# 2017 Division II Men's Wrestling Championships
## Host Operations Manual
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Introduction

On behalf of the Division II Wrestling Committee, thank you for being an important part of the 2017 Division II Wrestling Championships.

The purpose of this manual is to provide direction and guidance to the member institution and/or sponsoring agencies serving as hosts for the 2017 NCAA Division II Wrestling Championships. It is requested that each tournament director, upon completion of the championships, include suggested revisions in this material and return it to the national office. Please feel free to write on this copy. The suggestions provided by you will enable the NCAA Division II Wrestling Committee to improve the wrestling championships administration.

Should questions or problems arise, please do not hesitate to contact the NCAA national office or the chair of the NCAA Division II Wrestling Committee.

In the event differences arise between the information contained in this manual and the 2017 NCAA Division II Wrestling Championships Pre-championship Manual, the Pre-championship Manual should be followed.

**Tournament Director.** This individual shall be the director of athletics/commissioner of the host Institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

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

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

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

The NCAA and the Division II Wrestling Committee strive to give our student-athletes the best championships experience possible by providing them an opportunity to compete on a national stage. This environment shall foster good sportsmanship and integrity. Our hope is that the student-athletes, coaches, medical personnel, media, wrestling fans, and local organizing committee members have a treasured experience – one which will last a lifetime!
# Contact Information

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**SECTION 1 – Awards and Mementos**
Awards.

The NCAA maintains a standardized awards program for all Association sponsored events. Team and individual awards are ordered by the NCAA national office and will be shipped directly to finals sites. Official NCAA trophies and awards will be awarded in accordance with the policy pertaining to the competition you are conducting.

Participation awards will be provided to all student-athletes competing in the championships. These awards will be sent to the tournament director and should be distributed in conjunction with the NCAA sports manager.

An institution whose student-athletes receive individual awards for its team’s performance may purchase an unlimited number of commemorative awards, which are different than the participant awards. All awards must be ordered through the Association’s national office. Only official NCAA awards may be presented at the site of an NCAA championship. “At the site” is intended to include from the time access to the site is available to the spectators until all patrons have left the facility or area for the competition. No restriction is intended on awards presented at banquets or meetings held in conjunction with the championships.

Recognition or appreciation awards may be presented to individuals or organizations which all contributed to the development and/or management of the event. Any such presentation must be separate from, and cannot occur, in sequence with the presentation of the official NCAA championship awards.

Awards Ceremonies.

Opening Ceremony
The opening ceremony (Grand March) at the finals site should be as impressive as possible. The host institution will make arrangements for the grand marshal and award presenters to be present. The host institution should make arrangement to have marching music available for the ceremony, where all participating institutions will be introduced.

Parade of All-Americans
Please review APPENDIX C for full directions involving the Parade of All-Americans.

Awards Presentation
The awards ceremony is an integral part of the championships. An awards stand is necessary and should be constructed in the event a stand is not available. The most common problem encountered with an awards stand is that it is too small. No specific dimensions are suggested as they may vary with its location, the facility, etc. The cost of this stand is the responsibility of the host institution. Each position – one through eight – is to be identified. Awards are given to first through eighth places.

The awards will be presented by individuals designated by the host and approved by the Division II Wrestling Committee. The announcer will be given a brief biographical sketch prepared by the host institution’s media coordinator for each award presenter that is announced at the time this person is introduced as the presenter. Please see APPENDIX C for
full information regarding the awards ceremony.

| Mementos. |

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

**Finals**
The NCAA championships and alliances group will be responsible for selection of the participation awards that will be provided. The NCAA championship manager, in conjunction with Main Gate, will work with the participating institutions regarding the online ordering and delivery of the awards after championship competition. Participant awards will not be distributed at the site of the championship(s).

**SECTION 2– Banquets**
The committee has determined that if there is no banquet held all teams should receive a gift card for the local grocery store. At check-in, each coach should be provided with a gift card for the value of $30 times the number of student-athletes that qualified from the team.

A hospitality room is normally set up for the coaches of the participating teams. In addition, due to the large number of “volunteers,” often food is provided for another hospitality room along with soda (Coke products only) and snacks for the volunteers.

**SECTION 3 – Broadcasting/Internet**

**SECTION 4 – Commercialism/Contributors**

| Commercial Identification, Signage and Official Marks. |

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

2. No advertisements shall be displayed on the floor prior to or during the conduct of the championships.

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

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

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

6. No advertisements shall be displayed on the press tables prior to or during the conduct of the championships, without the prior approval of the NCAA.

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

**NCAA Corporate 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

**Local Contributors.**

Local sponsorship programs using the NCAA’s registered marks, logos, name or reference to the championship (including tournament brackets), game tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA.

**SECTION 5 – Critical Incident Response/Emergency Plan**
Preparation.

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

Each host will be asked to provide the following:
- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident Commander (second in command).
  - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists’ actions.

In the event of a critical incident, contact the NCAA championship manager immediately before any decisions are made.

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

Scorer’s Table. Assure that the match clock and score are accurately recorded.

Officials. Assure that the officials know the exact match situation when play was halted.

Student-Athletes and Coaches. These individuals should proceed to the bench area or, upon instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.
**Power Source/Public Address.** Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

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

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

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

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

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

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

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**SECTION 6 – 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. Information is available at the following link here:

Notification.
The tournament manager will be notified seven days in advance of the competition as to whether drug testing will be conducted. This information must be kept strictly confidential.

Site Coordinator.
The tournament manager is responsible for designating an individual to serve as the site coordinator for drug testing. This individual will work closely with The Center staff; responsibilities are outlined in the site coordinator’s manual. This shall be their only responsibility during the championship.

Testing Area.
Wrestlers may be tested, regardless of whether or not they have been victorious in competition. Accordingly, two separate testing areas should be provided in the event drug testing is conducted. It is suggested that the site coordinator arrange to provide a closed-circuit television in the drug-testing room so student-athletes who are waiting to be tested can watch the next contest.

SECTION 7– Facility, Equipment & Space Requirements

Control Center.
In the event the facility is not large enough for effective voice communication to be practical, telephone or hand radios must be provided for the members of the games committee and national office representative(s) as well as communication devices with each mat and the media area.

It is suggested that plans be made in the early stages to ensure the traffic flow and communications. Plans must be submitted to the wrestling committee chair and the NCAA championships sport manager no later than six months prior to the championships.

Final Stage.
For the finals session, a raised platform (maximum height of four feet) measuring a minimum of 56’ x 56”. The staging used for this platform should have a black surface covered with black carpet and black skirting. At least one set of stairs should be attached with a preference of two sets. In addition, one coaches’ corner should have green carpet, while the other should have red carpet. Seating for table workers and select staff should be just off the mat area. It is ideal if the stage is between 12”- 24” in height.

Public Address Announcer.
Public address announcers are important to the administration and conduct of the competition.
Their role is to inform the spectators about the action taking place at all times and to stimulate and maintain interest in the event. Announcers should not call undue attention to themselves and they should never act as cheerleaders for a team or student-athlete. Below are basic instructions for public address announcers at NCAA championships. The NCAA will provide an announcer but a back-up announcer must be provided by the host institution. Please review this material with the public address announcer prior to the start of the championships:

- The following statement is to be read prior to each session:

  "The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited."

- Good communication with those in charge with the administration of the competition is imperative. For example, the announcer may be asked to make announcements regarding crowd control or other administrative functions, such as advising fans of exits, first-aid stations and protection of the competition area.

- If the competition is televised, the television coordinator should meet with the public address announcer prior to the competition to review various details, including coordination of the national anthem, announcement of participants or the actual start of the competition. In all cases, the coordinator should be seated near the public address announcer in a position to have constant communication with the announcer.

- If debris is thrown onto the competition area or other incidents interfere with the conduct of the competition, the announcer may be directed to inform the spectators as to why the competition was stopped and to request their help in restoring the proper conditions.

- All emergency calls and announcements must be approved by the NCAA championships manager or the chair of the NCAA wrestling committee.

