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Introduction
On behalf of the NCAA Division II Men’s and Women’s Track and Field and Cross Country Committee, thank you for being an important part of the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Championships. Administration of the championships is under the direction of the Division II Men’s and Women’s Track and Field and Cross Country Committee. The host plays an integral part in the successful administration of the championships.

The purpose of this manual is to outline the responsibilities of the meet director and other host institution personnel for the championships. It is designed to use in conjunction with, not in place of, the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Pre-Championships Manual, which provides more general policies for the administration of the championship. In addition, your staff should become familiar with the 2017-2018 NCAA Cross Country and Track and Field Rules Book as it pertains to indoor track and field competition.

The host institution/conference shall appoint staff members to assume the positions of meet director, promotions director, sports information coordinator, facility manager, ticket manager, drug testing coordinator and all other applicable positions. Specifically, the meet director shall be an administrator of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. The function of the meet director is to ensure that the policies of the committee and the rules pertaining to NCAA indoor track and field are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA manuals.

The NCAA championships manager will serve as your main point of contact and will work in conjunction with the host and the Division II Men’s and Women’s Track and Field and Cross Country Committee in the planning and execution of the championships. NCAA staff will schedule and create agendas for teleconferences to include host personnel, NCAA staff and the committee. The NCAA championships manager, along with the chair of the committee, will conduct a site visit and will work with the host to schedule the site visit and create an agenda.

The committee’s charge is to administer the championships in a manner that is consistent with the requirements, standards and conditions as may be prescribed by the Association’s executive regulations and the NCAA Division II Championships Committee. Committee members attend and supervise the conduct of competition insofar as possible.

A tentative planning timeline for the championships is included in Appendix A of this manual.

*NOTE: Certain information outlined in this manual (e.g. banquets) is not relevant for years when the DII Indoor Track and Field Championships is part of the NCAA Division II Championships Festival. On Festival years, the NCAA championships manager and the NCAA Festival liaison will work with the hosts to communicate any Festival specific operations.
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Alcoholic Beverages and Tobacco
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.

Awards
Championship Awards
MTM will send official NCAA awards to the meet director approximately two weeks prior to the championships. Please contact the NCAA point person if they do not arrive at least two weeks prior to the meet. When the awards arrive the meet director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. Please check (1) correct championship (division/sport/gender) and (2) correct color of award (gold – first; silver – second; and bronze – third through eighth). The awards boxes then should be re-taped, closed and stored in a secure area. No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

Hosts will receive the following awards per gender:

- One (1) large team trophy for the top four teams – 4 total;
- One (1) mini trophy for the top four place teams – 4 total;
- One (1) watch for the national champion team;
- Eight (8) mini trophies for each individual/combined event – 120 total;
- 32 mini trophies for each relay event – 64 total;
- One (1) Elite 90 award; and
- Participant medallions for all selected student-athletes – 270 total.

Additional mini-trophies and watches will be sent to the travel party of the top four teams after the championship.
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 the 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 only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team’s equipment manager.
- 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.

Awards Ceremonies/Presentations
Individual awards are presented to the top eight finishers in each event immediately following the completion of the event. The top eight finishers should be immediately escorted to the awards area. Student-athletes are asked to arrive at the awards area in proper team issued warm-up suit or uniform. The coach of the national champion traditionally makes the presentation. Awards personnel should communicate to the announcers when the top eight finishers and the presenter are at the awards stand. Awards are then presented at the next available break in competition.

In the event of a tie, the mini-trophy should be given to one of the student-athletes on site, and the other student-athlete will receive a mini-trophy after the championships. Awards personnel should make note of which student-athlete takes the award at the championship, and should relay that information to the NCAA championship manager after the championships.

Team awards are presented to the top four teams for both men and women. The presentation of the team awards should take place as soon as possible following the completion of the meet. In odd years, the women’s awards should be presented first, starting with the 4th place team and ending with the national champion. Men’s awards should be presented in the same order following the presentation of the women’s awards. In even years, the order of gender will be reversed. Committee members will present the team awards. A sample script for the awards ceremonies is included in Appendix B.

The awards stand should be located so as not to interfere with competition. Benches/chairs should be available for the student-athletes as they wait for the awards to be presented. Decorations are a nice addition to the awards stand area, if available. No commercial logos may appear on the awards stand. NCAA and institutional logos may appear. Awards should be taken out of their boxes and placed on a skirted table. The boxes should be available to give to the student-athletes as they exit the awards stand.
Awards Podium
A pyramid-style awards stand with space for eight recipients must be provided. Each place-finish position should be large enough to hold a relay team of four people. Host institutions should decorate the awards stand with flowers and plants. NCAA signage should be used in prominent places.

Elite 90 Award
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. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide to the NCAA championships administrator as well as the local host shortly before the championship begins. The winner’s name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager can share the information with the coach of the winning student-athlete to make sure of that person’s attendance. However, they should not inform the student-athlete. Mark Bedics or another member of the media coordination staff will typically send a template of a release and the logo to the sports information director 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 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 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 (VWSE) will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award for the (list year/championship here: 2017 NCAA Division II Women’s Indoor Track and Field 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 to the sports information director of the winner’s institution and to the 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. Please see Appendix C for the Elite 90 Award Press Release Template.

Participation Awards/Mementos
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).

Participant Medallions
Participant medallions will be provided to all student-athletes selected to the championships, and should be distributed at packet pick-up. The host will be responsible for securing volunteers to distribute participant medallions at packet pick-up. The numbers to be given to each team will be provided by NCAA staff prior to the start of packet pick-up.
USTFCCCA Awards
U.S. Track and Field and Cross Country Coaches Association (USTFCCCA) awards may be presented at the banquet. NCAA and USTFCCCA staff will work with the host to finalize logistics for the presentation of the awards. No awards other than NCAA awards may be presented at the site of the competition unless otherwise instructed by the NCAA.

Bands/Spirit Squads/Mascots
All cheerleading squads must conform to the guidelines set by the American Association of Cheerleading Coaches and Administrators (AACCA). This includes all guidelines and prohibitions pertaining to partner stunts in indoor facilities (see [http://cheerrules.com/aacca-college/](http://cheerrules.com/aacca-college/)). 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 managers 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.

Admission
A maximum of 30 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a gate list. Live animal mascots are not permitted. The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play during any session.

Artificial 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.

Designated Areas
Bands, spirit squads and mascots must remain in an area designated by the tournament director with the approval of the committee. Use tape to designate the boundaries for spirit squad. Bands should be seated in comparable areas of the competition site. Place bands so as not to interfere with spectators, photographers or participants, subject to the approval of the committee liaisons.

Electronic Amplification
Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations, subject to the approval of the committee.
Banquet/Social Reception

A banquet/social reception should be held Tuesday night for all participating teams and individuals, host personnel, NCAA staff and committee, and various other groups and individuals. Officials are not permitted to attend the banquet/social reception.

The facility should be able to accommodate a seated banquet/social for approximately 900-1,000 people. It is recommended to use at least eight to ten double-sided service lines and place desserts, salads and drinks on the tables. Seating arrangements, menus, decorations, and final set-up should be discussed with NCAA staff and committee.

A raised stage should be set up at the front of the banquet facility with skirted tables (towards the back of the stage) and a public address system and podium (set up towards the front of the stage, off to one side). Additional skirted tables should be set up off to the side of the stage to hold the boxes for awards.

The banquet agenda calls for short welcome statements by representatives of the host institution, community and the NCAA committee. Entertainment or other enhancements may be provided, subject to the approval of the committee. Awards will be presented at the banquet (see the Awards section of this manual for details). Presentation of the U.S. Track and Field and Cross Country Coaches Association awards may also be included if approved by the national committee. The process for the awards ceremony is outlined in the Awards section of this manual. NCAA staff will work in conjunction with the host to finalize a banquet run-of-show and awards ceremony script.

