



2017 DIVISION II

CROSS COUNTRY CHAMPIONSHIPS

*EVANSVILLE, IN • University of Southern Indiana,
Evansville Sports Corporation, Hosts*

HOST OPERATIONS 2017-18 MANUAL

TABLE OF CONTENTS

Introduction.....	1
NCAA Committee and Staff.....	2
Alcoholic Beverages	3
Americans with Disabilities Act	3
Awards	3
Bands/Spirit Squads/Mascots.....	7
Banquet/Social Reception.....	8
Broadcasting/Internet.....	9
Commercialism/Contributors.....	9
Competition Site Requirements	14
Drug Testing	17
Equipment.....	20
Financial Administration	23
Insurance	26
Lodging.....	26
Marketing/Promotions/Branding/Fan Engagement	27
Media Coordination/Credentials.....	31
Meet Management	34
Merchandise.....	41
Neutrality	43
Officials.....	43
Programs	43
Safety and Security	45
Tickets.....	47
Transportation	47
Volunteers.....	47

APPENDIXES

Calendar/Timeline	A
Elite 90 Press Release.....	B
Sample Awards Ceremony Script	C
Sample List of Shipments.....	D
Social Media Guidelines	E
Coaches Meeting Sign-in Sheet	F
Team Pronunciation Form.....	G
Ticket Back Disclaimer Language	H
Volunteer Waiver of Liability	I

Introduction

On behalf of the NCAA Division II Men's and Women's Cross Country Committee, thank you for being an important part of the 2017 NCAA Division II Men's and Women's Cross Country regional and/or national Championships. Administration of the championships is under the direction of the Division II Men's and Women's Cross Country Committee. The hosts play 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. **All information in this manual pertains to both regional and national hosts, unless otherwise noted.** This manual is designed to use in conjunction with, not in place of, the 2017 NCAA Division II Men's and Women's Cross Country Pre-championships Manual, which provides more general policies for the administration of the championships. In addition, your staff should become familiar with the 2017 and 2018 Track and Field and Cross Country Rules Book as it pertains to cross country 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 cross country are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales (if applicable), development of participant information, security, lodging, transportation, promotions, and 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 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. In addition, committee members attend and supervise the conduct of regional 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 Cross Country Championships are part of the NCAA Division II Championships Festival. On Festival years, the NCAA point person and the NCAA Festival liaison will work with the hosts to communicate any Festival specific operations.*

NCAA Committee

Atlantic Region

Andy Young

Head Women's Cross Country/Track and Field Coach

Millersville University of Pennsylvania

Phone: 717-871-5560

Email: andy.young@millersville.edu

Central Region

Scott Lorek

Head Track and Field/Cross Country Coach

Northwest Missouri State University

Phone: 660-541-1590

Email: slorek@nwmissouri.edu

East Region

Shawn Green

Assistant Athletics Director/Compliance

Southern New Hampshire University

Phone: 603-851-2882

Email: s.green@snhu.edu

Midwest Region

Alex Eaton

Associate Athletics Director/Senior Woman Administrator

University of Southern Indiana

Phone: 812-464-1841

Email: aceaton1@usi.edu

Morgan DeSpain, championships manager

Associate Director, Championships and Alliances

Phone: 317-917-6505

Cell: 317-292-8013

Email: mdespain@naaa.org

Donisha Carter

Assistant Coordinator, Championships and Alliances

Phone: 317-917-6652

Email: dcarter@naaa.org

South Region

Jessica Cousins

Assistant Track and Field/Cross Country Coach

Nova Southeastern University

Phone: 954-325-5243

Email: jcousins@nova.edu

Southeast Region

Lee Glenn

Associate Director of Athletics, External Relations

University of North Georgia

Phone: 706-867-3250

Email: lee.glenn@ung.edu

South Central Region

Dianne Lee

Associate Athletic Director/Senior Woman Administrator

Adams State University

Phone: 719-587-7401

Email: diannelee@adams.edu

West Region

Preston Grey, chair

Head Cross Country/Women's Track and Field Coach

Azusa Pacific University

Phone: 626-533-6003

Email: pgrey@apu.edu

NCAA Staff

Rachel Seewald, playing rules liaison

Associate Director, Championships and Alliances

NCAA Playing Rules and Officiating

Phone: 317-917-6141

Email: rseewald@naaa.org

Mark Kostek

Secretary-Rules Editor

Email: kostekmt@gmail.com

Alcoholic Beverages and Tobacco Products

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

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

Americans with Disabilities Act

The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Awards

Regionals

The team and individual winner of each regional will be presented a trophy following the final race. The U.S. Track and Field and Cross Country Coaches Association (USTFCCCA) will send awards to each regional site to be distributed at the end of each race. A representative from the USTFCCCA will contact regional hosts to finalize shipping and administration of the awards. The USTFCCCA awards shall NOT be presented in conjunction with the NCAA awards presentation.