  It is important that there are two microphones at the head table. Each should be independently powered with an off/on switch. In the past, two announcers with distinctly different voice inflections have been used. The different voices assist the wrestlers and spectators in understanding announcements. One individual should announce the bouts on deck. The NCAA provides the primary announcer for the competition.
Neutrality.
Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of wrestlers on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional prematch or between-match activities are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.)

Alcoholic Beverages.
On the dates of competition or practice, no alcoholic beverages or “non-alcoholic” beer shall be sold or dispensed for public or private consumption anywhere in the facility, or on facility property, other than in privately-owned suites specifically exempt by facility contracts. Such beverages may not be delivered/brought to the suite during the championship (i.e. during the period of time when the facility is under NCAA control.)

Americans with Disabilities Act.
The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championships.

Concessions.
Food and beverage prices shall be no higher than similar events or primary tenants in the facility.

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

Competition Floor.
Mats. For the championships, six mats and underlayment will be provided by Resilite. Arrangements for the championships finals mat will be made from the national office with copies of all correspondence sent to the host institution. There is no charge for the use of these competition mats.

Other mats for the work-out and warm-up areas can be borrowed from local high schools/providers if needed. These arrangements are made by the host institution. It would be ideal if Resilite mats could be borrowed for these areas. Check with the NCAA in regards to any other mats that Resilite may be able to provide.

The mats should arrive no later than Monday of the week of the championships and be available for use on Wednesday morning. Individuals must be available to unload and load the mats.

Floor Set-Up.
A suggested floor arrangement can be found in APPENDIX C. Each mat must have the
following items:
- Skirted table with championships banner.
- Chairs (six/seven per table, six coaches chairs per mat-side – three red, three green). Typically the NCAA has secured special corner chairs.
- Decorated swatters (towel tappers).
- Ankle bands—two red, two green.
- Pencils/pens.
- Flags or equivalent.
- Towels for cleaning mats.
- Mat tape.
- Spit boxes.
- Emergency hand times (stop watches).
- Main scoreboard clock on corner of each mat with power leading to the clock.
- Mat numbers to sit atop each scoreboard, one for each table and one for each mat.
- Corner protectors.

**Brackets and Wall Charts.**
The brackets are supplied by an NCAA vendor. The print on the brackets are subject to approval of the NCAA national office. The bracket provider will have 10 wall charts framed. These will be given to the champion in each weight class. If the vendor is not on site then they will ship directly to the student-athlete’s institution.

**Decorating and Advertising.**

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

- ESPN Banners (two)
- NCAA Radio Banners (one) *These may used to cover non permissible signage.*
- NCAA Banner

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

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

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

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

Table Banner (generic for regionals and site specific finals). The NCAA will provide one banner for the scorer’s table and one for the press tables. The NCAA staff will consult with the tournament manager to determine the dimensions for the banners. No other ornamentation or signage is allowed on the scorer’s table. Cover the scorer’s table with bunting or other appropriate material if the banner does not cover the entire table.

**Scoreboards.**

Mat Scoreboard (finals site). Six mat scoreboards are required plus one backup in case of mechanical failure. The scoreboards should all be in place by Monday the week of the championships. Personnel should test each scoreboard and be certain sufficient electrical power is available at each mat to operate the scoreboards. Mat protection should be provided. All scoreboards are provided by Track Wrestling.

Team Scoreboard (finals site). The team scores of the top 10 or 20 teams should be made visible throughout the championships for the spectators, coaches and participants. This may be displayed on a large scoreboard with rotating information and scores or through the use of an overhead electrical scoreboard. This is at the discretion of the host institution.

**Water (Powerade).**

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

If you would like to purchase additional product or soft drinks and are a Coke pour institution, please use the relationship you have with your local bottler. You do not need to contact the NCAA national office regarding additional product. Please note that this amount is to be listed on your final financial report. If you are a Pepsi pour school and would like the opportunity to purchase product, please contact Ryan Tressel for the appropriate forms and guidelines. In the event that you are purchasing small quantities of product, you should check your local grocer, as these prices may be better than what the Coke local bottler can offer. This information is also outlined in Appendix F.

If you have any questions regarding any of this information, please contact Ryan Tressel (317-917-6316; rttressel@ncaa.org).

**Computer.**

The computer should be set up at the head table. The computer terminal may be tied into the master-computer through the telephone wires. The computer should be operable no later
than Monday the week of the championships. Immediately after a weight class has completed
the medical/skin check, the computer operator will run the brackets for each weight class. One
copy will be photocopied for distribution to the coaches (approximately 100). Information will
be fed into the computer throughout the championships. Track Wrestling will handle all aspects
in regards to the computer.

Each bout is scored electronically through the matside computer. The advancement points,
place points and additional points based on the bout results are computed and saved. In
addition, bout winners and losers are posted to their next bout, or potential next bout in the
brackets.

Because the bout numbers assigned are predetermine for use by the computer program, it is
imperative that extreme care and accuracy be used in making up the bout sheet.

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

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

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

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

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

   b. Bout (or Match) Number Assignment. Each bout number in the bracket has two
slots for contestants, the top slot is referred to as the (A) slot, the bottom slot is the
(B) slot. The slot a contestant is put in for a bout must be done with care. In all
listings of bouts, the top man is always the (A) slot.

   All “bye” bouts are to be assigned a bout number, (except pig-tail byes in a
championship and consolation round) and an official score sheet must be prepared
and turned into the head table.

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

### Facility Use.
The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. two days (ONE DAY FOR PRELIMINARY ROUNDS) before the competition through the conclusion of the final match (i.e., Tuesday through Saturday). All space shall be available and the facility set up no later than 1 1/2 hours prior to the beginning of the first practice.

### NCAA Space Requirements.

**Entrances.** Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media, player-ticket and band/spirit squad).

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

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

**Locker Rooms.** If applicable, make locker assignments for all participating wrestlers/student-athletes. If locker facilities or a sufficient number are not available, this information should also be communicated to the coaches.

Arrangements must be made for the student-athletes to dress in the facility. A separate locker room accommodating 14 referees must be available in the arena. It is important that this area is private and secure. Towels and refreshments should be available for the referees in the locker room.

- **Security.** Security personnel should be stationed at the door of each locker room (competition days only) after accompanying the teams and officials from the court.

- **Supplies.** Each locker room must be clean and adequately supplied with towels, toilet paper, water and ice, soft drinks (Coke products), and marker boards, markers and erasers for all practices and matches. The committee will inspect the locker rooms prior to the first practice.

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

**Media Areas.** The areas used for the media workroom and the post-match interviews should be in close proximity to one another and to the locker rooms in order to facilitate the media’s work and access for coaches and wrestlers. There needs to be adequate distance between the interview area and competition floor to ensure interviews can be conducted without interruption. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.
Workroom. The media workroom should be equipped with an adequate number of internet lines, telephones, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

Refreshment Area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices and competition. Only NCAA, Dasani and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

Post-Match Interview Room. The post match interview room should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and cameramen at the back of the room; and (e) providing a sound system.

Backdrop (Finals only): The NCAA will provide a back-drop with the NCAA logos to be hung behind the podium.

Holding Area. An area adjacent to the interview room shall be designated as a holding area for wrestlers waiting to be interviewed. It should be situated so wrestlers do not have to walk through the actual interview room to reach the holding area. Chairs and water should be provided so wrestlers are able to wait comfortably.

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

NCAA Committee/Games Committee Meeting Room. Room should be large enough to accommodate six people comfortably. This area needs to be close to the competition floor and not visible to the public.

Player Warm-Up/Work-Out Area. A workout area large enough to accommodate two 42’ x 42’ mats must be available for the participants. Many host institutions will use the existing wrestling room which has been sufficient in the past. However, it is preferred that an area large enough to accommodate the aforementioned mats be provided. The workout area must have a means of heat control and heated to no more than 80 degrees Fahrenheit.