Participating institutions will receive complimentary banquet tickets for their official travel party in their team packets. Teams should be given the opportunity to purchase additional banquet tickets if space allows. If all banquet ticket requests cannot be fulfilled, room should be made available if possible for parents and fans to stand for only the awards portion of the banquet/reception.

Coaches’ association award guidelines

The primary purpose of NCAA student-athlete banquets/social receptions is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches’ association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 20 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches’ association.
• All final decisions on inclusion of coaches’ association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
• NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed.

Broadcasting/Internet
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.

Please log on to http://www.ncaa.com/media for information regarding broadcasting/Internet rights.

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

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.

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

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


**NCAA Corporate Champions and Partners**
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](http://www.ncaa.org/championships/marketing?division=d2).
NCAA Trademarks
The NCAA must grant approval before the use of any NCAA trademark or logo. NCAA logos can be accessed through the logo library at https://sportgraphics.widencollective.com. Users will need to request a login (upper right corner of web page) to access the logos in the system.

Additional information, including a list of select trademarks and logos, can be found on the NCAA website (NCAA.org, Division II, Championships, Marketing, NCAA Trademarks).

Ticket Information
Ticket prices must be approved by NCAA staff and committee. Commercial identification on ticket backs to offset printing costs is permitted; however, the NCAA staff must approve all designs. Identification is limited to one logo or the name of the commercial entity.

See Ticket section for more information.

Competition Site/Facility Requirements
Please refer to the 2017 and 2018 NCAA Cross Country and Track and Field Rules Book to ensure compliance with facility specifications. The rules book can be accessed at http://www.ncaapublications.com/productdownloads/TF18.pdf. Hosts must provide a written statement to the NCAA championships manager from a track surveyor that specifies that the track has exact measurements, that all markings are correct, that takeoff and landing areas are level, etc.

Athletic Training
Athletic training areas should be designated in the competition area and should be equipped with towels, POWERADE/water product, and other necessary training equipment. Training areas should be staffed with appropriate personnel on practice and competition days, and should open two hours prior to the start of competition through one hour after the conclusion of the last race. Accommodations should be made to allow institutional athletic training staff to set up athletic training tables on a space available basis.

On practice days and during competition, the following is required: (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility or hospital, including a plan for communication and transportation between the competition site and the hospital for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood. An ambulance should be on site beginning the first day of practice.

Clerking
Clerking should occur outside and immediately adjacent to the track area. The clerking area should be appropriately staffed for assisting with the issuing of hip numbers and checking in student-athletes and relay teams.
Concessions
Food and beverage prices shall be no higher than similar events or primary tenants in the competition site. No food, beverage or merchandise, of any nature, may be vended or dispensed in the spectator areas, except before the meet begins. During competition, selling is restricted to the established selling locations. Facilities that do not have a relationship with Coca-Cola may sell other products in the concessions area only.

Entrances
All entrances must be staffed by an adequate number of personnel. Signage should be posted to clearly identify all entrances (i.e., media, student-athlete, ticketed, etc.). An entrance must be identified for all student-athletes and coaches.

Facility Availability
The facility should be set up in accordance with the rules and the specifications outlined in this manual by Tuesday morning the week of the championships. At that time, the facility is reserved exclusively for the use of the championships. The NCAA committee and staff will conduct a final walk-through Tuesday morning. Official practice will begin Tuesday afternoon. A warm-up and practice schedule will be developed by the NCAA committee/staff in conjunction with the host and will be included in the Participant Manual.

Facility Diagram
Hosts should develop a diagram of the facility, as it will be configured for competition day, for review by the committee. Include detailed course maps, games committee meeting area, training areas, media area, results area, protest table location, parking, entrances, etc.

Hospitality
Please see the Meet Management section of this manual for information on hospitality.

Media
Please see the Media section of this manual for facility/space needs for media.

NCAA Space Requirements
A room visible to the track should be reserved for use by the committee. This area should be furnished with tables, chairs and refreshments for use of the NCAA committee (should be large enough to accommodate 15 people comfortably).

Ideally, the timing personnel, announcers and committee should be in one area, near the committee room, to ensure efficient communication. If space does not allow all groups to be in one room, they should be put in rooms near or immediately adjacent to each other.

Parking
Parking adjacent to the competition site should be made available for officials, NCAA committee and staff, host personnel, media, and participating teams, if applicable. In addition, an area for team buses and vans to drop off and pick up passengers should be designated, as well as an area for parking buses and vans.
Press Box
The facility should have space available in the press box or auxiliary area to accommodate data and timing management, announcers and NCAA committee/staff.

Protest Table
A skirted table and chairs for the protest table should be set up in the competition area and should be easily accessible to coaches. Protest forms will be sent to the host approximately three to four weeks prior to competition, and should be placed at the protest table throughout competition. The host is responsible for securing personnel through the supplemental officials to oversee the protest table.

Restrooms
There should be an adequate number of restrooms available in the facility/competition areas for participants and spectators. Preferably, there should be restrooms available exclusively for student-athletes at the facility and in any areas used by competitors outside of the track (i.e. warm-up area, separate event areas).

Signage
The NCAA will provide a basic signage package for all hosts. Additional signage funds may be available. Hosts should work through the NCAA championships manager to design any additional signage needed at the facility. No signage except NCAA provided and/or approved signage should be displayed throughout the competition and practice areas.

Hosts should create directional signage for all areas accessible throughout the championships week (i.e. warm-up, clerking, student-athlete hospitality, media, hospitality, etc.). All directional signage must be clear and visible from all areas, and must be designed using the NCAA template for directional signage. Hosts should contact the NCAA championships manager to access the template.

Smoking
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.

Team Seating
A section should be reserved in the stands for teams to sit during competition.

Warm-up Area
A warm-up area near the competition facility must be provided for student-athletes. The warm-up area should be equipped with ten or more hurdles, starting blocks, temporary restrooms, and adequate space for warming up. If the warm-up area is separated from the competition facilities, there must be direct communication from the clerking area to the warm-up area to ensure that athletes are monitoring their check-in times for events.

Drug Testing
Drug Testing Procedures
The Center for Drug Free Sport will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing. Detailed information is available
on the NCAA website (NCAA.org, About Us, Health and Safety, Policy/Drugs/Insurance, The National Center for Drug Free Sport, Inc.).

**Drug Testing Statement**
The following statement will be read by the NCAA championships manager at the mandatory administrative meeting the day prior to competition:

“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.”

**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.

**Facility Specifications**
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.

**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 area.

**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.
This information must be kept strictly confidential. Participating institutions will not be notified in advance of competition whether the site has been selected for drug testing.

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

Site Coordinator’s Responsibilities (Host)
The tournament manager is responsible for designating an individual, who has no other responsibilities in conjunction with the championship, to serve as the site coordinator for drug testing. This individual will work closely with Drug Free Sport and the 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.
- **Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at [www.ncaa.org/drugtesting](http://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.
  - **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 or medical/athletic training is preferred.
  - **Crew Chief.** Contact the drug-testing crew chief assigned to the site to discuss logistics.
  - **Meet with Crew Chief.** Meet with the drug-testing crew chief the day prior to the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Report.** 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.

**Testing Area**
The site coordinator is responsible for selecting a site for drug testing. The facility should be in the same location as the championship or in close proximity of the venue. If selected, please consult with the crew chief or Drug Free Sport to ensure the facility and location are adequate.

The site coordinator must ensure the security of the room(s). Only those individuals authorized by the crew chief will be allowed in the room. The room must be private to secure the integrity of the drug-testing protocol and processes, and to keep the identities of the student-athletes confidential.

