense.

   k. **Twenty-five second clocks.** Fully-functional play clocks are required for all championship playoff games that may be set to both 40 and 25 seconds.

2. **Drug testing rooms.** Two large and separate rooms with electrical outlets, bathroom stalls and urinals must be provided should drug testing occur. Please review the drug testing site coordinators manual for further details.

3. **Insurance.** Regarding liability insurance, the NCAA regulations require that host institutions and sponsoring agencies of NCAA championships will have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least $1 million per occurrence for bodily injury and property damage.

   Self-insurance programs meet the provisions of this regulation as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least $1 million per occurrence for bodily injury and property damage).
Therefore, it will be necessary for your institution (or sponsoring agency) to provide the national office with the appropriate certificate of insurance or documentation of self-insurance with your proposed budget before you will be considered as a host site.

If you must purchase a special events insurance policy specifically for this event, please submit confirmation of this in writing along with your proposed budget. In this situation, the actual certificate of insurance form must be submitted to the NCAA national office no later than 48 hours prior to the championship.

The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

4. **Mandatory Administrative Meeting.** A mandatory meeting of the head coaches, director of athletics (or designated athletics administrator) and sports information directors of the competing teams with the game officials and representatives from the host and/or sponsoring agency and the NCAA game representative will be held the evening prior to competition (typically Friday night). All essential personnel (e.g., announcer, timer, scoreboard operator, chain gang, and person in charge of security) should make an effort to attend. Also, all members of the established games committee must be in attendance.

5. **Media Interview Area.** This area must accommodate a minimum of 30 persons, set theater or classroom style. It must accommodate a sound system, lighting, and camera platforms.

   a. **Chairs/tables.** Seven chairs and two 8-foot x 30-inch tables will be set on the dais. Extra chairs will be readily available.

   b. **Decorating.** The facility will coordinate decorating per the instructions of the NCAA. Rental and installation of pipe and draping are permissible game expenses.

   c. **Holding area.** An area adjacent to the interview room will be selected as a holding area for participants. Participants should not walk through the actual interview room to reach the holding area. Access must be restricted to participants in the press conferences and to designated NCAA officials. No media representatives may be given access to this area. It should be arranged so that participants may relax comfortably during a waiting period. Chairs and a table are recommended. Ice water and soft drinks (Coca-Cola products only) should also be available.

   d. **Media hospitality area.** A hospitality area, separate from the work area, if possible, will be provided to accommodate a minimum of 30 individuals. Special drinking cups provided by the NCAA or cups without commercial identification must be used in the hospitality area.

   e. **Signage.** Each host will be provided with NCAA logos to hang from the backdrop. Only NCAA approved signage is permitted in the interview area. All other existing signage should be removed or masked.

6. **Medical Facilities.** Each host must arrange for physicians to be present during the game. In addition, each host should ensure team practices are staffed with an athletic trainer. Ambulance service, paramedics and a first aid room must also be provided. Nearby hospital facilities must be identified.

7. **Meeting with Football Committee.** The football committee game representative(s) at each site will meet the host facility manager, the security director and stadium manager (or his/her representative). Subject to approval of the football committee game representative(s), additional personnel may be included in this meeting.

8. **Merchandising.** Event 1 of Lenexa, Kansas, has purchased exclusive souvenir merchandising rights to all NCAA championships. Please refer to Appendix A and also to the Pre-championship Manual for guidelines.

9. **Nonpermissible Items.** The host tournament director and facility management are responsible for enforcing the NCAA's policies regarding the following nonpermissible items. Patrons will be encouraged to return nonpermissible items to their automobiles. An area will be established for the checking and securing of such articles at the patron's expense.
a. **Noisemakers.** Artificial noisemakers, air horns, electronic instruments, cannons, vuvuzelas, etc., are not permissible. Game managers are responsible for removing these instruments from the stadium.

b. **Promotional items.** Promotional items (i.e., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises without the permission of the NCAA. Items such as newspapers, caps, t-shirts, etc., may also not be distributed on the premises without the permission of the NCAA.

c. **Signs, flags, banners.** Large signs, flags or banners that are in good taste and do not interfere with spectator sight lines are permissible. It is the stadium manager'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 ticket patrons may be permitted.

d. **Video equipment.** The use of video equipment by spectators is subject to the approval of the facility manager.