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

Scales/Weigh-In.

a. Medical/Skin Checks. Physicians (a minimum of one dermatologist) and athletics trainers will check for skin problems per the championships handbook. Committee
members will assign individuals to check for conformance with the grooming rule and fingernail rule. Medical/skin checks begin precisely 15 minutes prior to weigh-ins on each day of competition, and all competitors must be present by this time. Male student-athletes are required to wear shorts during examinations.

b. Weigh-In For All Contestants. Weigh-ins will begin two hours prior to the official match on the first day of competition, and an hour prior to competition for the subsequent day. Student-athletes should be lined up by order of competition beginning with 125 pounds. They will be called to the scale one at a time and weighed in by committee members. Names must be checked off on an official weigh-in sheet. Once student-athletes report to the weigh-in area and line-up at the designated time they must remain in the area and in line.

Contestants should line up alphabetically by school in weight class groups and stand behind a roped-off scale area.

(1) No student-athlete may weigh-in without skin check verification.

(2) All personnel other than the NCAA staff, the Division II wrestling committee and the wrestlers weighing-in must remain outside of the roped area.

(3) Student-athletes have one opportunity to step on each available scale. Weigh-ins will end at the conclusion of the heavyweight weight class.

(4) Weigh-in results are to be reported as soon as possible for verification.

(5) Scales will be available up to 10 minutes prior to opening of scales for the official weigh-ins.

Responsibilities of Weigh-In Coordinator

(1) Contact venue personnel and make sure scales are available beginning Tuesday.

(2) Contact committee members when they arrive to find out their assignments for skin checks and medical weigh-ins.

(3) Contact medical and athletic training personnel at the host institution to ensure doctors and trainers will be on hand for Thursday medical/skin checks and that the dermatologist and trainers will also be available for medical/skin checks prior to the Friday and Saturday morning weigh-ins.

(4) Check with arena personnel to make certain scales are certified and a scale technician will be on hand.

(5) Make sure all supplies are secured for weigh-ins.
c. Research. The NCAA may conduct research on weight management issues in conjunction with the weigh-ins.

d. Certified Scales. Arrangements for the championships finals scales will be made from the national office with copies of all correspondence sent to the host institution. A minimum of seven scales will be shipped to the site of the Division II Championships by Tanita, Inc. There is no charge for the use of the scales.

e. Equipment necessary:

- Clip boards.
- Pens.
- Minimum of seven certified scales (to be provided by Tanita, Inc.).
- Public Address system.
- Two hand radios. (If deemed necessary)
- Weigh-in sheets.

f. Personnel necessary:

- One athletic trainer for each scale.
- One member of the NCAA Division II Wrestling Committee for each scale.
- Weigh-in coordinator (NCAA Division II Wrestling Committee member).
- Scale technician. (Tanita can provide contact information for local person if needed)
- Dermatologist (same one for both days).

### Official Scorer’s (Head) Table.

An elevated platform accommodating two announcers, matchmaker, statistician, assistant scorer, the head table director, the computer operator, the Division II Wrestling Committee and NCAA staff must be provided.

The elevated platform should be located in the arena with direct access to the floor. The head table, along with the control center, is the heart of the NCAA Division II Wrestling Championships.

The scorer’s table should accommodate at least 12 personnel (preliminary rounds) or 25 (finals). Typically, media is also located here.

**Signage.** No ornamentation or signage is allowed on the scorer's table. Cover the scorer's table with bunting or other appropriate material if the banner does not cover the entire table. The walkway behind the scorer’s table should be roped off to preclude spectators from access, if possible.

### Parking.
There should be enough parking spaces adjacent to the arena for the committee, team personnel, match officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

**Videotaping.**

An area should be designated from which each team may videotape if it wishes to do so. Each participating team is automatically authorized to videotape their respective matches; it is not necessary to sign any authorization form. Please provide adequate space for four cameras (max 1 per institution) and personnel. A team may not video tape from the coach’s corner.

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**SECTION 8– Financial Administration**

**Committee Expenses.**

The host institution will be responsible for the committee’s lodging expenses. The proposed budget/financial report is available on the NCAA Web site at: https://champsauth.ncaa.org/login?service=https%3A%2F%2Fchampionships.ncaa.org%2F.

**Deadline.**

The host institution must file, within 60 days after the competition, the "Financial Report" section of the proposed budget/financial report form. The Division II Wrestling committee may assess a financial penalty against the host institution for failure to submit the financial report within 60 days after the conclusion of the competition. Your timely cooperation will be greatly appreciated. The proposed budget/financial report is available on the NCAA Web site at the link in the above paragraph.

**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 at: http://www.ncaa.org/sites/default/files/2012_13%2BNCAA%2BChampionships%2BDrug%2BTesting%2BSite%2BCoordinator%2BManual.pdf

**Lodging Expenses.**

Game Officials. Room and tax shall be direct billed to the host institution and be reimbursed via the final financial report. Officials will be responsible for their own incidentals.

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

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

**NCAA Representative/Wrestling Committee.** Room and tax shall be direct billed to the host institution and be reimbursed via the final financial report. Committee members/NCAA rep will be responsible for their incidentals.
Participating Institutions Expense Form.

Once the championship is completed, participating institutions should submit expense forms to the NCAA Travel Department at the NCAA national office within 30 days of the competition. Travel information can be found at:

SECTION 9– Game Management

Handbook and Season Record Forms.

Correspondence will be sent by the national office to NCAA member institutions sponsoring wrestling as a varsity sport to explain the season record form and give examples. As was the case last year, this form will need to be completed by each institution online at www.nwcaonline.com/performance. The 2016 NCAA Division II Wrestling Pre-championships Manual will be available on the NCAA Website in January.

Forms.

1. Replacement Policy. Qualifying tournament personnel must submit the names of the individuals who have qualified for the championships before the established deadlines. Only those individuals listed on the qualifiers list for the respective national championships will be allowed to compete. Replacements on the list are permitted until noon Tuesday, March 8 Eastern time. Replacements must be the next best wrestler from the qualifying tournament, at the weight class in which the replacement is required. As such, it is imperative that qualifying tournaments list the fifth place finishers in each weight class. There will be NO replacements after the established deadline for the respective tournament.

2. Registration - Packet Information. The host institution is responsible to establish an area in the facility for registration. The confirmation requires each institution to indicate the student-athletes that are in attendance. The registration desk should be open no earlier than Wednesday, March 8, from 3- 8 p.m. and Thursday, March 9, from 8 a.m. to 7 p.m. (During Festival years the times may be different).

A list with all entrants (team roster) is to be made by the host institution.

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

The packet given to each institution upon registration should contain the following:
• Participant credentials;
• Coaches credentials;
• Parking passes (if necessary);
• Mementos, provided by the host; (finals only)
• Medical information;
• Schedule of events;
• Locker room assignments and/or directions;
• Area maps; and
• Other information the host feels is necessary for a smooth administration of the championships.

**Advance Mailings by Host Institution.**

All meet informational mailings must be approved by the national office; therefore, early and advance preparation is necessary. **Do NOT** distribute any materials without sending a draft to the national office for approval.

Please note that each participating institution is responsible for its meal arrangements. In the event there is not an adequate number of eating facilities in the immediate vicinity where teams are lodged, consideration should be given for special arrangements through the campus or hotel restaurants.

**Games Committee.**

The games committee, which is in place to supervise the conduct of championships, shall be comprised of the four members of the NCAA Division II Wrestling Committee in addition to the director of athletics of the host institution, or a designated representative. Games Committee Members:

- Jackie Paquette, University of Indianapolis
- David Pearson, California Baptist University
- Lauren Packer Webster, Mercyhurst University, chair
- Preston Kirk, Birmingham Sports Authority

**Appeals.**

The NCAA Division II Championships Committee will not consider any appeal from the decision of a governing sports committee or subcommittee designated by it, during the conduct of an NCAA championship or 48 hours immediately preceding the beginning of a championship. During such a period, the governing sports committee, or a subcommittee designated by it, shall be the final authority in acting upon protests concerning the conduct of the championships, subject to the provision of NCAA Bylaw 31.1.1.2 pertaining to individual eligibility questions.

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

**Tournament Manager.**
The host institution shall appoint a tournament manager. This individual shall be responsible for conducting the business details according to the adopted administrative policies and procedures for NCAA championships or any additional directions provided by the NCAA Wrestling Committee or its representatives.

The tournament manager must be identified early, preferably with the bidding to host the championships. This will enable communication to be established with the national office and Division II wrestling committee members.