If selected, here are the testing facility requirements:

• **One large room must be provided.**
  • The room must be secured for drug-testing use only. It cannot serve dual purposes (e.g., drug testing and storage for merchandising).
  • The room should contain bathrooms (each with multiple stalls) inside the room. If a bathroom is not in the room, one must be nearby, away from public view and must be closed off for non drug-testing use.
  • Separate men’s and women’s bathrooms (each with multiple stalls) must be inside the room. If bathrooms are not in the room, they must be nearby, away from public view and must be closed off for non drug-testing use.
  • The room must be large enough to accommodate the collection crew, selected student-athletes, site coordinator, chairs, tables, etc.
  • The location of the room cannot be in a hallway or accessed by the public. It cannot be in an area closed off by drapes or materials that can be easily moved.
  • The site coordinator will supply the following materials for the testing rooms. The number of student-athletes being tested will determine the number of each item. Please discuss with the crew chief.
    - 6-8 ft. tables • Chairs
    - Beverages • Large trash containers
    - Television (optional)
  • The room(s) should be available before the event so the crew chief can perform a walk-through.
  • Although most student-athletes provide a specimen in less than 20 minutes, adequate time should be given for facility reservation in the event testing takes longer than expected.
  • The only access to the drug-testing area should be through the main entrance.

**Equipment**
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.
**Baskets**
Baskets should be placed in the clerking area for student-athletes’ equipment and warm-ups. Athletes will return to the clerking area to pick up the equipment after the completion of their event and/or awards.

**Bib and Hip Numbers**
Bibs, hip numbers and safety pins for the finals site will be ordered by the NCAA. NCAA staff will send the breakdown of what will be shipped to hosts and approximate delivery dates. Hosts should inventory all bibs, hip numbers and safety pins when they arrive, and will be responsible for placing the appropriate numbers and safety pins in each team packet.

**Communication**
The host should provide handheld radios for NCAA staff/committee, officials, host personnel, etc., for communication throughout the championships. Earpieces are preferred to headset.

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

If a championship also receives POWERADE branded squeeze bottles, they should be provided to all student-athletes. Non-POWERADE branded squeeze bottles 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.

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)].

**Public Address System**
Hosts should arrange for a public address system for the announcers, both in the booth and wireless microphones on the field.

**Official Supplier**
Gill Athletics is the official equipment supplier for NCAA men’s and women’s track and field. Please see Appendix D for an initial equipment list.

**Scoreboards/Video Boards**
If scoreboards and/or electronic video boards are available at the facility and/or through the timing company, they should be used during competition. Hosts must consult with the NCAA representative(s) before replaying any performances under review by the meet officials. Video screens may not display advertising. The NCAA will provide content for the video boards through NCAA partner.

**Storage**
The host will receive multiple shipments for the championships (see Appendix E for a sample list of shipments). Many of the shipments must be housed at or near the course. If the host does not have ample storage space at the facility, temporary storage units should be rented to ensure that all equipment can be stored on site. The meet director should work with the NCAA championships manager to include storage rental fees in the host budget.

The host should also designate an area for storing student-athlete’s implements. Information on shipping and storage of implements should be communicated in the Participant Manual.

**Tables**
Tables with skirting should be provided for the awards area (3-4), protest tent (1), merchandise/programs, and any other areas deemed necessary by the NCAA committee/staff.

**Timing**
The NCAA will hire the timing company for the meet. If deemed necessary, the timing company will make a site visit to the championship site to review the facilities prior to the championships. A reliable power source and Ethernet hard-line internet connections must be available for the timing company on the field and in the timing control room. Additional information regarding equipment, personnel, and any other timing needs will be communicated by the NCAA and the timing company prior to the championships.
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.

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

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

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

Financial Report
Host institutions must complete the online financial report, including payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. 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 14 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).

Some specific expenses are outlined below.
Committee/NCAA staff
The host is responsible for paying for hotel rooms for the NCAA committee (8) and the timing company (3-4) for arrival on Monday and departure on Sunday and the video review company (3-4) for arrival on Wednesday and departure on Sunday. Hotel expenses for these individuals should be included as a budgeted item and reimbursed through the host portal. All other expenses for these individuals will be paid directly by the NCAA. (Please see the Lodging section of this manual for details on number of rooms and arrival and departure dates.)

Officials
All approved officials’ expenses should be paid by the host institution. These expenses should be included as budgeted items in and reimbursed through the host budget. Officials’ expenses are outlined in the Officials section of this manual. A final expense breakdown will be provided by the NCAA prior to payment.

Transportation
The NCAA shall pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will make all arrangements directly through Short’s Travel and communicate arrangements to the individuals who have been approved to rent cars.

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 that can be accessed at www.NCAA.org.

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

**Lodging**

**Contracts**
For this particular championship, the NCAA has contracted hotel rooms at a negotiated rate for use by participating member institutions. Teams are NOT required to stay within an NCAA hotel, but if elected, the institution will be required to adhere to the terms as contracted via the agreement.

**Headquarters Hotel**
Anthony Travel, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at the final site. The NCAA will work directly with the hotel and provide a rooming list, arrival and departure dates for each individual and billing needs (direct bill to host or pay on own). NCAA staff will pay for their own hotel rooms on arrival, but all other room and tax expenses should be direct-billed to the host institution. Hotel expenses should be included as a budgeted item in and reimbursed through the host budget. The expenses should reflect hotel rooms for key officials (8) and various other individuals (e.g., timing) at the headquarters hotel. All other committee expenses will be paid directly by the NCAA.

**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.

**Participant Hotels**
The host institution will be responsible for advising participating institutions of the available hotel accommodations. This information should be included in the participant manual. Each competing institution is responsible for making its own reservations.

**Supplementary Officials**
Double rooms (not more than 30) will be reserved by the NCAA for the 60 supplemental officials working the championships who are not local. Arrival for these officials should be Wednesday or Thursday and departure Saturday or Sunday, depending on the meet schedule and location of the officials. The host will need to send a rooming list to the NCAA one month from the check-in day.
for reservation purposes. Any changes to the rooming list should be coordinated with the NCAA. The host institution will be direct-billed for room and tax expenses for the supplementary officials and should include the expense as a budgetary item in the host budget system.

**Marketing/Promotions/Branding/Fan Engagement**

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 NCAA Championships Marketing contact prior to implementation.

**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.

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 and in addition to the marketing/promotions budget allocated by host institutions through the championship bid system.
process. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Online 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 may not be available on the NCAA Online Marketing Website, you may submit a special request through the website. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

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

Collateral should not be created outside of the NCAA Online Marketing Website. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

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

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

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

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

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

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

12.6.1.2 - To Intercollegiate Event. A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)
13.4.4.2 - NCAA or Conference Championship Promotional Materials. The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any individual or group, provided the materials: [D] (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

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

Logos
The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship. NCAA Championship logos are available online at https://sportgraphics.widencollective.com. All logos used for championship purposes must be approved by the NCAA.

Materials Sent to High Schools
Per NCAA Bylaw 13.4.3.3, 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.

Media Coordination/Credentials
The host media coordinator should become familiar with the NCAA media policies, all of which are outlined at www.ncaa.com/media. Media coordinators should work closely with the national office staff and the sports information directors of each participating team to provide smooth press operation at each site, both for the media and the coaches and student-athletes. The sports information director/media coordinator should make personal contact with key media in the area to try to generate features and/or columns prior to the competition, as well as interest television stations in the meet.

The host media coordinator, in conjunction with NCAA committee and staff, should develop a plan to monitor access to the infield for media. Photo boxes should be designated for any media taking pictures. An area should be designated from which teams may videotape if they wish to do so. Each participating team is automatically authorized to videotape; it is not necessary to sign any authorization form.

Championship Websites
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.
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”.