10. **Parking.** The facility will be responsible, at its expense, for revenue, maintenance and security in connection with its parking areas.

   a. **Press parking.** Media parking is desired, but is up to the discretion of the host.

   b. **Satellite trucks/other remote equipment.** The host will provide parking space at the facility for satellite trucks and mobile equipment of all credentialed electronic media agencies. A reasonable parking fee to cover costs such as security and electricity, to be determined by the host in accordance with the facility's customary rates for other events, may be charged to agencies that have not purchased live telecasting or broadcasting rights from the NCAA. All media agencies should be notified of this fee prior to the game.

11. **Personnel.** The host is responsible for all operating personnel deemed necessary at the facility by the host and the NCAA, including, but not limited to, ushers, ticket-takers, program sellers, exit watchmen, private security officers, parking attendants, special police, city police and firemen. All such personnel are to be under the sole direction and control of the host and the facility. Waiver forms must be completed by volunteers.

12. **Security.** Development and implementation of a security plan is the responsibility of the host and the facility management. Please refer to the Best Practices for Venue Safety and Security document for more detailed information, which can be found in the “Help/Resources” tab of the Championships Forms login page.

13. **Signage.**

   a. **Alcoholic beverage advertising.** Advertising displays for liquor, tobacco, beer or wine companies, or organizations promoting gambling are prohibited.

   b. **Electronic messages.** Other than messages promoting the championship, no electronic board or video board advertising of any kind may be displayed during the game unless specifically approved by the NCAA national office. This includes promotion of upcoming events in the facility. All messages must be approved in advance by the football committee game representative.

   c. **Media banners.** Television broadcast entities may display a maximum of two television banners at NCAA championship sites. The television banners may only display the name and logo of the broadcast network. Television (CBS, ESPN, CBS SPORTS NETWORK, etc) may have only two banners. National radio (Westwood One) may display a maximum of one banner. Local radio or student radio may not display banners at NCAA championships. The NCAA staff on-site must approve of the designated location of the network banner placement.

   d. **NCAA signage.** A shipment of NCAA signage will be provided to each host. The signage is designed to decorate the facility, or serve as a backdrop at other championship-related activities (e.g., press conferences, ticket offices, etc.). Please keep all signage as sites may host multiple games during the playoffs. Additional signage is not scheduled to be sent (as in the past) for each round. However, if you
need additional signage for future games please notify Jay Jay Rackley or Donnie Wagner by Noon
Eastern time on the Monday prior to the game.

e. **Pre-existing contracts.** Unless otherwise required by contracts in force before selection of a site to host
the championship, the host institution and/or sponsoring agency shall not permit any advertising, banners, signs or displays of any kind, including NCAA corporate sponsors, to be hung, posted or displayed anywhere within the facility premises (i.e., any place from which the field can be seen) including the scoreboard, other than NCAA banners, CBS or ESPN television and approved radio banners.

   (1) **Facility expense.** Any permanently affixed (or previously leased) advertising, banners, signs or displays not contracted at the time the proposed budget or site bid was presented and awarded will be covered by the host institution and/or sponsoring agency at its expense, as designated by the NCAA.

   (2) **Illumination.** Any previously contracted, static, permanently installed advertising panels may remain uncovered, but any illumination of such signs must remain "off" during the game.

   (3) **Notification.** The NCAA must be notified of all such contracts at the time the host presents its bid for the championship.

f. **Professional sports.** Under no circumstances will banners, signs, displays or advertising, mentioning or promoting any professional sports organization be posted, hung or displayed during playoff games.

g. **Video boards.** If electronic video replay screens are available, they may be used at the host institution and/or sponsoring agency’s expense. Any messages posted on the video board must be neutral. The tournament director must appoint a qualified volunteer to monitor replays. You may show a replay, one time from the live broadcast feed. It is recommended that you talk with the operations manager from the network broadcasting the event and request a "listen only speaker" of the director. This will assist if the director decides to show more than one angle on television, you should "bail out" to the NCAA logo (primary, sport generic or site specific) if a second or third replay angle is about to play.