Finals

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**:

- Fifteen (15) mini trophies for the top 15 finishers;
- One (1) large team trophy for the top four teams – 4 total;
- Nine (9) mini-trophies for the top four place teams – 36 total;

- Seven (7) watches for the national champion team;
- One (1) Elite 90 award; and
- 248 participant medallions.

Additional watches will be sent to the national championship teams following the championship.

Awards Ceremony

At the end of the final race, there should be an awards ceremony to recognize all team and individual champions. The awards ceremony should take place on a raised stage at the course. NCAA championships signage and other decorations should be displayed. The awards should be taken out of their boxes and placed on a skirted table on stage if room allows. The boxes should be placed on skirted tables off to the side of the stage and should be given to the student-athletes as they exit the stage. Individuals and respective teams should be given an opportunity to take pictures prior to the start of the next presentation. A sample awards script for the emcee is available in **Appendix C**.

Banquet Awards

At the banquet, the Elite 90 awards and USTFCCCA regional student-athletes of the year awards will be presented. NCAA staff will provide a script to use for the awards ceremony.

NCAA staff will work in conjunction with the host to finalize a banquet run-of-show.

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 Membership Services staff will determine the winner of this award for each championship and provide to the NCAA Championships Operations point person as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the operations point person can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mark Bedics or another member of the media coordination staff will typically send a template of a release and the logo to the SID of the winner's institution on the morning of the announcement to allow them time to prepare.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst their peers and fans of the championship. In addition, information

about this award winner may be included in local press releases about the championship and in public address and/or video board announcements during the championship.

Award presentation

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

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

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

Presentation at the student-athlete banquet

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

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA Tournament Operations point person.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given.
- 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. Big Screen Network 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 BSN the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award for the (list year/championship here: 2015 NCAA Division II Men’s Cross Country Championships), 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 Championships Operations point person. For selected championships, this press release will also be provided to national media by the NCAA Public Relations. If appropriate this press release may also be provided to the host for distribution to local media. For more information on the Elite 90 award winners, log on to NCAA.com/elite90.

See **Appendix B** for a sample press release.

Participation Awards/Mementos

Regionals

Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, banquets and mementos will NOT be permitted at preliminary rounds.

Finals

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee**. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

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://www.aacca.org/collegesafety.asp/>). 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

Regionals

No banquets or social events should be held at the regional meets.

Finals

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

The facility should be able to accommodate a seated banquet for 900 people. It is recommended to use at least six to eight double-sided service lines and to place desserts, salads and drinks on the tables. The facility should be adequately dressed with NCAA championship signage, flowers, etc. 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.

Coaches' association award guidelines

The primary purpose of NCAA student-athlete banquets 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 30 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](http://www.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 2015-16 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.

Licensing

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA's Championship Event merchandise, protect the intellectual property of the NCAA and

our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

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

For a list of NCAA licensees and official equipment suppliers, <http://www.ncaa.org/championships/marketing?division=d2>.

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](#).

NCAA Trademarks

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

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

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary.

However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header (first use only) should be inserted.

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

Identification of commercially-named venues on NCAA materials

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

NCAA logo use by commercially-named venues

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

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site’s “home web page” or “event web page”.
- The NCAA logo must be placed in a location on the venue’s web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially-named venue). [This is because NCAA Corporate Champions/Corporate Partners and CBS/ESPN have graphic exclusivity in the use of NCAA

logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page.

- The venue is not permitted to claim to be “the home”, a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Durenka Robie at drobie@ncaa.org or 317-917-6825.

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

NCAA is a trademark of the National Collegiate Athletic Association.

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

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

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

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

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).

Competition Site Requirements

Please refer to the NCAA Track and Field and Cross Country Rules Book to ensure compliance with facility and course specifications. The current rules book can be accessed at <http://www.ncaapublications.com>.

Announcer's Area

An area near the finish line with a public address system and adequate power should be designated for the announcer(s). The announcer should have a radio to communicate with the officials, host personnel, and NCAA committee and staff.

Athletic Training

Athletic training areas should be designated in the competition area, preferably near the finish 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.

A first aid vehicle should follow runners in each race or be available on the course.

Clerking Tent

A large tent near the start line to accommodate multiple check-in locations will be provided for clerking.

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.

Course

The length of the cross country race shall be 6,000 meters for women and 10,000 meters for men.

Please refer to the current NCAA Track and Field and Cross Country Rules Book for information regarding course layout and appropriate markings. Some basic course set-up needs are listed below.