** Distribution of Information**
The SID/media coordinator should ensure that the media is included in the timely distribution of programs, heat sheets and results. A media guide should be provided to the media attending the championships.

**Internet Connections**
Wireless internet should be accessible for media, committee, etc. Hard line connections must be available for timing and web streaming personnel.

**Media Credentials**
Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should direct media to [NCAA.com/media](http://NCAA.com/media), which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system. The system will notify via email all media members who apply for credentials whether their request has been granted or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, information on media parking, and how to order a phone line if they need to secure their own (whom to contact, price, etc.).

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

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

**Media Hospitality**
Media hospitality, if applicable, should be separate from all other hospitality areas. Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.
Media Parking
Media parking is desired at each site, and required at most. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

Media Work Room
An area visible to the track should be reserved to accommodate media (minimum of 10-15). The area must have proper lighting, phone/fax lines, internet access, and copiers/printers. A seating area in the stands immediately adjacent to the work area should also be reserved for media. Only individuals with media credentials should be allowed in the media work and hospitality areas.

Photography
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.

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). 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 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.

For additional questions regarding championship photography, please contact Levida Maxwell by email (lmaxwell@ncaa.org) or phone 317-917-6356.
Press Conference/Interviews
Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete’s final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.

Results
A high-quality photo copier machine must be available in the timing control room and results from each event must be printed and copied as soon as results are official. Results should be posted at the track in an area where all competitors and spectators can see them. Copies of the results from each event should be promptly delivered to announcers, committee members, officials and awards personnel (for finals). Results from each day’s competition should be available to coaches as soon as possible after the conclusion of the day’s events.

Live results will be available on NCAA.com.

Videotaping
Each participating team is permitted to tape competition with a single camera and one person for institutional purposes only. Filming/videotaping areas will not be reserved for participants and should be designated and communicated to all participating teams.

Films or videotapes of the championships procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution’s own noncommercial purposes (not including television broadcast). Only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Web Streaming
The NCAA encourages all hosting institutions to provide live statistics/webcasting capabilities through NCAA.com. The host SID will be contacted by NCAA.com personnel to verify connections and feeds prior to each round to be hosted.

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

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

Medical
Athletic Training
Athletic training areas should be designated in the competition area and should be equipped with towels, POWERADE/water product, and other necessary training equipment. Training areas should be staffed with appropriate personnel on practice and competition days, and should open
two hours prior to the start of competition through one hour after the conclusion of the last race. Accommodations should be made to allow institutional athletic training staff to set up athletic training tables on a space available basis.

On practice days and during competition, the following is required: (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility or hospital, including a plan for communication and transportation between the competition site and the hospital for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood. An ambulance should be on site beginning the first day of practice.

Medical Credentials
Each participating institution may receive up to one medical credential for a certified athletic trainer. All medical credentials must be requested and approved through the designated host physician/trainer. Communication should be sent to all credentialed medical personnel with instructions for picking up credentials once on site.

Medical Scratches
An individual must be designated as the official meet physician/trainer. All medical scratches must be approved and documented by the designated individual. Documentation must be given to the clerking tent and the NCAA championships manager immediately.

Meet Management
NCAA announcements will be sent to the meet director prior to the meet.

Community Engagement
We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II’s strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience. Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, often through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball boys/girls and/or special guests in another capacity.
Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events in held within our National Championships.

Credentials
The NCAA will produce credentials, credential boards and lanyards for the championships, which will be shipped to the host 2-3 weeks prior to the championships. Credentials for the participating teams should be included in team packets. Credentials should be provided to each participating team as follows:

- Institutions qualifying one to four student-athletes will receive credentials for the participating student-athletes and two non-athletes.
- Institutions qualifying five to eight athletes will receive credentials for the participating student-athletes and three non-athletes.
- Institutions qualifying nine or more athletes will receive credentials for the participating student-athletes and four non-athletes.
- Relay alternates will receive credentials at packet pick-up upon request.
- Each participating institution will receive up to one additional credential for an administrator upon request. The administrator credential will be left at will call and photo identification will be required for pick-up. Administrator credentials must be requested through the NCAA championships manager.
- Each participating institution will receive up to one medical credential for a certified athletic trainer. Medical credentials should be requested through the host athletic trainer.
- Any additional coaches or team personnel attending the championships will have to purchase tickets to the venue.
- Media credential requests must be made online at www.ncaa.com/media.

NOTE: The official travel party is different from the credential allotment noted above and is outlined in the ‘Meet Management’ section of this manual. Only members of the official travel party will receive expense reimbursement, access to hospitality, complimentary banquet tickets, etc.

Evaluations
Online evaluations will be distributed to all participating teams after competition. NCAA staff will share the results and comments of the evaluations with hosts as appropriate.

Games Committee
The Division II Men’s and Women’s Track and Field and Cross Country Committee will serve as the games committee and the jury of appeals at the championships.

Hospitality
Hospitality areas should be designated for NCAA committee/staff, volunteers, and host personnel. Media hospitality should be separate from the other hospitality areas. Please work with the
championships manager to determine where the hospitality areas should be set up, as well as the hours/meals for each area.

POWERADE product will be provided to the host for the participant student-athletes, and should be placed in competition and warm-up areas. If space allows, additional student-athlete hospitality and/or lounge areas should be designated. Light snacks (i.e. fruit, granola bars) should be available for student-athletes in these areas.

All hospitality areas must provide only food and beverages in accordance with NCAA Corporate Champions and Partners.

**Medical Procedures**
Please see the Medical section of this manual regarding medical needs.

**Meetings**
The following meetings will take place the week of the championships:

**Walk-Through Meeting**
On Tuesday afternoon or Wednesday morning, the NCAA committee and staff will conduct a walk-through, and a short meeting will be held with the meet director and other host personnel to discuss any last minute details.

**Committee Meetings**
The committee will conduct meetings at the track Wednesday and Thursday. The committee room should be available and equipped with drinks for these days.

**Administrative Meeting**
A mandatory administrative meeting will be held the day before competition begins to review championship matters and NCAA policies. The location and time for the meeting will be determined by the NCAA committee. A podium and microphone should be available at the front of the room, with seating secured for approximately 250-275 people (chairs only, facing the podium). An agenda for the meeting will be provided by the NCAA, and will include comments from the NCAA championships manager, the committee chair, and host personnel.

Light snacks/drinks may be provided for the meeting. It is required that each participating institution have representation at the meeting. A sign-in sheet should be available at the meeting. A fine will be issued by the NCAA after competition for being late or not attending the mandatory meeting.

**Officials Meeting**
An officials meeting will be held the night prior to championships competition after the banquet/social reception. This meeting is to review rules and the general conduct of the meet. The host institution, in conjunction with the NCAA championships manager, should determine the time and place for the meeting. A podium and microphone should be available at the front of the room, with classroom seating secured for approximately 70-80 people (chairs and tables). The NCAA championships manager will notify the key officials and the host institution should notify the additional 60 officials of the time and place of the officials meeting. An agenda for the meeting
will be provided by the NCAA, and will include comments from the NCAA committee/staff/SRE, the officials’ coordinator, and host personnel.

**National Anthem**
The national anthem shall be sung or played prior to the start of the running events each day. The host should work with the NCAA committee and staff to develop unique ways of presenting the national anthem, if possible.

**NOTE: If Simon Fraser University is participating in the championship, the Canadian flag must be hung and the Canadian national anthem must be played prior to the United States national anthem. The NCAA will send a Canadian flag for the championships if the host does not have access to one.**

**Packet Pick-Up**
Packet pick-up will take place the day before championship competition begins. The hours and location for packet pick-up will be determined by the NCAA committee and staff. Team packets, participant medallions and Gill Athletics gifts will be distributed at packet pick-up, and extra banquet tickets and credentials should be available for sale if applicable. The committee will distribute packets, answer questions and collect fines during packet pick-up. The host will be responsible for securing volunteers to distribute participant medallions and to sell or distribute additional banquet tickets.