14. **Vending.** Food, beverage or merchandise may be vended or dispensed in the seating areas with permission of the respective football committee.

15. **Alcoholic Beverages.** On dates of practice or games, no alcoholic beverages shall be delivered, sold or dispensed for public consumption anywhere in the competition venue, nor shall any such beverages be brought to the site during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the stadium).

Alcoholic beverages may be dispensed inside private, enclosed hospitality suites provided that the beverages are only brought outside of the suites (in suite seats) in unbranded cups. Also, alcoholic beverages may be sold and dispensed in private, enclosed club/hospitality lounges inside football stadiums. For club lounges, alcohol may not be brought outside the club into stadium seats. In these suites and clubs, alcoholic beverages may not be delivered to the suites/clubs or restocked at any time when practices, new conferences or the games are being conducted or otherwise in use by the NCAA. Additionally, it shall not be permissible for alcoholic beverages to be sold or distributed outside the stadium, unless specifically authorized by the NCAA.

**FINANCIAL ADMINISTRATION**

1. **Online Proposed Budget/Financial Report**

   a. **Budget.** Prospective hosts must submit proposed budget(s) using the online system to the NCAA no later than the stated deadline in the Pre-championship Manual. The budgets are available electronically by using the proposed budget system on the NCAA website. (https://champsauth.ncaa.org/login?service=https%3A%2F%2Fchampionships.ncaa.org%2Fadmin%2Fmain).
(1) **Adjustments.** Budget adjustments are not permitted unless approved in advance of the game(s) in writing by the NCAA national office. Any expenditures in excess of the approved amounts will be the responsibility of the host institution, even if estimated receipts are exceeded.

(2) **Approved games expenses.** The following are approved games expenses:

(a) Limited promotional dollars;
(b) Telephone installation costs in the working press room and at the stadium;
(c) Miscellaneous expenses for towels, soft drinks, etc.;
(d) Payment equal to the host's standard regular-season reimbursements to the public address announcer, timer, statisticians, official scorer, physicians, etc.
(e) Space heaters, if needed, for inclement (cold) weather.

[Note: For off-campus facilities, all rental fees must be listed on the proposed budget.]

(3) **Budgeting procedures.** The following procedures will be observed in the administration of each round of competition:

(a) A prospective host institution must submit a proposed budget for each game they want to host.
(b) If receipts are not sufficient to cover game expenses and entertainment expenses, the NCAA will reimburse the host institution for its losses up to the amount of the approved budget.
(c) The host institution may not exceed its approved budget without prior approval from the NCAA national office even if sufficient receipts are available.
(d) An institution using its on-campus facilities to serve as a host for first-round, second-round, quarterfinal or semifinal competition may receive an honorarium, as determined by the NCAA.

(4) **Entertainment.** Disbursements for entertainment for first-round, second-round, quarterfinal and semifinal contests should be limited to a reasonable amount for the pre-championship meeting.

(5) **Programs.** Budgeting for programs is not necessary. IMG College will produce programs for all rounds of the Division II Football Championships. The host institution must provide program sellers.

(6) **Receipts.** All income from the sale of tickets (at the price printed on the tickets) plus postage and handling fees will be included in championship receipts.

b. **Financial report.** Host institutions must file a financial report online, including settlement, within 60 days after the date of competition. A financial penalty may be assessed if the financial report is submitted after the 60-day deadline.

2. **Ticket Payment.** The host institution is responsible for collecting amounts due from the sale of tickets. It is suggested that no tickets be distributed (other than institutional allotments and NCAA tickets) unless payment has been made.