The tournament manager may serve solely in this capacity at the scorer's table; he or she may not also serve as scoreboard operator, timer, public-address announcer, etc. This is to ensure that he or she is able to oversee all aspects of the competition and be readily accessible to the committee liaisons.

Each tournament manager MUST:

- Forward to the national office prior to distribution copies of all material to be sent to NCAA member institutions regarding the championships;
- Arrange a meeting of coaches prior to the start of the completion to discuss all items pertinent to the event;
- Obtain the services of a qualified physician to be in attendance at all times during the actual competition;
- Obtain adequate security at the site;
- Obtain physician(s) and dermatologist(s) and at least five certified athletic trainers to be in attendance at the medical/skin checks on Thursday. The dermatologist and athletic trainers must also be available during weigh-ins on Friday and Saturday mornings in case a wrestler needs to be re-evaluated;
- Arrange appropriate awards ceremony;
- Assist competing institutions in securing adequate lodging;
- Obtain the services of qualified, certified athletic trainers to be in attendance at all times during practice sessions, competition, weigh-ins, etc.

It is recommended each meet or tournament manager assist competing institutions in making local transportation arrangements.

**Runner/Scorers/Timers.**

All championships must have an adequate number of knowledgeable individuals to assist in the conduct of the championships. It is the tournament manager’s responsibility to seek out these individuals to assist in the conduct of the championships. Expenses for these individuals are
included in game expenses.

Each mat should have a scorer to keep score on the bout sheets and a timer to work the automatic mat scoreboard. These individuals must have wrestling knowledge. In the past, local wrestling officials have been used.

The tournament manager should arrange a meeting with the above personnel to review their responsibilities (proper method of scorekeeping and instructions in the use of the clocks). This meeting will be conducted by TrackWrestling.

A shirt may be given to all runners, timers, scorers and workers for floor identification. *Any shirt purchased for use by officials and workers must be from one of the NCAA licensees.

SECTION 10 – Lodging

The host institution is responsible for reserving hotel accommodations for (a) the participating teams; (b) match officials; and (c) NCAA committee, media and the drug-testing crew (the headquarters hotel).

**Drug-Testing Crew.**
The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel.

**Match Officials’/NCAA Representatives’ Hotel.**
The tournament manager will arrange for the officials’, NCAA committee, NCAA staff, and/or representative’s hotel room (22 rooms) and tax to be master billed to the institution. This should be included on the financial report form. Officials are responsible for their incidental charges.

**Team Hotels.**
Approximately 200-210 non-smoking rooms shall be reserved for the participants at a special rate. Rooms should be held in advance by the tournament manager beginning for the night prior to the practice day. The tournament manager will recommend team hotels of comparable quality, rates and proximity to the facility. Hotels should be as close to the facility as possible, but not be more than 30 minutes from the facility.

SECTION 11 – Meetings/Schedule of Events

**Officials Meeting.**
The head referee will meet with all referees on Thursday evening for an interpretations meeting and to view the NCAA rules and updates.

**Games Committee Meetings.**
A separate and secure room or area will be necessary for the games committee to meet. There
are times during the championships the games committee will be required to meet to make
decisions. This area should be close to the head table and away from the press, public and
coaches.

**Schedule of Events.**
See APPENDIX D for a tentative Schedule of Events.

**SECTION 12 – Media/Credentials**

**Results.**
The NCAA has entered into an agreement with IMG College to provide championships results
online at [www.ncaa.com](http://www.ncaa.com). The following outlines what is required from the host institutions
finals.

Upon completion of each session, please e-mail a PDF copy of the updated brackets in each
weight class and updated team scores to ncaa-content@turner.com. Please be sure to submit
all information in the following manner:

- Send the information to ncaa-content@turner.com;
- Specify the sport in the SUBJECT area;
- For the story recap of the session, paste the text directly into an email; or
- Send the recap as an attachment in an MS Word document or Windows Notepad text
document;
- If you’re including photos, make sure they are JPEG format and attached to the email, in
  addition include the names and schools of the wrestlers competing in each photo in
  the body of the email.

**Television/Radio.**
For all information pertaining to broadcasting and media integration, radio and Internet, please

**Credentials.**
Each individual ("Bearer") using this credential for access to any NCAA championship game or
related events including, without limitation a practice, press conference, interview, or other
activity associated with such NCAA championship (the “Events”), on behalf of his or her
employer or assigning news organization ("Employer"), agrees to the following:

**General**
Each Bearer must be and hereby represents that he or she is acting on a specific assignment for
an accredited media agency and has a legitimate working function in conjunction with the
Event attended. The credential is not transferable and may be revoked at any time with or
without cause.
The rights and privileges granted to Bearer shall automatically terminate if any term of this credential shall be breached. The unauthorized use of this credential subjects the Bearer and his or her Employer to ejection from the facility and prosecution for criminal trespass, without limiting any other rights and remedies at law or in equity.

Bearer shall display the issued credentials at all times and consents to the reasonable inspection of his or her person and property before entering the venue and/or during an Event. While within the venue, Bearer shall, at all times, adhere to the policies in place for the Event, as well as access limitations, and direction provided by the NCAA and its designated agents.

Bearer assumes all risks incidental to the performance by the Bearer of Bearer’s services in connection with the Events and assumes all risks incidental to the Events, whether occurring before, during or after the actual playing of the Events, and agrees that the NCAA, its member institutions, and their respective employees, directors, officers, student-athletes, coaches, and contractors shall not be liable for injuries or loss of personal property or equipment connection therewith.

Bearer further agrees to release the NCAA and all persons and educational institutions involved in the management or production of the competition from any claim or liability arising from failure to provide space for telecasting/broadcasting or other facilities for the television/radio station, Internet media, network, cable system, or other media entity.

In the event that the name or likeness of the Bearer is included in any broadcast, telecast, photograph, film, video or other media taken in connection with the Events, the Bearer grants the NCAA the non-exclusive, transferable, perpetual right and license to use (and to sub-license the use of) such name and likeness in any media worldwide whether now known or thereafter devised.

Bearer agrees to indemnify the NCAA and save harmless the NCAA, its officers, agents, contractors, employees, and each of its member institutions, their officers, agents and employees, of and from any and all claims, demands, causes of actions, liabilities, damages and expenses (including reasonable attorneys’ fees) arising out of anything done or purported to have been done by Bearer or his/her Employer, including but not limited to Bearer’s breach of any term of the credential. With respect to any claim that might give rise to liability of the Bearer as an indemnitee, the NCAA shall: (a) have the right to fully participate in the litigation of such claim with counsel selected by Bearer and approved by the NCAA at the sole expense of the Bearer; and (b) not be obligated, without their consent, to participate in any settlement of such claim.

**Media**

The use of any account, description, picture, photograph, video, audio, reproduction, or other information concerning the Events other than for news coverage of, or magazines, books or stories about, the Events is prohibited, except (a) with the prior written consent of the NCAA or its designee or (b) as specifically licensed herein. Nothing in these terms and conditions authorizes or allows Bearer to violate any of the NCAA trademarks, copyright and other proprietary rights.
If video and/or audio of the Event is distributed by an NCAA rightsholder, Bearer may only utilize the network feed provided by the NCAA or its designee and Bearer may not alter the feed in any manner without prior approval of the NCAA (e.g., removing network graphics or bugs/logos). If the Event is not distributed by an NCAA rightsholder, Bearer may produce its own video and/or audio highlights from the Event pursuant to such conditions and in such area as designated by the NCAA. Bearer agrees to the terms and conditions of the NCAA Championships Video and Audio Highlights Use License.

Real-time transmission of streaming video, digital images, real-time audio, including play-by-play and statistics, of any match of the championship is exclusive to the NCAA’s Web site and/or any other Web site designated by the NCAA and its rightsholders. “Real-time” is defined by the NCAA as a continuous play-by-play account or live, extended live/real-time statistics, or detailed description of an Event.

A Bearer may blog during any Event, provided that such blog may 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 Bearer is producing a real-time description of the contest, the NCAA reserves all actions against Bearer, including but not limited to the revocation of the credential.