Hosts should arrange for an area large enough to accommodate declarations/packet pick-up. For regionals, hosts should work with the site representative to finalize set-up of declarations. For the finals site, the following equipment and set-up is needed for declarations:

- 4 long tables set up end-to-end to serve as seating for committee members and coaches.
- 1-2 long tables set up behind the 4 tables to set the packets on.
- 1-2 chairs on the back side of each of the 4 tables (for one committee member to sit at each table).
- 2 chairs on the front side of each of the 4 tables (for coaches to sit).
- A couple of additional chairs for other committee members.
- 1 long table and chair set up for NCAA liaison, near a power source.
- 1 laser printer to be connected to the NCAA liaison’s computer or a provided computer for printing bib labels.
- 1 table and chairs for distributing participant medallions.
- 1 table and chairs for distributing complimentary programs.
- Any additional tables needed for selling banquet tickets, if applicable.

The following items should be included in each team packet:

- A copy of the comprehensive schedule, practice schedule and meet schedule (NCAA will send practice/comprehensive schedules once they’re finalized).
- List of contact information for host personnel and NCAA committee/staff.
- 2 copies of that respective team’s roster, which will list their selected student-athletes, their events and their competitor numbers (NCAA will send the lists after selections; The format will allow hosts to just include the respective roster for each team, not every team’s roster).
• Race numbers and pins for each athlete (Bibs and safety pins will be sent for arrival the Friday prior to championships week; Hip numbers will be shipped a couple weeks prior; NCAA will send the list of each athlete’s bib number so hosts can put them in the appropriate packets).
• Relay cards – only in packets of teams that qualify relay teams (NCAA will send relay cards approximately three to four weeks prior to competition)
• 1 copy of the heat/flight sheets (NCAA will send electronically the Monday of championships week).
• Any important information from host, if applicable (e.g. facility diagram, emergency evacuation procedures, parking information, maps, etc.).
• Final information from the committee, if applicable.
• Banquet tickets for official travel party only and any relevant banquet information.
• Credentials.

In addition, hosts should make multiple copies of the Student-Athlete Bio Form (Appendix F) and have pens available for coaches to fill out the form while waiting.

**Participant Manual**
A participant manual will be created for the championships. NCAA staff will create a participant manual template and hosts will be responsible for filling in the supplement information and returning the manual to the NCAA for final review.

**Personnel**
The host institution will be responsible for securing certain personnel for the championships as outlined below. Although we have tried to identify most of the areas needed, please adapt the list to your particular facility.

• Drug-testing couriers (10-15)
• Trainers and assistants
• Maintenance crew
• Hurdle crew
• Concessionaires
• Heat sheet sales
• Facility set-up crew
• Spotters for announcers
• Clean-up crew
• Block holders
• Marshals
• Workers for packet pick-up
• Clerical staff for inputting results, copying and collating
• Runners -- field events to results area, results to announcer, events to award area, finish line to FAT readers, etc.
• Assistants to the meet director - as needed
• University grounds/maintenance person on duty at all times.
• Ticket takers – sellers
• Implement custodians
• Award custodian and assistant
• Persons to distribute results/heat sheets
• Crew to check in officials
• Merchandise table
• Hospitality areas
• Scoreboard/video board operator for existing boards
• National anthem performers
• Volunteer and officials coordinators

Playing Rules
The championships must be run in accordance with the 2017 and 2018 Cross Country and Track and Field Rules Book. The rules book can be accessed online at http://www.ncaapublications.com/productdownloads/TF18.pdf

Practice Schedule
The facility should be made available for practice two days prior to the start of competition and should be competition-ready for practice days. The committee, in conjunction with the host, will develop a practice schedule, to be included in the Participant Manual.

Results
At the conclusion of each day, the host media coordinator must e-mail information that specifies the division, sport, round, date, official results, and provide a brief summary with photos (if available) to the following email addresses: ncaastats@ncaa.org, ncaa-content@turner.com and mdespain@ncaa.org. All information should be submitted in the following manner:

• Specify the division, sport, round and region in the SUBJECT area.
• Paste the text (official results, including date of competition, round, etc.) directly into the message box or send in an MS Word document or Windows Notepad text document as an attachment.
• Please convert photos to JPEG format and attach to the e-mail.
• Include official box score or event results in HTML format, or in an MS Word document.
• Send the information to all email addresses noted above.

A high-quality photo copier machine must be available in the timing control room and results from each event must be printed and copied as soon as results are official. Results should be posted at the track in an area where all competitors and spectators can see them. Copies of the results from each event should be promptly delivered to announcers, committee members, officials and awards personnel (for finals). Results from each day’s competition should be available to coaches as soon as possible after the conclusion of the day’s events.

Live results will be available on NCAA.com.

Schedule
The committee and NCAA staff will work with the host to develop a schedule of events that is feasible for the facility.
**Scoring**
The championships will use the eight-place scoring system (10-8-6-5-4-3-2-1) in individual and relay events (i.e., first place earns 10 team points, second place earns eight team points, etc.).

**Student-Athlete Equipment/Apparel**
Hosts should make arrangements for moving the runners’ warm-ups and equipment from the starting line to the finish area.

**Travel Party**
The official travel party formula for teams is as follows:

- 1 non-athlete for teams with 1-4 qualifiers.
- 2 non-athletes for teams with five or more qualifiers.

Banquet tickets should be distributed according to the travel party formula. Participant medallions are to be given to only the student-athletes that qualified.

**Videoboard**
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.

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

Brian Scott - Director of Production  
Van Wagner Big Screen Network Productions, Inc.  
5808 Faringdon Place, Suite 201  
Raleigh, NC 27609  
Telephone: 919-872-6530  
Email: scott@bigscreennetwork.com

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

**Merchandise**
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 an official licensee list, please visit NCAA.org/Championships/Corporate Partners. (Note: this is on the membership side of NCAA.org and you must log on to access the information.) All hosts will receive merchandise to sell on practice and competition days.
**Administration**
The NCAA corporate relations 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 (dclendenin@ncaa.org; 317-917-6496).

**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.

**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.*

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

**Officials**
The committee will secure the individuals to serve as the key officials in the following positions: announcers (2), referees (3), starters (3), head clerk (1), officials coordinator (1). The key officials’
appointments will be sent to the host institution upon receipt of the officials’ contracts. The host institution should present to the subcommittee a plan for securing an official’s coordinator, 60 supplemental officials and a utility official for the championships. The 60 assigned officials should meet the championships needs as listed in Appendix G.

The host institution should send communication to the supplemental 60 officials confirming assignments/schedules, fees (if applicable), directions, schedule of events, meeting information, hotel information, check-in time/location, etc.

Fees/Expenses
All approved officials’ expenses should be paid by the host institution. These expenses should be included as budgeted items in and reimbursed through the host budget. Officials’ expenses are outlined below. All expenses must be approved by the NCAA prior to payment.

Officials fees are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Fee (per day of competition)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Clerk</td>
<td>$100</td>
</tr>
<tr>
<td>Officials Coordinator</td>
<td>$100</td>
</tr>
<tr>
<td>Head Starter</td>
<td>$150</td>
</tr>
<tr>
<td>Announcers (2)</td>
<td>$600 (Flat fee)</td>
</tr>
<tr>
<td>Starters (2)</td>
<td>$100</td>
</tr>
<tr>
<td>Referees (3)</td>
<td>$100</td>
</tr>
<tr>
<td>Supplemental Officials (60)</td>
<td>$40</td>
</tr>
</tbody>
</table>

Per Diem
Key officials and announcers only will receive $45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Utility and supplemental officials will not receive per diem.