Full payment for tickets must be made by the participating institutions to the host no later than 30 days from the date of competition. A fine may be assessed for each day an institution fails to pay for its tickets subsequent to the deadline. The respective football committee is authorized to waive this provision based on extenuating circumstances.
All ticket surcharges must be reported to the NCAA as championship receipts.

3. **Visiting Team's Expenses.** The host is not responsible for the payment of visiting team's expenses. Each competing team will use the NCAA’s Travel Expense System (TES), available on the NCAA website at the following address:
   [http://www.ncaa.org/wps/ncaa?key=ncaa/ncaa/sports+and+championship/general+information/travel/index.html](http://www.ncaa.org/wps/ncaa?key=ncaa/ncaa/sports+and+championship/general+information/travel/index.html). This process should be completed within 30 days following the competition. The NCAA will provide transportation expenses and appropriate per diem for the official traveling party.

4. **Drug-Testing Expenses.** Drug-testing information will be available for prospective host institutions with the proposed budget materials for teams being considered for selection. The national office staff or the National Center for Drug Free Sport will notify the host if drug testing will or will not occur, five to seven days before competition.

The following information is to be read at all NCAA pre-championship meetings:

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.

**GAME MANAGEMENT**

Note: Refer to Appendix C for Stadium/Event Checklist.

1. **Equipment.** The host must arrange for all equipment (except footballs, as provided in No. 2 below) as specified in the NCAA football rules.

2. **Footballs.** Following selections, each designated team will receive 12 Wilson footballs which are to be used throughout the duration of the preliminary rounds. Should extra footballs be needed, please contact your respective NCAA liaison.

   The championship site will receive 42 game balls and 12 autograph balls.

   **Note:** Game balls for the championship game will be divided equally among competing institutions. The exact number to be provided to each team will be determined by the respective NCAA championship manager. Each institution must provide their game balls to the officials at the pregame meeting.

3. **NCAA Rules.** NCAA football rules will be strictly observed. The host institution is responsible for all aspects of game management.

4. **Personnel.** Game staff will be provided by the host. It will include an experienced timer, 25-second clock operator, scoreboard operator, video board operator (if applicable), public address announcer, statistics crew, chain gang, athletic trainer, dressing room attendant(s), physician(s) and a minimum of four ball persons. The host must ensure that all game management individuals are familiar with the appropriate NCAA football rules and policies. Please note that for all Division II playoff games, the chain gang should be wearing the “Make It Yours” vests that are by the national office. These vests must be returned following the elimination of your team. Failure to do so will result in the host institution being charged for replacement vests.
5. **Public Address Announcer.** The following are guidelines for the assigned public address announcer:

a. **Announcer's role.** The announcer represents an important role in the administration and conduct of the championship. The announcer is responsible to the football committee game representative(s) at each site.

   The announcer should not be a play-by-play person, but announce pertinent game information and individual plays such as who carried the ball and who made the tackle. In addition, the announcer will not be a "cheerleader" for any team. The announcer will adhere to NCAA procedures rather than those that may have been in effect during the regular season.

b. **Clock malfunction.** In the event of a game clock malfunction, the official game time will be kept by the appropriate official. If possible, the announcer should provide the time remaining at two-minute intervals.

c. **Corporate contributors.** The announcer will NOT recognize corporate contributors.

d. **Crowd control.** The announcer also will review crowd control procedures with the game or committee representative and the tournament director. (These may include notes regarding exits, seating, safety measures, first-aid stations, emergency evacuations, etc.)

e. **Emergency calls.** All emergency calls and announcements must be approved in advance by the football game or committee representative at the site.

f. **Introductions.** It is recommended that the announcer introduce the starting players for the visitors followed by the home team prior to the start of the game.

g. **Meeting with football committee.** The announcer will meet with the game or football committee representative(s) at the meeting the night prior to competition and also prior to the game to review time schedules, coordination of the national anthem, starting lineups, the actual kick-off for the game and the start of the second half, etc.

h. **Promotional messages.** No special announcements will be made without the approval of the game or football committee representative. Promotional messages and/or announcements at the game site will be limited to NCAA activities.