The NCAA is the owner of trademarks, copyrights, and other proprietary rights in the Event and in and any telecast, broadcast, transmission or recording thereof, and no rights are conferred to, or intended to be conferred to, or created on behalf of, Bearer or his or her Employer. Member institution name, logo, mascot, and other intellectual property of a school, is controlled by each member institution. The member institution name and team name may be used for news purposes directly related to their participation in the Event.

The credential confers on Bearer a limited, non-exclusive and non-transferable license to take photographs of the Events, and to allow the entity that engaged the Bearer to take the photographs to use such photographs, only for news coverage of, or magazines, or stories about, the Events, other editorial purposes, and reprints of news pages from such entity’s publications, provided that such use is not likely to create, or does not actually create confusion in the minds of the trade or public that Bearer or its reprints or any elements therein, or the items on which they are reprinted, are sponsored or endorsed by, or are associated or affiliated with the NCAA or that the NCAA licensed Bearer to use their trademarks or copyrights. Neither the Bearer nor the entity that engaged the Bearer may sell photos taken at the Events to third-party entities including but not limited to other commercial entities or the general public.

In exchange for the access granted by the credential, the NCAA shall have the right to purchase prints of any published photographs taken by the Bearer in connection with the credential, at the best financial terms offered to third parties, and such the NCAA shall be licensed at no additional charge to use the photographs for news coverage purposes only. The NCAA may not distribute reproductions of the photographs to others or license others to reproduce the photographs.
Any secondary use of any picture, audio description, videotape/film or drawing of the game taken or made by the accredited organization or individual to whom this credential has been issued (including, but not limited to, non-editorial, advertising, sales promotion or merchandising) is prohibited without prior specific written approval of the NCAA or its designee.

Radio stations that have not purchased rights shall not carry any broadcast report from courtside on a live basis or any live description of any game action while it is still in progress and are subject to all other requirements as listed in the “NCAA radio policies.”

### Floor Control of Credentials.

This area is important for the successful conduct of the NCAA Division II Wrestling Championships. Access to and from the wrestling area requires careful planning and close attention to detail. However, security presents as much of a problem as too little or an overabundance of security.

Working credentials must be provided to a bona fide personnel, media representatives and participating credentials must be provided to student-athletes competing in the championships, as well as their coaches, athletic trainer/physician, managers and other members of the participating institution’s official travel party as defined by the Association. The following policy shall determine the number of participant credentials provided:

<table>
<thead>
<tr>
<th>Team Qualifiers</th>
<th>Number of Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 3</td>
<td>2</td>
</tr>
<tr>
<td>4 to 7</td>
<td>3</td>
</tr>
<tr>
<td>8 to 10</td>
<td>4</td>
</tr>
</tbody>
</table>

In addition to the above, one credential per institution will be available to the institution’s authorized athletic trainer and/or physician accompanying the team. Also, teams not receiving four credentials can purchase extra credentials so they have a team maximum of four. Teams that qualify for four credentials can purchase a fifth one. All credentials must be used by coaches. Improper use of credentials will result in revocation of the credential and possible ejection from the building.

Coaches will pick up all credentials at registration and distribute to team personnel, except for the medical credential(s) which must be picked up by authorized medical personnel from the institution. All credentials must be prepared by the host institution.

In addition to the wrestlers, only three other representatives per institution (e.g., coach, assistant coach, athletic trainer/physician, etc.) will be allowed on mat side. There are no exceptions to this policy. Therefore, only six chairs are required at mat side. Three chairs in one corner, three chairs in the other corner. Also, photographer areas should be established at each mat.

### Hospitality.

Media hospitality is strongly encouraged, and media coordinators are responsible for
coordinating media hospitality functions. Accordingly, disbursements for these items shall be
guided by the budget that was originally submitted by the tournament manager and approved
by the committee. Budgets cannot be changed without the prior approval of the committee.

Live Scoring.
Refer to the NCAA Broadcast Manual.

Mini-Cams and News Film.
If a match is televised, only the station that has purchased rights may film match action. Media
 coordinators shall designate an area near the dressing rooms or interview room where video
distribution facilities will be placed. For mini-cam and news film photography policies, refer to
the NCAA Broadcast Manual.

News Conferences.
The media coordinator shall have the authority to designate and require any student-athlete to
attend a post match news conference and/or those scheduled before any round of competition
in the national championship. Each participating institution shall make wrestlers available at all
scheduled news conferences.

Parking.
Media parking is desired, but the host must make this decision. If media parking is limited, “car
pools” should be encouraged to permit the greatest use of the parking area. It is the
responsibility of the media coordinator to design and print parking passes, if necessary.

Post-match Interviews.
All coaches and student-athletes must be made available for post-competition interviews
following a 10-minute “cooling off” period.

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

The coach and designated student-athletes shall join the media in the interview room, on
request, should the student-athlete’s performance merit.

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

Strobe Lights.
Hand-carried strobes are not permitted in the facility.

### Microphones/Cameras.
The placement of microphones or cameras on or near a coach or in the team huddles or bench areas for television, radio or motion pictures is prohibited in all NCAA championships.

### Internet Policy.
The guidelines for championship Web sites created by host institutions and/or sponsoring agencies must be designed to ensure compliance with the Association’s advertising and local corporate involvement policies and all contractual obligations to the Association’s official championship Web site, [www.ncaa.com/media](http://www.ncaa.com/media).

### Video (Mat-Side) Camera Operation Tips
Quality mat-side video camera operation is essential. This is the official tournament video. It is also recommended that the camera operators are dressed appropriately (collared shirt and khaki pants).

- Be sure the video is inserted and the camera lens is off.
- Be sure the video is turned on.
- Be sure to take footage of the scoreboard prior to the start of the match to include bout number. (unless computer system is integrated in video)
- Keep the zoom on the camera adjusted in order to be able to comfortably keep all wrestling action in view and the bodies of both wrestlers in the frame. If the wrestling action is near the cameras and moving across the mat the zoom should be pulled back to a wider view. If the action is more stationary the zoom should be pushed in closer to frame the wrestlers as close as possible, but all of the wrestlers’ bodies should still be able to be seen in the frame.
- It is critical that the camera moves right and left as wrestling moves right and left. The camera operator cannot lose concentration and fail to move the camera in order to keep all wrestling action properly framed at all times.
- In between periods and during some other breaks in action the camera should pan to the scoreboard to record a short amount of footage of the score and time. At no time should this interfere with the recording of the actual live wrestling action. The video camera operator should also record some short footage of the scoreboard at the conclusion of the match prior to the wrestlers being cleared from the mat and prior to the scoreboard being cleared. This footage would also include the bout number.
- Start the videotape recording well prior to the start of the first whistle. Do not turn the camera off except during long timeouts. If the camera is turned off during a timeout in a match, the camera operator must remember to turn the camera recording on well prior to the official blowing the whistle to restart the match. This assures that the beginning of any starts is part of the recording.
- When turning the video recording off during long time outs or at the conclusion of the match, be sure to continue to record for approximately five seconds after the last segment you wish to record. At the conclusion of the match be sure and record
the wrestlers shaking hands and record the referee raising the hand of the winning wrestler. Continue to record at least five seconds after that time. This assures that the important segments and memories are not recorded over in subsequent video recordings. During the later rounds (semifinals and finals) the camera operator may even consider keeping the recording live after the match in order to capture some of the celebration with the wrestler and coach. Again, the video operator should also be sure to record some footage of the scoreboard at the conclusion of the match to reflect the final score.

- Stay alert.
- The scoreboard operators need to be sure to not clear the scoreboard too soon after the match so that video footage can be taken of the scoreboard after the match. Someone from the table can communicate directly with the camera operator to “clear” the scoreboard.
- The assistant referee must remember to keep from blocking the line of sight of the camera if at all possible. Marking an “X” on the mat near the boundary line may help this.

<table>
<thead>
<tr>
<th>Working Press Room.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The media coordinator is responsible for the working pressroom at the arena.</td>
</tr>
</tbody>
</table>

**Equipment.** It is desirable to have wireless and hard wired internet capabilities at all work spaces for media (press row and work room).