Transportation
Travel expenses for key officials only will be paid. Flights will be reimbursed directly by the NCAA. Mileage expenses should be paid by the host. NCAA staff will provide projected expenses for mileage reimbursement once all officials have been assigned.

Lodging
Room and tax for officials’ hotels should be direct-billed to the host institution and reimbursed through the budget system. Officials will be responsible for all incidentals. Please see the Lodging section of this manual for details about the number and type of rooms that should be secured for officials.

Uniform/Apparel
The NCAA will purchase apparel to be worn by all officials, and will ship the apparel to the host approximately 2-3 weeks prior to the championships. Uniforms should be distributed at the officials’ meeting.
**Programs**

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

All digital programs available can be found at [http://www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms).

**Content/Editorial**

**IMG College Responsibilities**

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

**Host Responsibilities**

Media contact should provide IMG College with text and photos for editorial pages about host institution/venue/city, if requested by IMG College. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler ([doug.iler@img.com](mailto:doug.iler@img.com)).

**Promotion**

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

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

**Best Practices**

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

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

**Heat Sheet Template**

A key element of the digital program plan is to give hosts the ability to produce and sell heat sheets, without being tied to the prior practice of requiring fans to buy a game program with a coupon for a heat sheet. IMG will allow host sites to sell heat sheets with the restrictions mentioned below.

- The NCAA and IMG will develop a PDF template to be provided to host institutions for use as outlined by IMG and the NCAA. All costs incurred by the host institutions to print, distribute, etc., these sheets should be covered by vending revenue and is not the responsibility of IMG or the NCAA.
• Rosters may be handed out, but must include the QR code to the program.

**Supplemental Handouts**

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

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

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

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

**Questions**

If you have any questions, please feel free to contact your NCAA administrator or Michelle Forkner (mforkner@ncaa.org) or Bonnie Johnson (bjohnson@ncaa.org) at the NCAA.

A high-quality photo copier machine must be available in the timing control room and results from each event must be printed and copied as soon as results are official. Results should be posted at the track in an area where all competitors and spectators can see them. Copies of the results from each event should be promptly delivered to announcers, committee members, officials and awards personnel (for finals). Results from each day’s competition should be available to coaches as soon as possible after the conclusion of the day’s events.

Live results will be available on NCAA.com.

**Safety and Security**

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at http://www.ncaa.org/sites/default/files/B.com_Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2 when developing a safety and security program.

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

Best Practices for championships competition venue safety are intended for guidance purposes only; they are not a requirement under NCAA or other regulations or legislation. In addition, because of the wide variety of designs and sizes of competition venues; and composition and profile of particular events, not all Best Practices will be reasonable or applicable.
The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety program for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider the current national threat level, nature of specific threats and the full range of resources available when responding to changes in the threat condition levels.

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

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

**Marshals**

**Interruption of Competition**

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

**Head Table**

Assure that the timing devices are operational and manual times are accurately recorded.

**Officials**

Assure that the officials know the exact situation when competition was halted.

**Student-Athletes and Coaches**

Upon instruction from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

**Power Source/Public Address**

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

**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 head 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. Participants, coaches and officials must be kept informed throughout the delay.

Meeting
The committee chair, NCAA staff and meet-management staff (facility manager, meet director and senior law-enforcement officer) should assemble immediately at the head 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. The event staff shall determine the revised schedule after consultation with the committee. If possible, the competition should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution’s pass list, other individuals designated by each institution’s director of athletics, and required facility operations personnel. Also, the committee has the authority to reschedule the competition in a nearby facility (e.g., on campus or elsewhere in the city,) provided the alternate facility meets the provisions of NCAA rules.

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

Crowd Control
The meet director must review crowd control policies and is responsible for strict enforcement of these policies prior to, during and after the races. The following crowd control statement should be read by the public address announcer prior to the start of the 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."

Access to Track
Access to and from the track, infield, warm-up areas, and any other restricted areas must be closely monitored at all times. Only student-athletes, officials, NCAA committee/staff and host personnel should be allowed in the appropriate restricted areas at all times. Any exceptions due to facility configurations must be approved by the committee and closely monitored.
**Personnel**

At least one uniformed security guard (not necessarily uniformed police) must be in attendance throughout the championships. Additionally, adequate personnel must be available for the respective areas that require credential access (track/field, media, hospitality, etc.).

**Tickets**

Hosts should work with the NCAA championships manager to finalize the ticket prices and policies for their particular venue. Any spectator entering the competition site must have a ticket (children age 2 and under are admitted free with a paying adult) for the point during competition at which he or she arrives.

**Complimentary Tickets**

Complimentary tickets are not allowed. However, children two and under and not taking a seat may be admitted free. Additionally, hosts can work with the NCAA championships manager to discuss potential discounted ticket prices for local organizations/youth groups.

**Printing Tickets**

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

**Computerized Tickets**

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

**Coupons**

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

**Ticket Back Disclaimer Language**

See Appendix I for language that must be on the ticket back.

**Volunteers**

**Goal and Recruitment**

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

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

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

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

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

**Waivers**
Each volunteer must sign a waiver of liability before the start of the championships (see Appendix J). After the championship is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference.
Tentative Planning Timeline

March of Year Prior to Championships

- Attend the indoor track and field championships (if necessary).
- Notify officials groups of the championships and of the availability of working the championships.

May of Year Prior to Championships

- Check facility to determine if any major construction or maintenance is required.
- Reserve blocks of hotel rooms to accommodate all teams and produce a list of hotel options to be posted on NCAA.org.
- Arrange meeting and banquet facilities.
- Establish headquarters hotel and reserve rooms for the NCAA rooming block.

Summer Months

- Discuss plans with key members of your athletics department and institutional staff members regarding promotion of the meet. Review ALL promotional ideas with the NCAA championship manager at the National Office to assure compliance with NCAA procedures.
- Contact your local Coca-Cola bottler to see if it is interested in donating products to the meet. Coca-Cola is an official sponsor of NCAA championships.
- Review the list of equipment required and make plans to acquire any necessary items.
- Prepare list of officials and support staff required. Begin to assign persons to specific positions. Request assistance of officials and support staff in regular season meets to assure familiarity with tasks assigned.
- Acquire statement from track surveyor regarding certification of track measurements. Send copy to national office.
Appendix A

October

- Finalize officials list and reserve hotel rooms for key officials and supplemental officials.
- Reserve rooms for various meetings, storage, etc.
- Arrange for medical services – trainers, EMT, physician and ambulance.

November

- Review proposed budget to determine if it is in line with projected expenditures.

December

- Make arrangements for 15-25 couriers for potential drug-testing.
- Send host website information to the NCAA and create micro-site.

January, year of championships

- Determine role security agencies will play during the championships (i.e., parking, crowd control, traffic, ticket area, etc.).
- Ensure that all equipment is “on-site.” UCS is the official equipment supplier. Arrange for delivery of equipment with them.
- Construct an awards stand for top eight-place finishers.
- Contact all meet officials with information about the championships.
- Finalize banquet and coaches meeting arrangements.
- Work with NCAA liaison to order any additional signage needed.

February

- Print tickets – NCAA championship manager should review a proof prior to printing.
- Send final assignment to officials, including arrival schedule, where to check in, etc. Prepare final assignment list of officials for committee and NCAA staff.
- Send final assignment list to personnel/volunteers including arrival schedule, where to check in, etc.
- Finalize proposed budget.
- Finalize inventory on all equipment.
• If notification is received from the national office, prepare drug-testing facility and confirm personnel.

• Confirm with meet headquarters hotel and other facilities regarding banquet, meeting rooms, registration and reserved rooms for the committee and the NCAA representative.

• Finalize banquet details (banquet programs, seating assignments, video and audio needs).