- Both courses must be at least four meters wide at all points.
- Cart paths and concrete throughways should be covered.
- The start line must be surveyed to permit each competitor to line up equidistantly from the first turn.
- The first turn should be at a minimum of 200 meters (400 meters or more preferred).
- The finish straightaway should not narrow during the last 100 meters (300 meters preferred).
- Make signs to indicate the start, finish and mile markers.
- Make sure the start and finish area adheres to NCAA regulations as outlined in the rules book.
- Provide barriers and/or snow fences to secure important areas and for crowd control.
- Designate area(s) for credential photographers.
- Fully automatic timing is required for championship competition. Provide two video camcorders at finish line (one in front of the finish line and one to the side). Note: Do not use battery operated camcorders. See NCAA rules book for placement of camcorders.
- Have timers stationed at each mile mark to call split times.

Facility Availability

The facility should be made available for practice at least two days prior to the date of competition. The participant manual should outline the hours of course availability for practice days. In the event of inclement weather, an alternative practice area should be made available.

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 private area directly adjacent to the course should be available for the games committee should they need to meet throughout practice days and competition. For the finals site, 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).

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.

Protest Table

A skirted table and chairs for the protest table should be set up near the results and finish 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 to oversee the protest table.

Restrooms

There should be an adequate number of restrooms available in the facility/competition areas for participants and spectators. Portable toilets should be available to accommodate the runners at the start and finish lines (a minimum of 20).

Signage

The NCAA will provide a basic signage package for all hosts. Additional signage may be available for the finals site and should be ordered through the NCAA championships manager. No signage except NCAA provided and/or approved signage should be displayed throughout the competition and practice areas. Team flags/banners used by spectators will be permitted at the championships, but must remain off of the competition course. The host must strictly enforce this policy.

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 point person 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 Tents

An area should be designated for teams to set up tents. The host institution should provide contact information for local companies where teams can rent tents for the meet.

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.

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 coaches/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.

Host Notification

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.**

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.

Participant Notification

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

The meet director is responsible for designating an individual to serve as the site coordinator for drug testing. This individual will work closely with The Center for Drug Free Sport staff; responsibilities are outlined 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.
- **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.

The host institution is responsible for providing the equipment required to conduct the championships. Please refer to the NCAA Track and Field and Cross Country Rules Book to

ensure compliance with equipment specifications. General equipment needs include, but are not limited to, the items listed below.

Baskets

Baskets should be placed at the start for student-athlete's equipment and apparel, and transferred to the finish area during the race. Two separate sets of baskets (one for each gender) should be secured and should be numbered to designate the respective starting boxes.

Bib and Hip Numbers

Regionals

Regional sites are responsible for ordering safety pins and bib and hip numbers on their own. Regional hosts should order bibs for front and back. Needs for hip numbers are dependent on the timing company, so regional hosts should consult with the timing company and the NCAA prior to ordering hip numbers. No commercial logos can appear on numbers. NCAA logos are accessible at <https://sportgraphics.widencollective.com>. **Any artwork utilizing NCAA logos must be approved by the NCAA prior to printing.**

Finals

Bibs, hip numbers and safety pins for the finals site will be ordered through the timing company that is contracted through the NCAA. NCAA staff will send the break-down 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.

Portable Toilets

Portable toilets should be available to accommodate the runners at the start and finish lines (a minimum of 20).

POWERADE Product and Equipment

Regionals

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

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

Finals

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.

Power Source

A power source should be available on site (gas generators are permitted).

Public Address System

Hosts should arrange for a public address system for the announcer.

Radios/Communication

The host should provide enough handheld radios for the NCAA committee/representative, officials on the course and the finish line, the announcer and medical staff. The radios should be used throughout the competition for communication with the meet director. Earpieces are preferred to headset.

Storage

The host will receive multiple shipments for the championships (see **Appendix D** 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 point person to include storage rental fees in the host budget.

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.

Tents

Tents should be secured for medical areas, timing, clerking, announcers, hospitality areas, merchandize/program sales, shelter and any other areas needed protection. The number and size of tents needed should be determined by the hosts for regional meets and should be determined on the site visit for nationals.

Telephones

Telephone communication may be needed for radio, television and broadcast needs.

Timing

Regionals

The host will be responsible for securing the timing company.

Finals

The NCAA will contract with the timing company for the championships, and the selected company will provide equipment necessary to time the meets. NCAA staff and the timing company will communicate any additional equipment that should be provided by the host.

Transportation

Hosts should make available approximately 5 gators to use on competition day, some of which will be used on practice days.

Video Board

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

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

Laura Johnson - Producer
Van Wagner Sports & Entertainment, Inc.
Telephone: 623-764-2962
Email: johnson@vwbsn.com

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. expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

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

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

Financial Report

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

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

Some specific expenses are outlined below.

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. The following expenses should be reimbursed for the respective approved officials:

Referee

\$150 fee (total)

Ground transportation (53 cents per mile, round trip, up to 1000 miles)

\$45 per diem for day of competition and travel day (up to 2 days)

Hotel for one night

Starter

\$50 fee (total)

No travel or per diem

Hotel for one night, if necessary (subject to approval of NCAA liaison)

An announcer should be secured, pending approval of the committee, and a fee for the announcer should be included in the proposed budget (no transportation, per diem or lodging expenses will be reimbursed for the announcer). All other official's positions should be awarded on a volunteer basis.