**Individual Telephones.** Individual media representatives may order telephones at the media outlet’s expense. Media coordinators shall coordinate these orders according to host institution/conference or facility policy.

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

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

**Telephones.** At each site, telephones may be installed in the designated working pressroom at the arena as a championship expense. These phones, with direct-dial access, should be limited to credit card, toll-free or incoming calls. The media coordinator shall determine the number of telephones required by evaluating the number of press credentials. To avoid conflicts with television and radio stations that have purchased rights to broadcast, only print media may have phones installed on press row. This specifically excludes radio or television stations wishing to provide updates from the site at mat side.
Computer Ethernet. At each site there should be a minimum of 2 ethernet connections. Wireless access is also preferred along with hard wired.

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

<table>
<thead>
<tr>
<th>Press Interviews/Sports Information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Arrange for press interviews with participating coaches and wrestlers after the 10 minute cooling off period.</td>
</tr>
<tr>
<td>2. Set-up tables for working press. If possible, provide for strict security at press tables to permit only representatives of the news media in their area. The media workroom should be equipped with an adequate number of telephones, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.</td>
</tr>
<tr>
<td>3. Provide a score sheet, news release and complete statistics for the media, participating institutions, conference and other officials at the conclusion of each day’s competition.</td>
</tr>
<tr>
<td>4. Permission to televise any competition must be obtained in writing from the NCAA national office.</td>
</tr>
<tr>
<td>5. Place the NCAA press conference backdrop directly behind the interview table.</td>
</tr>
<tr>
<td>6. The wrestling committee shall have access to the interview area.</td>
</tr>
<tr>
<td>7. Championship Websites will no longer be linked from the host’s main athletic site. Each championship website will be now hosted on ncaa.com. Please send a copy of the information to be posted on the site to Matt Holmes (<a href="mailto:mholmes@ncaa.org">mholmes@ncaa.org</a>) and (<a href="mailto:ncaa-content@turner.com">ncaa-content@turner.com</a>). The site should be up and running by September 1. Information to be included on the website is the following:</td>
</tr>
<tr>
<td>- Hotel accommodations</td>
</tr>
<tr>
<td>- Directions from airports, hotels to the facility, local maps</td>
</tr>
<tr>
<td>- Championship key contact Information</td>
</tr>
<tr>
<td>- Ticket information</td>
</tr>
<tr>
<td>- Participant manual</td>
</tr>
<tr>
<td>- Results (live updates if applicable)</td>
</tr>
<tr>
<td>- Championship bracket</td>
</tr>
<tr>
<td>- Local information – restaurants, shopping</td>
</tr>
<tr>
<td>8. The following information/results must be sent to <a href="mailto:rtressel@ncaa.org">rtressel@ncaa.org</a> and <a href="mailto:ncaa-content@turner.com">ncaa-content@turner.com</a> at the appropriate times throughout the championship:</td>
</tr>
<tr>
<td>- Team scores</td>
</tr>
<tr>
<td>- Individual results</td>
</tr>
</tbody>
</table>
• Recap story (after each round)
• Action photos
• Individual champions

9. Other Considerations:

• Arrange for a press hospitality room, if feasible, with admittance only by appropriately identified personnel. The host will control the distribution of credentials to all hospitality rooms. Only NCAA, Powerade and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.
• Copies of the bracket shall be provided following each round to the scorers’ table personnel and committee members.
• The host facility should have the ability to provide up to five phone lines for the use of radio and internet broadcasts for the media of the participating teams.

10. Any pre-competition press releases must be approved by the NCAA prior to posting or mailing.

11. Press photographers and individuals who are videotaping the competition must remain in the designated photography areas.

SECTION 13– Medical Procedures

<table>
<thead>
<tr>
<th>Medical/Skin Check.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All student-athletes shall be examined by physicians (one of which shall be a dermatologist) for communicable diseases on each day of competition. Only official institutional representatives and participants will be admitted to the medical check area. The same dermatologist and certified athletic trainers also must be available prior to weigh-ins on Friday and Saturday morning. Failure to receive a medical examination during the designated time will result in disqualification. The tournament physician, as designated by the host institution and the NCAA, shall examine the skin of all participants during the medical examinations. The tournament physician shall report the results of the examination to the chair of the governing sports committee or a designated representative, who shall then be responsible for the administrative enforcement of the medical recommendation if it involves disqualification from the tournament. Infectious skin conditions are considered cause for medical disqualification. Please see the championships handbook for specific conditions.</td>
</tr>
</tbody>
</table>
No student-athlete will be permitted to weigh-in until he has the medical exam.

<table>
<thead>
<tr>
<th>Medical Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each scheduled session, practice or contest of an NCAA championship should require (1) the presence of a person qualified and delegated to render emergency care to a stricken student-athlete, preferably a team physician by phone or nearby trainer; (2) planned access to a physician, preferably a team physician by phone or nearby presence for prompt medical evaluation of the situation, if warranted; (3) planned access to a medical facility, including a plan for communication and transportation between the athletic site and the medical facility for prompt medical services, if warranted; and (4) a thorough understanding by all affected parties including the leadership of the participating teams of the personnel and the procedures involved.</td>
</tr>
</tbody>
</table>

Please note that for the NCAA Division II Wrestling Championships, a tournament physician and an ambulance must be on site for all scheduled competition.

The student-athlete’s team physician shall examine each student-athlete injured during NCAA competition and make a recommendation to the student-athlete, the coach and the chair of the governing sports committee, or a designated representative, as to the advisability of continued participation or disqualification of the student-athlete. In the absence of said team physician, the NCAA tournament physician, as designated by the host institution, shall examine the injured student-athlete and make a recommendation as noted above. The chair of the governing sports committee, or a designated representative, shall be responsible for enforcement of the medical recommendation if it involves disqualification.

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**SECTION 14—Merchandise/Licensing**

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

2. The official NCAA event souvenir merchandiser is Event 1, Inc. a subsidiary of GEAR FOR SPORTS, Inc.

3. 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 all inventory upon arrival of merchandise from Event 1, Inc.
b. 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.
c. 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.
d. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
e. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
f. Selling locations that are well displayed and fully stocked prior to the public’s access to them.
g. Strict adherence to the merchandising and display standards as outlined below:
   i. Merchandise made available for sale at all times during the event.
   ii. Each item neatly displayed with correct prices clearly marked.
   iii. Merchandise should be neatly folded at all times.
   iv. Neatly dressed personnel that are customer-oriented.
   v. Skirted tables for display and checkout.
   vi. Display boards and grids (peg board will not be an acceptable form of display board).
   vii. Selling locations located in high traffic and easily located locations.
   viii. Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
   ix. Keeping selling areas clean and neat at all times.
   x. Re-stocking of back-up inventory in a fast and efficient manner.
   xi. Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
   xii. Providing electricity and phone lines to support the merchandise sales effort at no cost to Event 1.
   xiii. Calling Event 1, Inc. to request re-orders should sales warrant.
h. 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.
i. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within five business days of the conclusion of the event.
j. 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 of the event.
k. 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.
4. The host institution/conference may not sell or allow for sale any merchandise that
infringes upon the exclusive rights of Event 1, Inc.

5. A buy-out option can be made with Event 1/NCAA when the host institution/conference
wants to sell merchandise that features the host mark or logo at the NCAA competition.
This can only be done when the host institution/conference agrees to purchase the
entire product that Event 1 provides. The host institution/conference will receive a 20
percent commission fee of net sales, gross sales minus credit card fees and taxes, on
product supplied by Event 1. The host institution or official vendor will provide the
NCAA 15 percent of sales (or another percentage to be exclusively determined by the
NCAA) (net of taxes and credit card service fees) of all non-NCAA championship
merchandise. The quantity of NCAA merchandise available for sale shall not be less
than a comparable shipment to a comparable site of the previous year’s championship
[NCAA Bylaw 31.6.2-(a)].

6. Questions relative to merchandising should be directed to Jared Hunt, Event 1 (9700
Commerce Parkway, Lenexa, KS 66219, phone: 913-693-2108, email:
  jared.hunt@hanes.com) or David Clendenin at the NCAA national office (phone: 317-
  917-6496, email: dclendenin@ncaa.org).