One to Two Weeks Prior to Championships

• When the awards arrive, inventory the awards and check each one to ensure proper engraving.

• When POWERADE equipment arrives (two weeks out), inventory all equipment to ensure that everything has arrived. When produce arrives (one week out), do the same. Contact the NCAA staff to confirm that all product and equipment has been received or to address any issues with missing product/equipment.

• Finalize facility setup.

• Final inventory of all equipment, merchandise, programs, awards, etc.

• Assemble the coaches’ packet of information.

Championships Week (subject to change in Festival years)

Monday        Receive start lists and list of competitors and numbers. Receive two copies of rosters.

Tuesday       Meet with subcommittee for facility walk-through and meetings. Add any final information to team packets.

Wednesday morning  Facility ready for practice.

Wednesday      Packet pick-up and administrative meeting.

Wednesday night  NCAA banquet/Opening ceremony
                 Officials meeting.

Thursday/Friday/Saturday  Competition.
                 Meet with officials.
                 Meet with committee regarding day’s events.
Ladies and Gentlemen…. Welcome to the (NAME OF FACILITY) and the Awards Ceremony for the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Championships. Presenting the awards will be, (NAME), from (INSTITUTION).

INDIVIDUAL AWARDS
It is my pleasure to present this year’s champions of the NCAA Division II Men’s and Women’s Indoor Track and Field National Championships.

(Note: Recognize top eight student-athlete’s (time/throw/jump/distance) in reverse order – awards to top eight.

Finishing in 8th place, from ________________________, ________________________.
Finishing in 7th place, from ________________________, ________________________.
Finishing in 6th place, from ________________________, ________________________.
Finishing in 5th place, from ________________________, ________________________.
Finishing in 4th place, from ________________________, ________________________.
Finishing in 3rd place, from ________________________, ________________________.
This year’s runner-up, from ________________________, ________________________.
And this year’s champion ________________________, from ________________________.

TEAM AWARDS
Please direct your attention to the awards stand to recognize the top four (GENDER) teams in the 2017 NCAA DII Indoor Track and Field Championships.

Finishing in fourth place, with a team point total of ________________________, is the ________________________. (Team proceeds to podium.) Congratulations!
Finishing in third place, with a team point total of ________________________, is the ________________________. (Team proceeds to podium.) Congratulations!

Finishing as the 2017 NCAA Division II (GENDER) Indoor Track and Field National Champion runner-up, with a team point total of ________________________, is the ________________________.

This year’s 2017 NCAA Division II (GENDER) Indoor Track and Field National Champions, with a team point total of is the ________________________, (Team proceeds to podium.) Congratulations!

Ladies and Gentlemen, this concludes the 2017 NCAA Division II Men’s and Women’s Indoor Track and Field Championships. On behalf of the Division II Men’s and Women’s Track and Field and Cross Country Committee and (HOST INSTITUTION), we thank you for your attendance and support of the championships.
ELITE 90 AWARD 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 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. A standard press release is included below.

For Immediate Release

Contact:

(DAY), (MONTH) (#), 2017

(Local SCHOOL)

XX XX WINS ELITE 90™ AWARD FOR NCAA DIVISION II (GENDER) (SPORT) CHAMPIONSHIP

CITY OF WINNING SCHOOL---XX XX, a (senior) at XX University, is the recipient of the Elite 90 award for the 2017 NCAA Division X (gender) (sport) Championship.

XX, majoring in XX, currently carries a XX GPA. XX was presented with the award during the (sport banquet/presentation) on (day) (time of day: afternoon/evening/etc.) in (city of championship).

The Elite 90 award, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in 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.

Eligible student-athletes are sophomores or above who have participated in their sport for at least two years with their school. They must be an active member of the team, traveling and a designated member of the squad size at the championship. All ties are broken by the number of credits completed.

For more information on the Elite 90 award winners, log on to NCAA.com/elite90.
# NCAA Division II Indoor Track and Field Championships Equipment List

**Equipment Provided by Gill Athletics**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Grand Prix Starting Blocks</td>
</tr>
<tr>
<td>2</td>
<td>Starting Block Caddy</td>
</tr>
<tr>
<td>65</td>
<td>Manual Hurdles with NCAA logo</td>
</tr>
<tr>
<td>6</td>
<td>Hurdle Dollies</td>
</tr>
<tr>
<td>1 set</td>
<td>Lap Counter with Bell – on wheels</td>
</tr>
<tr>
<td>2</td>
<td>High Jump Landing Area (1360 or 1325) with NCAA logo top sheet</td>
</tr>
<tr>
<td>2 sets</td>
<td>High Jump Standards</td>
</tr>
<tr>
<td>5</td>
<td>High Jump Cross Bars</td>
</tr>
<tr>
<td>2</td>
<td>High Jump Measuring Device</td>
</tr>
<tr>
<td>2</td>
<td>Pole Vault Landing Area (1900 or 1800) with NCAA logo top sheet (depending on venues)</td>
</tr>
<tr>
<td>2 sets</td>
<td>Pole Vault Standards with Base Protection Pads (depending on venues)</td>
</tr>
<tr>
<td>5</td>
<td>Pole Vault Cross Bars</td>
</tr>
<tr>
<td>2</td>
<td>Pole Trees</td>
</tr>
<tr>
<td>2</td>
<td>Pole Vault Measuring Device (depending on venues)</td>
</tr>
<tr>
<td>3 sets</td>
<td>Pole Vault Cross Bar Lifters with E-Z ups (2 set long for men, 1 set short for women) (depending on venues)</td>
</tr>
<tr>
<td>2</td>
<td>Pole Vault Standard Location Indicator Board (depending on venue)</td>
</tr>
<tr>
<td>2</td>
<td>Bungee cords for Pole Vault warm-up</td>
</tr>
<tr>
<td>1 set</td>
<td>Shot Put Cart</td>
</tr>
<tr>
<td>5</td>
<td>Performance Indicator Boards – 4 digit</td>
</tr>
<tr>
<td>1 set</td>
<td>Digits only for Performance Indicator Boards (Spare – 2 red, 2 black)</td>
</tr>
<tr>
<td>2 pair</td>
<td>Horizontal Jumps Take-off Markers</td>
</tr>
<tr>
<td>2 sets</td>
<td>Long Jump Pit Side Distance Indicator Boards</td>
</tr>
<tr>
<td>2</td>
<td>Horizontal Jumps Laser Measuring Device</td>
</tr>
<tr>
<td>2</td>
<td>Horizontal Jumps Pit Covers with NCAA Branding</td>
</tr>
<tr>
<td>2 sets</td>
<td>Triple Jump Pit Side Distance Indicator Boards</td>
</tr>
<tr>
<td>TBD*</td>
<td>Replacement boards for long jump and triple jump. (wood only)</td>
</tr>
<tr>
<td>3</td>
<td>Chalk Stands with chalk</td>
</tr>
<tr>
<td>2</td>
<td>Shot Put, 4kg – 105mm</td>
</tr>
<tr>
<td>2</td>
<td>Shot Put, 4kg – 109mm</td>
</tr>
<tr>
<td>2</td>
<td>Shot Put, 7.26kg – 125mm</td>
</tr>
<tr>
<td>2</td>
<td>Shot Put, 7.26kg – 129mm</td>
</tr>
<tr>
<td>3</td>
<td>Traditional Indoor Throwing Weight, 20 lbs</td>
</tr>
<tr>
<td>3</td>
<td>Preferred Dominator Tungsten Indoor Throwing Weight, 20 lbs</td>
</tr>
<tr>
<td>3</td>
<td>Traditional Indoor Throwing Weight, 35 lbs</td>
</tr>
<tr>
<td>3</td>
<td>Preferred Dominator Tungsten Indoor Throwing Weight, 35 lbs</td>
</tr>
<tr>
<td>2</td>
<td>Laser measuring device for throwing events</td>
</tr>
<tr>
<td>3</td>
<td>Long steel tape</td>
</tr>
<tr>
<td>3</td>
<td>Short steel tape</td>
</tr>
<tr>
<td>2 sets</td>
<td>Moya blocks</td>
</tr>
</tbody>
</table>
# NCAA Division II Indoor Track and Field Championships – SAMPLE List of Items Shipped to Host