Drug Testing Expenses

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the drug testing manual (NCAA.org/Student-Athlete Programs/Health and Safety).

Participants

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

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.

Local Transportation for Teams

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

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

Headquarters Hotel

Regionals

Regional hosts are responsible for reserving one hotel room for the NCAA site representative, for arrival Thursday and departure Saturday or Sunday. Regional hosts should work with their respective site representative for detailed travel plans.

Finals

The host is responsible for reserving hotel rooms for the NCAA committee (8), NCAA staff (1-2) and miscellaneous individuals (3-5) for arrival Wednesday and departure Sunday. 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. Individuals will be responsible for covering any incidental expenses. Hotel expenses should be included as a budgeted item in and reimbursed through the host budget. All other committee expenses will be paid directly by the NCAA.

Officials Hotel

Hosts should secure local officials to serve as the referee, head starter and announcers. Hosts should contact NCAA staff before making hotel arrangements for officials.

Participant Hotels

Regionals

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.

Finals

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.

Marketing/Promotions/Branding/Fan Engagement

Contacts

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

Decorating and Advertising

Please see the Commercialism/Contributors section of this manual regarding advertising restrictions and the Competition Site Requirements Section regarding signage provided by the NCAA.

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.

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.

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 www.NCAAchampspromotion.com.

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact us at ncaachampspromotions@ncaa.org 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
 1. Email blast
 2. Banner
 3. 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 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, video boards, etc.).
- The video/television spot is available for download in the following file types:
 - HD: apple ProRes LT (104 mbps)
 - SD: dv25(25 mbps)
 - Web proxy: .mp4 (1.5 mbps)

:30 Radio Spot

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

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](http://www.ncaa.org/socialmedia) for a listing of official NCAA social media accounts. The official NCAA social media pages and official hashtags can be found here: <http://www.ncaa.org/socialmedia>.

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

Media Coordination/Credentials

The host media coordinator should become familiar with the NCAA media policies, 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.

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

Media Credentials

Regionals

Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event. PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid (srashid@ncaa.org) or Jenn Rodgers (jroddgers@ncaa.org) for more information. If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at NCAA.com/credentialterms, should also be visible at credential pickup.

Finals

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, 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.

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 Area

An area visible should be reserved to accommodate media. The area must have proper lighting, internet access, and copiers/printers. Only individuals with media credentials should be allowed in the media work and hospitality areas.

Photography

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 upon requesting a credential. Photo sales on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special rate 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.”

For internal member institution use, please contact 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. For all other uses, please contact Andy Krause (Andrew.Krause@gettyimages.com).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit <http://on.ncaa.com/NCAAonGetty>.

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.

Social Media/Blogging Policy

A credentialed media member may blog or provide updates via social media during any NCAA championship event, provided that such posts do not produce in any form a “real-time” description of the event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or

other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential. Please see **Appendix E** for the social media guidelines.

Webcasting

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast.

(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 (317-917-6523; nflannery@ncaa.org).

Meet Management

Administrative Meeting

A mandatory administrative/coaches meeting will be held the day before race day to review championship matters and NCAA policies. Hosts should determine the start time and location of the meeting in conjunction with the NCAA committee and staff. The time and location should be communicated in the participant manual. An agenda for the meeting will be provided by the NCAA.

It is required that each participating institution have representation at the meeting. A sign-in sheet should be available at the meeting (**Appendix F**). A fine will be issued by the NCAA after competition for being late or not attending the mandatory meeting.

Announcements

NCAA announcements will be sent to the meet director prior to the meet. In addition to the NCAA-provided announcements, the announcer should have the following responsibilities:

- a. Inform the competitors and spectators of special information related to the course and meet procedures;
- b. Call the runners to the start;
- c. Inform the spectators of the name, position and time of the leading runners during the progress of the race at each 1,000-meter or mile mark;
- d. Announce the leading two or three runners as they approach the finish; however, announcements should not be made while runners actually are crossing the finish line, since this would create confusion for the recorders;
- e. Announce the unofficial quick scores and follow up with the official scores if ascertained in a reasonable length of time; and
- f. Assist with the presentation of awards.

Community Engagement

Finals

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.

Competition Times

The cross country committee will approve the race times prior to the championships. The order of races will alternate each year, with men competing first in even years and women competing first in odd years.

Course Review

The NCAA committee/site representative and staff will conduct a course review prior to race day. The course should be measured and set up in accordance to the rules with proper markings and equipment prior to the course review.