**Exclusive Rights.**
The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA
Championships. Any merchandise or material bearing any name, logo, trademarks or service
marks of the Association that is sold or distributed at an event sponsored or administered by
the Association must have the prior approval of the NCAA. No such merchandise or material
will be sold by anyone except as designated by the NCAA. For NCAA event merchandising
policies and an official licensee list, go to section 8 of the NCAA Championships Promotional
Manual.

**Team Orders.**
Once a team is selected, a memo will be sent to each institution with information on how to
pre-order championship apparel. Orders will be shipped directly to the institution.

**SECTION 15– Officials**

**Fees and Expenses.**
Fees and per diem. All officials will be reimbursed $150 per session, $45 per diem and ground
transportation (if applicable). Ground transportation will be reimbursed at the rate of 53 cents
per mile, not including local transportation.

Expense Forms. Fees and expenses forms will be paid directly by the national office. RefPay
will be utilized to pay officials beginning for the 2016 Championships. Officials lodging is still
taken care of by the host institution and should be put in the host reporting budget.
**Hotel.**

Officials’ hotel rooms and tax should be billed to the host institution; the officials are responsible for incidental charges. The host institution will then file these expenses on the financial report form after the competition. The officials should not be housed in the same hotel as the teams.

**Officials Meeting**

The head referee, will meet with all referees on Thursday, March 9 at 9 p.m. for an interpretations meeting (time subject to change).

**Selection.**

**Finals.** Fourteen referees are selected by the Division II Wrestling Committee. Typically, eight referees are from within driving distance and six have received approval to fly. **This is subject to approval by the NCAA staff liaison.**

**Transportation.**

Referees will be reimbursed for ground transportation at the rate of 53 cents per mile. Officials who receive approval for air travel must make flight arrangements through Short’s Travel at (866) 655-9215.

**Head Referee.**

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

a. Work with the games committee, especially the games committee member assigned to the officials.

b. Meet with all referees on Thursday evening for an interpretations meeting and to view the NCAA rules videotape.

c. Serve as a liaison between the tournament referees and coaches.

d. Assign all referees, as approved by the games committee, throughout the tournament.

e. Coordinate with the games committee the proper assignment of referees for the final session.

f. Check out the arena floor with a committee member prior to each round for:
   - Clocks.
   - Table workers.
Swatters (Tappers).
Challenge falts.
Rule books.
Coaches chair set-up.
General safety of the floor.
Other areas deemed necessary.

Give all referees instructions regarding regulations in the handbook in reference to
tavel and per diem.

Conduct a training session for all table workers following weigh-ins and before all
sessions as needed.

SECTION 16 – Participating Teams

**Participant Manual.**
The NCAA shall make available participant manuals to all schools under consideration for
selection. The manuals shall provide details for championship and will be posted on the host
institution’s and NCAA’s website final site.

Typically, the tournament director will send a draft of the participant manual to the NCAA for
review by November 1. The NCAA shall provide his/her comments to the draft manual by
December 1.

**Championship Structure.**
The NCAA Division II Wrestling Championships shall be conducted in the following ten weight
classes:

<table>
<thead>
<tr>
<th>125 pounds</th>
<th>165 pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>133 pounds</td>
<td>174 pounds</td>
</tr>
<tr>
<td>141 pounds</td>
<td>184 pounds</td>
</tr>
<tr>
<td>149 pounds</td>
<td>197 pounds</td>
</tr>
<tr>
<td>157 pounds</td>
<td>Heavyweight (183-285)</td>
</tr>
</tbody>
</table>

The same 10 weights will also be used in regional qualifying tournaments. A pairings formula
will be used at the championships final site (APPENDIX G).

The order in which the finals of the respective weight classes will be wrestled may be adjusted
by the games committee to accommodate any possible television coverage and spectator
interest.

**Qualifying Procedures.**
To be eligible to participate in the 2017 NCAA Division II Wrestling Championships, all
participants must qualify through their respective qualifying regional competition.
Dates and Sites of Qualifying Meets

<table>
<thead>
<tr>
<th>Qualifying Tournaments</th>
<th>Dates</th>
<th>Site</th>
<th>Tournament Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Super Regional One - East</td>
<td>February 24-27, 2017</td>
<td>Mercyhurst University</td>
<td>Joe Kimball</td>
</tr>
<tr>
<td>Super Regional Two - Midwest</td>
<td>February 24-27, 2017</td>
<td>University of Indianapolis</td>
<td>Jackie Paquette</td>
</tr>
<tr>
<td>Super Regional Three - Central</td>
<td>February 24-27, 2017</td>
<td>Colorado School of Mines</td>
<td>Kathryn Burke</td>
</tr>
<tr>
<td>Super Regional Four - West</td>
<td>February 24-27, 2017</td>
<td>Minnesota State University</td>
<td>Chad Markuson</td>
</tr>
</tbody>
</table>

**List of Qualifiers.**

Each regional tournament director must submit a list of qualifiers to the national championships final site IMMEDIATELY upon conclusion of the qualifying tournament. This form needs to be complete online at [www.nwcaonline.com/performance](http://www.nwcaonline.com/performance) and then emailed to Ryan Tressel (rtressel@ncaa.org) as well as the finals site tournament manager, Preston Kirk (preston.kirk@birminghamal.gov).

**Qualifying Positions.**

The Division II Wrestling Committee, subject to the approval of the NCAA Division II Championships Committee, will determine annually the total number of qualifying positions awarded to the regional qualifying tournaments.

For 2017, the NCAA Division II Championships Committee has allocated 160 positions for the Division II championships. The top four from each region. The following formula has been approved for the allocation of qualifiers for the Division II championships:

**Qualifiers**

<table>
<thead>
<tr>
<th>Qualifiers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Super Regional One - East</td>
<td>40</td>
</tr>
<tr>
<td>Super Regional Two - Midwest</td>
<td>40</td>
</tr>
<tr>
<td>Super Regional Three - Central</td>
<td>40</td>
</tr>
<tr>
<td>Super Regional Four - West</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total Qualifiers</strong></td>
<td><strong>160</strong></td>
</tr>
</tbody>
</table>

**SECTION 17– Promotions and Marketing**

**Banners**

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

**Materials Sent to High Schools.**
Per Bylaw 13.4.4.3, an institution hosting an NCAA or conference championship may provide a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete.

**Promotional Assistance.**
The NCAA Championships marketing online resource is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship.

Championship hosts should customize and download from the online resource all the necessary artwork to promote the championship. 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 to you.

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 available on the marketing website include:

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

If you have needs for artwork outside of what is available on the NCAA Championships marketing online resource, you may contact Sean Ward (sward@ncaa.org) for assistance.

**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 Championship marketing online resource or directly through the NCAA Championship Marketing contact.
The marketing website allows hosts of select predetermined championship sites to download 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.
- The TV-Video spots obtained on the promotions website can be easily uploaded to websites, burned onto discs, used on video boards or sent via email.
- The file format available for download is .MOV.
- Files downloaded from the promotions website are not television quality. If you would like to order a television broadcast quality version of your spot, please contact Sean Ward via email at sward@ncaa.org or telephone 317-917-6477. Please be sure to provide your name, telephone number and physical shipping address. Note: The NCAA will provide one (1) complimentary BETA tape; hosts are responsible for making duplicate copies.

**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 .WAV.

**Host-Produced TV or Radio Spots**
TV and radio spots, subject to NCAA approval, may be created by the championship host at its expense to promote the championship. The NCAA must approve all scripts, footage and end slates before production begins. All files may be sent to Sean Ward via email at sward@ncaa.org. If the files are large, please call Sean at 317-917-6915 to discuss delivery options.

**NCAA 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.

All NCAA logos are available online at https://sportgraphics.widencollective.com/login to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use. Please contact Durenka Robie at drobie@ncaa.org with any questions concerning the NCAA Digital Library.