6. **Pregame Warm-Up.** Teams participating in the championship may begin pregame warm-ups a maximum of 90 minutes prior to kick-off.

   **The suggested Division II pregame schedule is:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>11:30 a.m.</td>
<td>Field available for teams.</td>
</tr>
<tr>
<td></td>
<td>Officials’ meeting with timer, ball persons and chain gang.</td>
</tr>
<tr>
<td>12:35 p.m.</td>
<td>Introduction of players.</td>
</tr>
<tr>
<td>12:40 p.m.</td>
<td>Teams leave field.</td>
</tr>
<tr>
<td></td>
<td>Pre-game activities being (i.e. band).</td>
</tr>
<tr>
<td>12:48 p.m.</td>
<td>Officials notify teams in locker room.</td>
</tr>
<tr>
<td>12:50 p.m.</td>
<td>Visiting team enters field.</td>
</tr>
<tr>
<td>12:51 p.m.</td>
<td>Home team enters field.</td>
</tr>
<tr>
<td>12:55 p.m.</td>
<td>National Anthem (teams are on the field).</td>
</tr>
<tr>
<td>12:57 p.m.</td>
<td>Coin Toss.</td>
</tr>
</tbody>
</table>
1 p.m. Kickoff.

It is understood these schedules could be modified to accommodate television or special activities associated with the game.

7. **Starting Times.** All preliminary-round games will start at 1 p.m. local time. Other times may be established at the discretion of the NCAA Division II Football Committee as requested by the host institution or as assigned by the committee. Game times can be adjusted by one hour from the preferred start time but must be approved by the football committee.

8. **Uniforms.**
   a. **Home team.** In each playoff game, the home team will wear its dark (home) uniform.
   b. **Institution's official uniform.** Each player is expected to wear the official uniform of the institution exclusively during the game and related ceremonies.
   c. **NCAA regulation.** All uniforms must comply with NCAA Bylaw 12.5.4 and with the NCAA football rules. Please refer to the 2016-17 NCAA Division II Manual or the 2016-17 NCAA Football Rules and Interpretations Book.

9. **Bands/Cheerleaders/Mascots.** All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Advisors (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities. Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads, their activities, yells and stunts is solely the participating institution’s responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament directors must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance. The cheerleading squad is allowed to carry an institutional flag, but it may only be displayed during the respective team’s timeout or between games. It cannot be used to taunt competitors or block spectators’ view. Live animal mascots are not permissible.

10. **Field Security.** Field access is limited to properly credentialed individuals. The host institution is responsible for monitoring credentials and removing unauthorized individuals from the field, sidelines or team area.

11. **Credentials.** It is the responsibility of the host institution/sponsoring agency to produce and provide the necessary credentials for all applicable parties (e.g., participating teams, team medical, media, etc.).

**GAME OFFICIALS/NCAA GAME REPRESENTATIVE**

1. **Selection.** The NCAA Division II Football Committee is responsible for selection of game officials and specific game assignments. Supervisors of game officials will be notified by telephone of their selection as one of the officiating crews assigned to a preliminary-round game. NCAA national office staff or a football committee representative will notify the tournament director of officiating assignments. Tournament directors will be provided the names of the game officials by Tuesday preceding the next Saturday’s game. The host will forward pertinent information (e.g., hotel, meeting time and location, etc.) directly to the game officials.

   a. **Equipment.** Each game official will be provided with an NCAA patch. The patch must be sewn or pinned to the right front of the officiating shirt. Also, a College Football Officiating (CFO) patch will be part of the official’s uniform in 2016 and must be placed on the left sleeve, three inches below the shoulder seam. No other patches may be worn on any part of the officials’ uniform (e.g., conference affiliation), except for an American flag. The flag must be placed on the left front of the officiating shirt.
(over the heart and above the pocket). Also, the flag should have white trim, unless the official is an active member of the military, whereas the flag could have gold trim.

2. **NCAA Football or NCAA Committee Game Representative.** The NCAA game representative must make every attempt to arrive on site early enough to monitor the practices of the participating teams the day prior to the competition (typically on Friday).