Credentials

Regionals

Regional hosts are responsible for credentialing participants, host personnel, officials and media for the regional meets. **PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid (srashid@ncaa.org) or Jenn Rodgers (jroddgers@ncaa.org) for more information.** If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at NCAA.com/credentialterms, should also be visible at credential pickup.

Finals

The NCAA will produce and send credentials and credential boards for the finals site. Credentials, credential boards and lanyards 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:

- Any institution with individuals will receive one credential for each individual and one additional credential for a coach.
- Teams will receive one credential for each participating student-athlete (up to seven) and two additional credentials for coaches.
- Medical credentials should be requested through the host athletic trainer.
- Any additional coaches attending the championships will have to pay admission to the venue.
- Media credential requests must be made online at www.ncaa.com/media.

Credential boards 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.

Declarations/Package Pick-Up

Declarations and package pick-up should take place the day before competition. Hosts should determine the start time and location of declarations/package pick-up in conjunction with the NCAA committee and staff. The time and location should be communicated in the participant manual.

During the designated time, coaches of all participating teams must declare no more than seven runners who are competing in the race. Coaches' packets will be distributed during declarations and should be prepared prior to the committee/site representative arriving on site. Envelopes should be used to hold all contents and should be separated by gender. The following items should be included in each envelope/package:

1. Safety pins and numbers (front, back, hip)
2. Copy of each course map
3. Comprehensive schedule
4. Starting procedure and starting box assignments
5. General instructions
6. Banquet tickets (finals only)
7. Credentials.
8. Local area information
9. Two copies of declared list/roster
10. Pronunciation form*
11. Coaches last minute notes
12. Parking passes (if applicable)

*The pronunciation form is included in **Appendix G** and the host should print enough copies to ensure that teams can complete a form for each of the participating student-athletes. The pronunciation forms should be made available separately during package pick-up/declaration.

Hosts should arrange for an area large enough to accommodate declarations/package 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 Division II gifts.
- Any additional tables needed for selling banquet tickets, if applicable
- Any additional tables and chairs as requested by NCAA.

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

Regionals

The games committee will include the NCAA site representative and meet director.

Finals

The games committee will be the Division II cross country committee.

Hospitality

Hospitality should be provided for student-athletes, officials, NCAA committee and staff, and potentially media. Student-athlete hospitality should include light snacks (i.e., granola bars, fruit) and POWERADE product, placed on tables near the finish area. All hospitality areas must provide only food and beverages in accordance with NCAA Corporate Champions and Partners.

Medical Procedures

The host institutions/conference shall coordinate medical care and coverage for each scheduled practice or content of any round of an NCAA championship. The host should assign a certified athletic trainer to coordinate the medial arrangements for the championship.

Athletic training areas should be designated in the competition area, preferably near the finish 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.

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

A first aid vehicle should follow runners in each race or be available on the course.

National Anthem

The national anthem should be sung or played just prior to the start of the first race. The start of the national anthem should be clearly communicated amongst the announcer, national anthem performer, and officials and committee at the starting area.

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.

Participant Manual and Host Websites

A participant manual should be created for all regional and finals sites. NCAA staff will create a participant manual template for all sites, and hosts will be responsible for filling in the supplement information and returning the manual to the NCAA for final review.

The participant manual and all other information relevant for the meets should be posted on the championships website. Regional hosts can post all information regarding their respective meet on their institution's current cross country web page. Regional hosts may create a web page dedicated to their respective meet, but must have the website approved before it is made live.

Links should be sent to the NCAA for review as soon as they are available.

The championships website for the finals site will be housed through NCAA.com. NCAA staff will work with the host to secure all necessary information for the site.

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
- Concessionaires
- Program sales
- Course set-up and clean-up crew
- Marshals
- Workers for packet pick-up
- Clerical staff for inputting results, copying and collating
- Runners as needed
- University grounds/maintenance person on duty at all times
- Ticket takers – sellers
- Volunteer/officials' coordinator
- Merchandise table
- Hospitality areas
- Scoreboard/video board operator for existing boards
- National anthem performers

Playing Rules

Regional and national meets must be run in accordance with the 2017 and 2018 NCAA Cross Country and Track and Field Rules book (including, but not limited to, equipment needs, timing requirements, start and finish line set-up, competition area, etc.). The rules book can be accessed at <http://www.ncaapublications.com>.

Practice

The facility should be made available for practice two days prior to the date of competition and should be set up in accordance with the rules for practice days. The participant manual should outline the hours of course availability for practice days. In the event of inclement weather, an alternative practice area should be made available.

Results

Live results should be accessible online through the timing company. All regional hosts must

send the NCAA liaisons the link where live results will be available. NCAA staff will send the link for live results for the finals site prior to the championships.

A copy of official results should be posted at the protest table and time stamped. Copies of official results should also be made available for participating coaches at the conclusion of the meet and should be available at the banquet at the finals site.

During the championships and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to NCAA staff and NCAA.com. Instructions for reporting results will be sent to all hosts prior to competition.