<table>
<thead>
<tr>
<th>Shipped by:</th>
<th>Item</th>
<th>Quantity</th>
<th>Estimated Arrival Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCAA</td>
<td>Protest Forms and Relay Cards</td>
<td>N/A</td>
<td>Approximately 2-3 weeks prior to champs</td>
</tr>
<tr>
<td>NCAA</td>
<td>Credentials, credential boards and lanyards</td>
<td>Credentials for: participating teams and individuals, coaches and administrators, media, NCAA committee, meet officials, tournament personnel, etc.; Credential boards; Lanyards; Final numbers TBD</td>
<td>Approximately 2-3 weeks prior to champs</td>
</tr>
<tr>
<td>NCAA/Source One</td>
<td>Basic Signage</td>
<td>TBD</td>
<td>Approximately 2 weeks prior to championships</td>
</tr>
<tr>
<td>NCAA/Source One</td>
<td>Press conference backdrop</td>
<td>1 *MUST BE RETURNED AFTER CHAMPIONSHIP</td>
<td>Approximately 1-2 weeks prior to championships</td>
</tr>
<tr>
<td>TBD</td>
<td>Additional signage</td>
<td>TBD by host and NCAA staff</td>
<td>Approximately 2 weeks prior to championships</td>
</tr>
<tr>
<td>NCAA</td>
<td>Ad Track</td>
<td>10’ by 3’ – Number of pieces TBD *MUST BE RETURNED AFTER CHAMPIONSHIP</td>
<td>TBD</td>
</tr>
<tr>
<td>MTM Recognition</td>
<td>NCAA Official Awards</td>
<td>Per gender: 4 team trophies (1st through 4th); 1 individual mini-trophy for top four teams; 1 watch for national champ team; 1 mini-trophy for top 8 finishers of each event (4 for each relay team); 1 Elite 90 award</td>
<td>Two weeks prior to champs</td>
</tr>
<tr>
<td>Event 1 Merchandise</td>
<td>Merchandise</td>
<td>Event 1 will contact host about merchandise package</td>
<td>Approximately 1-2 weeks prior to champs</td>
</tr>
<tr>
<td>Top of the World/Event 1</td>
<td>Locker Room Program product</td>
<td>T-shirts and hats (to be given to championship team at awards ceremony)</td>
<td>Monday prior to championships</td>
</tr>
<tr>
<td>NCAA/Coca-Cola</td>
<td>POWERADE product and equipment</td>
<td>Water bottles, POWERADE, packets of POWERADE powder, cups, coolers and ice chests (details for quantities will be sent by the championships manager)</td>
<td>Product will arrive approximately 1 week prior to champs; equipment (ice chest, coolers and cups) will arrive approximately 2 weeks prior to champs</td>
</tr>
<tr>
<td>NCAA</td>
<td>Volunteer/Officials’ Apparel</td>
<td>Polo shirts (2 each)</td>
<td>Approximately 1 week prior to champs</td>
</tr>
<tr>
<td>Gill Athletics</td>
<td>Equipment</td>
<td>TBD</td>
<td>Week of Championships; 1-2 days prior to first practice day</td>
</tr>
<tr>
<td>TBD</td>
<td>Bib and hip numbers</td>
<td>TBD</td>
<td>Hip numbers – 2 weeks prior to champs; Bibs – Monday prior to champs</td>
</tr>
<tr>
<td>USTFCCCA</td>
<td>Regional awards</td>
<td>Regional coaches awards (32) and athlete awards (32)</td>
<td>TBD</td>
</tr>
</tbody>
</table>
STUDENT-ATHLETE BIO FORM

Athlete’s Name: ____________________________  Year of Eligibility: ______
Phonetic pronunciation (if needed): ____________________________  M ___  F ___
School and Location: ____________________________________________
School Nickname: _______________  School Colors: __________________
Events (Excluding Relays):
_________________________     _______________________    _______________  ______

Honors (school records, conference championships, previous All-American status, previous experience at NCAA championships, etc.) We have limited time so please pick the highlights that we can talk about.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

STUDENT-ATHLETE BIO FORM

Athlete’s Name: ____________________________  Year of Eligibility: ______
Phonetic pronunciation (if needed): ____________________________  M ___  F ___
School and Location: ____________________________________________
School Nickname: _______________  School Colors: __________________
Events (Excluding Relays):
_________________________     _______________________    _______________  ______

Honors (school records, conference championships, previous All-American status, previous experience at NCAA championships, etc.) We have limited time so please pick the highlights that we can talk about.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Officials
Perhaps the most important element in running a successful championship is in the assignment of officials. If you are having a difficult time finding qualified persons in your area, check with a member of the committee for possible suggestions. Please see the Officials section of this manual for additional details on the officials.

General Championships Needs (Same Personnel for all days)

- Two announcers (assigned by committee)
- Field Event Referee (assigned by committee)
- Combined-Events Referee (assigned by committee)
- Results Runners
- Clerks
- Hurdle Crew – six to eight
- *Head Marshal - Strong minded, keep non-competing athletes off infield.
- 10-12 Additional Marshals/Infield, Crowd Control

*Because a national championship differs from an ordinary invitational-type track meet, it is important to setup a marshaling plan prior to the meet. During the championships, non-competing student-athletes and coaches are prohibited from being on the infield. Areas in the bleachers should be designated for coaches. Instruct your marshals to patrol the infield and field event areas regularly. Marshals should also be used to keep student-athletes from warming up on the track (1 Head Marshall and 3 Additional Marshals).

Track Events (Same Personnel for all days)

- Running Referee (assigned by committee)
- Three Starters (assigned by committee)
- Head Finish Line Umpire - Coordinate finish line personnel.
- Eight Umpires - Experienced, well trained. Four umpires per curve during oval events and two working at all times.

Field Events (By Event)

**Long Jump/Triple Jump (approximately 9)**
- Head Official
- Two to three Pit Rakers - Granular technicians
- Performance Indicator Person - Convert metric to English and post
- Official in pit to mark jump/time attempt
- Assistant to Pull Tape through the Board
- Timer
- Recorder

**High Jump (approximately 5)**
- Head Official
- Two Bar Replacers
- Timer
- Recorder
Appendix G

Pole Vault (approximately 6)
- Head Official
- Two to three Bar Replacers (experienced)/Pole Catcher
- Timer
- Recorder

Shot Put/Weight (approximately 11)
- Four Head Officials - 1 per event.
- Two to three Field Markers - experienced
- Performance Indicator - Convert metric to English and post.
- Assistant to pull tape
- Timer
- Recorder
NCAA Social Media Guidelines for Championship Hosts

Updated 07/14/16

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, fliers, 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 associate 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.
Appendix I

2016-17 STANDARD TICKET BACK DISCLAIMER LANGUAGE
Updated 7/12/16

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. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. 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. 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.

DATES AND TIMES ARE SUBJECT TO CHANGE
Appendix J

Assumption of Risk, Release ad 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, the host entities and the host city, 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.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY 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.

Permission to Use Likeness: The undersigned further agree to allow, without compensation, Participant’s likeness 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 host state 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.

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WEIGHTS AND MEASURES

IMPLEMENT INSPECTION AND IMPOUNDMENT RECORD

MEET ______________________ DATE _____ INSPECTOR ____________________ MARK _________ EVENT _________________________

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