3. **Arrival at Site.** Game officials must arrive at the site no later than 5 p.m. the night before their assigned game, and in time to attend the pregame meeting conducted by the football game or committee representative.

The host will assign an individual to serve as the "game officials' liaison" throughout the competition, to accommodate the game officials' transportation needs and to be of general assistance to them.

4. **Expenses.** All officials’ expenses will be paid through the RefPay online system, with the exception of hotel lodging, which should be budgeted and paid by the host institution.

5. **Game Officials' Dressing Room.**
   a. **Dressing room.** One or two rooms, with working showers and hot water, to accommodate at least eight individuals at a time must also be available. A sign stating "NCAA Use Only" will be posted on the game officials' dressing room door.
   b. **Visitors.** No visitors will be permitted AT ANY TIME in the game officials' locker room, except as noted below. The referee will be responsible for enforcing this policy and all violations must be reported in writing to the NCAA.

   (1) **Access.** Only the game officials working the game, NCAA staff members, designated representative(s) of the football committee, the tournament director and media coordinator [see (2) below] will be permitted in the dressing room before, during or after a game.

   (2) **Media clarification or interpretation.** If requested, the game or football committee representative must approve and accompany the media coordinator or designated media representative into the officials' dressing room after a game to seek clarification of a rules interpretation for the media.

6. **Meeting with Football Committee.** The tournament director will inform the game officials of the time and place of the pregame meeting with the game or football committee representative(s). It will be held the evening prior to the competition to which they are assigned to work.

Credentials for stadium admittance will be distributed by the game management at the game officials meeting.

7. **Officials Evaluator.** Each preliminary round game in the playoffs will have an official evaluator on site. The name of the evaluator will be provided to each host the week of the game. Please provide an all-access credential to the officials evaluator along with a seat in the press box to evaluate the officials.

8. **Social Events.** Game officials are not to be included in championship social functions.

**LODGING**

1. **Officials/NCAA Game Representatives/Television.** The host must make lodging arrangements for game officials, football or games committee representative(s) and any television personnel.

   a. **Game officials.** The host will reserve eight rooms for the game officials of preliminary-round competition. These rooms should be at a property separate from the participating institutions. Payment for these rooms will be made by direct bill to the host. These expenses should be included in the proposed budget system.
b. NCAA football committee game representative. The host will reserve a sleeping room for the football game or committee representative(s). The number of rooms required will be reviewed during the conference call prior to the game. These rooms should be at a property separate from the participating institutions. These rooms must be held beginning the day before the competition begins. Room and tax for football games committee representatives will be master billed to the host. The host should budget for the game representative’s hotel lodging expenses in the proposed budget system.

c. Television. In most instances, the network doing a game will make its own hotel reservations. The media coordinator or sports information director, however, may make contact with the network representative as a courtesy to determine if rooms will be required.

2. Participating Institution. The host tournament director will reserve 40 rooms for the visiting team. It is suggested that at least 30 of the rooms be double-doubles and that one of the rooms be upgraded for the head coach to a one-bedroom suite at the same rate.

The team rooms should be reserved beginning the night before the competition. It is possible that a team may arrive two nights before the competition and every effort should be made to have the team rooms available for occupancy.

If a team prefers to stay at a hotel other than the one to which it has been assigned, it must: (1) obtain from the hotel general manager a written release of the reserved rooms, or (2) use the rooms for persons accompanying the official party. A copy of the written release of these rooms must be filed with the host. If an institution fails to make satisfactory arrangements with the assigned hotel for use of the original reserved rooms, full charges for these rooms will be the visiting institution’s responsibility.
Championship Merchandising

Exclusive Rights

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. For NCAA event merchandising policies and an official licensee list, go to www.ncaa.org for more information.
### STADIUM/EVENT CHECKLIST

#### Event: _____________________________  Date: _____________________________

#### 1. OFFICIALS
- a. Dressing room
- b. Towel service
- c. Game tickets
- d. Game instructions
- e. Timer
- f. Scorer
- g. 40/25-second clock
- h. Chain and down gang/vests (Division II)
- i. Pre/halftime hospitality
- j. Conduct random cleat checks