Scoring

All meets must be scored in accordance with the 2017 and 2018 8 cross country and track and field rules book.

Student-Athlete Equipment/Apparel

Hosts should make arrangements for moving the runners' warm-ups and equipment from the starting line to the finish area.

Substitution Process for Teams

Coaches must declare no more than seven runners who are competing in the race during declarations/packet pick-up the day before the races. Substitutions are allowed up to 45 minutes before the start of the race. A certification of illness or injury by a physician or the host institution's head trainer is required, and the substitution must be approved by the referee. All student-athletes competing must be eligible and had to be included in the initial declaration process.

Timing

For championship competition, fully automatic timing is required. Split clocks should be positioned at significant marks throughout the course. Specifications for fully automatic timing and requirements for championship timing are outlined in the 2017 and 2018 cross country and track and field rules book.

The timing crew should be prepared to review and finalize race results with the games committee representatives.

Team Entry Form.

All institutions participating in regional meets must submit an online entry form through Direct Athletics by 11:59 p.m. Eastern time, Friday, Oct. 27. Once the deadline for entry rosters has passed, hosts should download the entry rosters to the meet management software using the username and password that will be provided by DirectAthletics. There will not be a second roster deadline for the championships. The championships finals host should download the rosters for the teams/individuals who advance after regional meets.

Travel Party/Squad Size

Institutions that qualify one to four individuals for the championships will receive transportation reimbursement and per diem for the participating student-athletes and one non-athlete. Institutions that qualify a team (five to seven student-athletes) will receive transportation reimbursement and per diem for the participating student-athletes and two non-athletes. Transportation expenses and per diem will be paid by the NCAA for the finals competition and not for regional qualifying meets.

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

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 (317-917-6496; dclendenin@ncaa.org).

Availability

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

General Policies

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise

- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Merchandise should be neatly folded at all times.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids to properly display product at all selling locations
 - Selling locations located in high traffic and easily located locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and phone line to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

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

Institutional Merchandise

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 (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship. Reordering Process. The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

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

Fees/Expenses

Please see the Financial Administration section of this manual regarding officials' fees and expense reimbursement.

Meetings

The NCAA committee/site representative will meet with the officials (separately from the coaches meeting) to review their responsibilities.

Selection

Host institutions should send recommendations for the referee, starter and announcer to the NCAA staff. The committee will have final approval for these positions. All other officials (back-up starter, course clerks, head finish judge, all other necessary officials, course marshals, volunteers and workers) should be secured on a voluntary basis.

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>.

Content/Editorial

IMG College Responsibilities

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

Promotion

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

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

Best Practices

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

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

Supplemental Handouts

At championships sites where a digital program is available, 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.

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

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/Best Practices for Venue Safety and Security.pdf?division=d2](http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2) when developing a safety and security program.

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

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

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

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

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

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."

Marshals

Marshals should be attired so as to be easily identified. The duty of the head marshal and assistants shall be to keep all areas of the track, the field or the cross country course clear and unobstructed so as best to meet the needs of contestants, officials and spectators. Marshals shall have the following responsibilities:

- a. Provide assistance in any aspect of the conduct of a competition to ensure safety and security for the participants and officials;
- b. Keep unauthorized people away from restricted areas;
- c. Keep spectators off the actual course and prevent them from cutting across the course if they might impede a runner's progress; and
- d. Keep everyone except the appropriate officials and competitors out of the finish area.

Personnel

Adequate uniformed security (not necessarily uniformed police) must be provided for the start and finish line areas, press conferences and working press areas, post-meet interview area, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the meet director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

Weather

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

Lightning and Weather Detection Service

The NCAA has made arrangements through WeatherSentry to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament director monitor

the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament director make contact with a local meteorologist.

Tickets

Hosts should work with the NCAA point person to finalize the ticket prices and policies for their particular venue. Regional hosts are encouraged to implement a ticket admissions policy if the venue allows and expenses for issuing and selling tickets does not exceed projected sales. 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.

Ticket Design/Printing

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

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 H** for language that must be on the ticket back.

Transportation

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

Parking

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

Volunteers

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.

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 2017-18 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 placed 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.

Waivers

Each volunteer must sign a waiver of liability before the start of the championships (**Appendix I**). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested.

APPENDIX A – CALENDAR/TIMELINE

The following calendar is provided as suggested times to plan and administer the regional meets and national championships. Some of the suggestions may not be applicable.

APRIL

- Check on the course and see if any major work is required during the summer months.
- Contact local visitors' bureau or sports commission for community support.

JUNE/JULY

- **FINALS ONLY:** Secure the banquet facility for approximately 900 people.
- **FINALS ONLY:** Conduct site visit with NCAA staff and committee chair.
- Finalize course maps and send to NCAA committee and staff for final approval.
- Complete the participant manual template and send to the NCAA for review.