#### 2. VISITING TEAM
- a. Dressing room set up
  - Chalk Board
  - Team seating
  - Towels
  - Clothing racks
  - Guard
  - Gates locked
  - Team equipment host
  - Athletic trainer host
- b. Programs
- c. Police/security
- d. Hospitality
- e. Special seating
- f. Sideline/press credentials

#### 3. TICKETS
- a. Sellers
- b. Ticket takers
- c. Security
- d. Change fund(s)
- e. Ticket inventory
  - Reserve
  - General
- f. Window sales reports
- g. Price signs
- h. Direction signs
- i. Outlet ticket office
- j. Stub boxes
- k. Ticket gate set-up
- l. Payroll forms
- m. Ticket report complete
- n. Payroll posted/complete
- o. Post NCAA standard ticket back disclaimer language

#### 4. GENERAL STADIUM SET-UP
- a. Condition of field
- b. Line field
- c. Cleanliness of seating areas
- d. Set up press box(es)
- e. Cleanliness of press box(es)
- f. Decorations and NCAA signage
- g. Concessions stand set up
- h. Press box catering
- i. Public address system
- j. Scoreboard controls/on
- k. Message center (if applicable)
- l. Stadium/field house phones
  - Press box(es)
  - Ticket offices
  - Field control-home (sidelines)
  - Field control-visitor (sidelines)
  - Concessions
  - Public phones
  - Home radio/TV
  - Visiting radio/TV
- m. Public restrooms
- n. Player benches
- o. Parking
  - Parking lot entrances
  - Traffic flow staff
  - Car parkers
  - Parking signs
  - Parking maps
  - Bus parking
  - RV parking
  - Disabled spaces
- p. Ticket offices clean
- q. Stadium lighting
- r. Flag ceremony/raising/national anthem
- s. Special fencing
- t. Press box guards
- u. Powerade coolers, cups and squeeze bottles on sidelines
- v. Kicking nets – Division II only
- w. Heaters (if applicable)
5. STADIUM SUITES/BOX(ES)  
   a. Suite doors unlocked-day prior to game  
   b. Suite doors unlocked-game day  
   c. Box policy forms  
   d. Extra box tickets  
   e. Cleanliness of box(es)  

6. POLICE AND SECURITY  
   a. Parking passes  
   b. Player gate  
   c. Intrastadium control  
   d. Special instructions  
   e. Payroll forms  
   f. Payroll posted/complete  
   g. Road closings  
   h. Hospitality  

7. CROWD CONTROL  
   a. Ushers  
   b. Security  
   c. Ticket takers  
   d. Pass gate attendant  
   e. Special seating marked  
   f. Contracts  
   g. Fencing/rails  
   h. Postgame field security  
   (have security representative present at pre-game meeting)  

8. ADDITIONAL PERSONNEL  
   a. Electrician  
   b. Labor  
   c. Red Cross, EMT  
   d. Phone mechanic  
   e. Male custodian  
   f. Female custodian  
   g. Student facility assistant  
   h. Plumber  
   i. Elevator repair person  
   j. Copier repair person  
   k. Ambulance  
   l. First aid room  

9. CONCESSIONS  
   a. Supervisors  
   b. Change fund(s)  
   c. Labor positions  
   d. Cashiers  
   e. Supplies  
   f. All inventories  
   g. Equipment in place  
   h. Press box catering  
   i. VIP box catering  
   j. Home team catering  
   k. Visiting team catering  
   l. Band catering  
   m. Transportation equipment  
   n. Radio distribution  

10. PROGRAMS  
   a. Supervisor  
   b. Sellers  
   c. Delivery of programs  
   d. Change fund(s)  
   e. Badges and aprons  
   f. Sales stands  
   g. Complimentary  
   h. Inventory count  
   i. Funds deposited  
   j. Commission paid
NCAA Championships Policy Related to Sports Wagering. No pre-determined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.