AUG./SEPT.

- Check on housing accommodations. Approximately four double rooms and 2 single rooms will be needed for each team. Compile a list of available hotels/motels, rates, locations and telephone numbers.
- Check list of equipment required and make plans to acquire any necessary items.
- Contact key officials and ask their assistance in regular-season meets in order to work out any problems.
- Send selected referee, starter and announcer to the committee for approval.
- Finalize National Anthem procedures and performers.
- Finalize the timing company working your meet (regionals only).
- Finalize participant manual with NCAA staff.
- Organize and confirm availability for all personnel and volunteers.
- Host teleconferences.

SEPT./OCT.

- **REGIONAL HOSTS ONLY:** send link to host website to NCAA for review.
- **REGIONAL HOSTS ONLY:** Order bibs, hip numbers and safety pins.
- Contact police department for security and traffic control if necessary.
- Host teleconferences.
- Prepare requested information from IMG for program.
- Release information to the local press and media.
- Make arrangements for selling NCAA approved merchandise. (Note: Tournament director will be contacted by a representative of the official NCAA souvenir merchandise concessionaire.)
- Arrange for approximately 20 portable restroom facilities to be delivered on the Thursday (by noon local time) prior to the championships. This will be contingent on the number of permanent restrooms available.

APPENDIX A – CALENDAR/TIMELINE

NOV.

Regional Sites Only. Four Days Prior to Regionals

- Prepare coaches packets.
- Collect all equipment, (e.g., flags, rope, snow fence, watches, score sheets) and place in a central location.
- Contact the official timing and results group for details of timing system set-up and to assign competitors' numbers.

Regional Sites Only. Three Days Prior to Regionals

- Mark the course. Supervise the lining of the course and place markers.

Regional Sites Only. Two Days Prior to Regionals

- Prepare start and finish areas. Course available for practice.
- Regional representative reviews the course.

Regional Sites Only. Day Prior to Regionals

- Course available for practice.
- Declarations.
- Update competitor numbers if necessary.
- Mandatory administrative meeting.

Regional Sites Only. Race Day

- Deliver and set up any final equipment at least 3 hours prior to start.
- Check course for flag and marker locations.
- Course and training facilities open two hours prior to first race.
- All officials report to the site 90 minutes prior to start.
- Send results as soon as they are official.

Finals Site Only. Monday After Regionals

- Receive important information from NCAA regarding competing teams and individuals.
- Begin preparing coaches' packets.
- Check status of all shipments and report any missing shipments to NCAA.
- Collect all equipment, (e.g., flags, rope, snow fence, watches, score sheets) and place in a central location.

Finals Site Only. Tuesday Prior to Finals

- Prepare start and finish areas. This should be completed prior to opening course for inspection by teams.

APPENDIX A – CALENDAR/TIMELINE

- Line and mark the course.

Finals Site Only. *Wednesday Prior to Finals*

- Arrival of NCAA staff and committee and official course review.

Finals Site Only. *Thursday Prior to Finals*

- Course available for team practice. Confirm proposed practice times with NCAA championships manager and committee chair.
- Make any necessary adjustments to course.
- Monitor weather and review plans for inclement weather with NCAA staff and committee.

Finals Site Only. *Friday Prior to Finals*

- Course available for team practice.
- Declarations/packet pick-up.
- Coaches meeting.
- Make any final preparations for banquet.
- Banquet

Finals Site Only. *Saturday – Day of Finals*

- At least four hours prior to start, deliver and set up any final equipment.
- Check course for flag and marker locations.
- Course and training room facilities open two hours prior to start.
- All officials report to the site 90 minutes prior to start.
- Opening ceremonies.
- Races.
- After competition – committee reviews videotapes of races. Results are certified.
- Presentation of team champion trophies, shirts and hats to championship teams.

APPENDIX B – ELITE 90 PRESS RELEASE

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

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

CONTACT)

Contact:

(LOCAL SCHOOL

XX XX WINS ELITE 90™ AWARD FOR NCAA DIVISION X (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, 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 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.

APPENDIX C – SAMPLE AWARDS CEREMONY SCRIPT

It is now time to present NCAA awards for the 2017 Division II Men's and Women's Cross Country Championships. Presenting the awards will be _____.

It is my pleasure to present this year's top individual finishers of the NCAA Division II Men's and Women's Cross Country Championships. We will start with the individual awards for the (*gender*) race.

(NOTE: Recognize top 15 student-athletes in reverse order – awards to top 15.)

Finishing in 15th place, from _____ , _____ .
Finishing in 14th place, from _____ , _____ .
Finishing in 13th place, from _____ , _____ .
Finishing in 12th place, from _____ , _____ .
Finishing in 11th place, from _____ , _____ .
Finishing in 10th place, from _____ , _____ .
Finishing in 9th place, from _____ , _____ .
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 _____ .

And now it's time to recognize the top four (*gender*) teams.

Finishing in fourth place, with a total score of _____ , _____ is the _____ . (Team proceeds up stage.) Congratulations!

Finishing in third place, with a total score of _____ , _____ is the _____ . (Team proceeds up stage.) Congratulations!

Finishing as the 2017 NCAA Division II (*gender*) Cross Country National Champion runner-up, with a total score of _____ . is the _____ . (Team proceeds up stage.) Congratulations! (Team directed off stage.)

This year's 2017 NCAA Division II (*gender*) Cross Country National Champions, with a total score of _____ (Team proceeds to stage). Congratulations! (Team directed off stage.)

APPENDIX C – SAMPLE AWARDS CEREMONY SCRIPT

And now the individual awards for the (*gender*) race.

(NOTE: Recognize top 15 student-athletes in reverse order – awards to top 15.)

Finishing in 15th place, from _____ , _____ .
Finishing in 14th place, from _____ , _____ .
Finishing in 13th place, from _____ , _____ .
Finishing in 12th place, from _____ , _____ .
Finishing in 11th place, from _____ , _____ .
Finishing in 10th place, from _____ , _____ .
Finishing in 9th place, from _____ , _____ .
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 _____ .

And now it's time to recognize the top four (*gender*) teams.

Finishing in fourth place, with a total score of _____ , _____ is the
_____. (Team proceeds up stage.) Congratulations!

Finishing in third place, with a total score of _____ , _____ is the
_____. (Team proceeds up stage.) Congratulations!

Finishing as the 2017 NCAA Division II (*gender*) Cross Country National Champion runner-
up,
with a total score of _____ . _____ is the _____
(Team proceeds up stage.) Congratulations! (Team directed off stage.)

This year's 2017 NCAA Division II (*gender*) Cross Country National Champions, with a total
score of _____ (Team proceeds to stage).
Congratulations! (Team directed off stage.)

APPENDIX D – SAMPLE LIST OF SHIPMENTS

Shipped by:	Item	Quantity	Estimated Arrival Date
NCAA	Various Forms	Host will be notified with details when shipped	Any time
NCAA	Credentials	Credentials for: participating teams and individuals, coaches and administrators, media, NCAA committee, meet officials, tournament personnel, volunteers, etc.	Approximately 2-3 weeks prior to champs
NCAA	Signage	TBD	Early November
MTM Recognition	NCAA Official Awards	Per gender: 4 team trophies (1 st through 4 th); 9 individual mini-trophies for each 1 st , 2 nd , 3 rd , and 4 th place teams; 7 watches for national champ team; 1 individual mini-trophy for top 15 finishers	Two weeks prior to champs
MTM Recognition	Participant Medallions	248 per gender for the championships	Approximately 1 week prior to champs
Event 1 Merchandise	Merchandise	Event 1 will contact host about merchandise package	Approximately 1-2 weeks prior to champs
Top of the World/Event 1	Locker Room Program product	T-shirts and hats (to be given to championship team at awards ceremony)	Monday prior to championships
NCAA	POWERADE product and equipment	POWERADE, packets of POWERADE powder, cups, coolers and ice chests (details for quantities will be sent by the championships manager)	Product will arrive approximately 1 week prior to champs; sideline equipment (ice chest, coolers and cups) will arrive approximately 2 weeks prior to champs
NCAA	Volunteer/Officials' Apparel	TBD	Approximately 1 week prior to champs

APPENDIX E – SOCIAL MEDIA GUIDELINES

NCAA Social Media Guidelines for Championship Hosts

Updated 07/10/17

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.

APPENDIX E – SOCIAL MEDIA GUIDELINES

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 G – TEAM PRONUNCIATION FORM

2017 NCAA Division II Men's and Women's Cross Country Championships Team Pronunciation Form (Please Print)

School _____

Team Colors _____

Team Nickname _____

Student-Athlete(s) Name	Phonetic Pronunciation	Previous Individual Placement at Nationals w/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2016 National Team Finish _____

2015 National Team Finish _____

Head Coach _____

Assistant Coach(es) _____

APPENDIX H– Ticket Back Disclaimer Language

2017-18 STANDARD TICKET BACK DISCLAIMER LANGUAGE

Updated 06/30/2017

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.

NOTE: Handgun policy - text applies only to events hosted in the state of Texas. Remove text if it does not apply.

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. **Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a respon licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun that is carried openly.** 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 I– Volunteer Waiver of Liability

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

Event: _____ (the “Event”)

Participant’s Name (Please print): _____ (the “Participant”)

Participant’s Age: _____

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

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

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

APPENDIX I– Volunteer Waiver of Liability

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

Signature of Participant

Date

Signature of Parent/Guardian of Minor

Date

Signature of Parent/Guardian of Minor

Date