**Signage.** Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners and decals displaying NCAA logos in a variety of sizes.
Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

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

**SECTION 18 – Practices**

**Alternate Practice Site.**

The host institution is not obligated to arrange for an alternate practice facility for the visiting teams in the event they arrive early. Practice at an alternate site is permissible, but the visiting team is responsible for making these arrangements themselves. Practice at the competition site is not permissible, other than a minimum of 1 ½ (preliminary) or 2 (finals) hours the day before and one hour the day of scheduled competition.

**SECTION 19 – Programs**

**Digital Programs.**

Many NCAA championships have adopted digital game programs that can be viewed online or downloaded to a consumer’s mobile device. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championship.

Digital programs will be available for download prior to the championship at NCAA.com.

Please contact Levida Maxwell ([lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org)), 317/917-6356 with any questions.

**SECTION 20 – Security**

**Crowd Control.**

The responsibility for crowd control rests with the tournament manager and director of athletics. The directors of athletics of competing institutions are expected to communicate with their students and interested fans prior to the competition to encourage enthusiastic support within the confines of good sportsmanship. The directors of athletics or a designated representative (other than coaches) must be available at the site of the competition to assist with crowd control. The crowd control statement printed under the public address announcer section is to be read prior to each session.

The tournament manager or director of athletics of the host institution should be prepared to
use the public address system at the first sign of unacceptable crowd behavior.

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

<table>
<thead>
<tr>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate uniformed security (not necessarily uniformed police) must be provided for the teams' and officials' locker rooms, press conferences and working press areas, post match interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.</td>
</tr>
</tbody>
</table>

| Emergency Plans. | Facility management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems, and discuss the emergency/evacuation plan. |

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

| Open Practices. | A sufficient number of uniformed security should be available to check credentials for those requiring access to the playing floor. |

<table>
<thead>
<tr>
<th>Items not Permitted.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The tournament manager and facility staff are responsible for enforcing the NCAA's policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.</td>
</tr>
</tbody>
</table>

| Laser Pointers. | Laser pointers are not permitted. |

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

| Alcoholic Beverages. | Alcoholic beverages shall not be sold or otherwise made available for consumption in connection with the Division II NCAA Wrestling championship, nor shall any such beverages be brought to the site during the championships. “During the championships” |
is intended to include the period from the time access to the site is available to spectators until all patrons have left the facility or area used for competition.

**Spectator Photography/Video Cameras.**
Flash photography is prohibited; however, video cameras are permissible by spectators. Fans must remain in their seats and not obstruct others’ view and are not allowed courtside.

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

**SECTION 21– Tickets/Seating**

**Printing Tickets.**
As the host institution for an NCAA championship, please check with the national office prior to finalizing ticket priced to confirm they are in accordance with current Association policy governing the charge of admission. No complimentary tickets shall be permitted, and all tickets shall be accounted for at face value and shall become a part of gross receipts. The only exception is that children two and under may be admitted free with a valid paid ticket holder (provided they sit on the lap of the paid ticket holder).

All printed materials must receive national office approval, therefore, a rough draft of such information must be sent to the NCAA in advance of your printing schedule.

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

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

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

**Ticket Back Disclaimer Language.** See Appendix I for language that must be on the ticket back.

**Ticket Sales.**
Minimum ticket prices are $5 for reserved seating and $3 for general admission.
**SECTION 22 – Transportation**

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

**SECTION 23 – Volunteers**

**Goals.**
The LOC volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to guests visiting the area;
- Answer questions and provide information to visitor’s; and
- Contribute to the general aura of excitement surrounding the championship.

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

**Waivers.**
Each volunteer must sign a waiver of liability before the start of the championships (APPENDIX E). If unpaid officials are used and there is no written agreement governing their service, they must sign a waiver as well. If there is a written agreement governing their service, a release component must be added to it if one does not already exist.

After the championships are completed, please collect all waivers and send them to Ryan Tressel’s attention at the national office, where they will be kept on file.
NCAA DIVISION II WRESTLING CHAMPIONSHIPS
TOURNAMENT PLANNING GUIDE

1. PRE-TOURNAMENT.
   a. Certification of entries.
      (1) Preliminary email to all coaches. Provided by NCAA through proceeding document.
   b. Packets for coaches.
      (1) Preparation of packets.
      (2) Participant credentials.
      (3) Check-in and distribution.
      (4) Container for packets.
      (5) Schedule of events, preparation and distribution.
   c. Information.
      • Signs, preparation and location.
        Register here, pass gate, contestants only, officials only, media only, etc.

2. DIGITAL PROGRAM.
   a. Provided by IMG College.
   b. Promotion of how to access.

3. BRACKET SHEETS.
   a. Original printing, names and school abbreviations.
   b. Corrections and updating.
   c. Reprinting for next session.
   d. Distribution to coaches (based on formula), press.
   e. Sales to spectators (obtain bracket sheet sellers).
   f. Post tournament printing with final results.

4. CREDENTIALS (all will be provided by the NCAA at finals site).
   a. Credentials for participants, coaches, athletic trainers/physicians, volunteers.
   b. Games committee and NCAA staff.
   c. Officials.
   d. Media credentials and location.

5. MEDIA.
   a. Press Location.
      (1) Upstairs.
APPENDIX A

(2) Downstairs.
b. Personnel - NCAA coordinator (if applicable).
c. Lodging.
d. Seating assignments, place cards.
e. Technical aid, electrical hook-ups, phone hook-ups.
f. Packets, preparation and distribution.
g. Press room, personnel and security.
h. Copy machines, speed and reliability, lots of paper; personnel to collate and distribute.
i. Food and drink.
k. Runners. (If applicable)
l. Advance promotion to media - press, radio and TV.
m. Photo assignments, photographer locations. (if applicable)
n. Armbands for photographers, color-coded by days.
o. Vests.

6. TELEVISION (IF APPLICABLE).

a. Location, lighting.
b. Coordination with announcers for Saturday night session.
c. Camera locations, high/low.

7. CEREMONIES AND PRESENTATIONS.

a. Opening ceremonies.
   (1) General coordinator.
   (2) Color guard? Flags?
   (3) National anthem.
   (4) Parade of all-Americans.
      (a) Escorts.
      (b) Grand marshal(s).
      (c) Weight class signs.
b. Presentation of awards.
   (1) Awards stand (decorated).
   (2) Table for trophies, decorations, flowers.
   (3) Presenters.
      (a) Host institution chooses presenters in conjunction with NCAA.
      (b) Seating.
      (c) Hosts and/or Hostesses.
   (4) Weight class sign for awards stand.
c. Dignitaries? No politician just to get publicity.
8. **HEAD TABLE.**

    a. **Personnel.**
       (1) Chief: ________________________________________________________
       (2) Primary Announcer: ____________________________________________
       (3) Announcer: ____________________________________________________
       (4) Matchmaker: __________________________________________________
       (5) Statistician: __________________________________________________
       (6) Floor Manager: ________________________________________________
       (7) Asst. Floor Mgr.: _____________________________________________
       (8) Asst. Scorer: _________________________________________________
       (9) Computer: ____________________________________________________
       (10) Computer: ___________________________________________________
       (11) Games Committee (5): _________________________________________
       (12) Supervisor of Officials (Head Official): __________________________
       (13) Officials Evaluators (2): _________________________________

    b. **Platform.**

    c. **Set-up** - tables, chairs, stool, two rolling desk chairs for announcers, etc.

    d. **Two microphones, independently powered, off-on switch, removable from stand.**

    e. **Paper.**

    f. Pens and pencils.

    g. Communication (e.g. phone lines) from head table to each mat side table.

9. **ARENA FLOOR.**

    a. **Personnel.**
       (1) Timers, scorers, tappers, runners, backups.
       (2) Youth Clinic (if applicable).
       (3) T-shirts.

    b. **Floor Set-up.**
       (1) Tables, chairs, towels for wiping, disinfectants, receptacles for blood contaminants, swatters, ankle bands, pencils/pens, towels for mopping, mops, buckets, mat tape, spit boxes, back-up stop watches, copy machine.
       (2) Six mats at finals site. (Resilite)
       (3) Six scoreboard clocks, boards underneath to support scoreboard clocks at finals site (one back-up clock is needed). (Track Wrestling)
       (4) Extension cords, check on power to six scoreboards on floor.
       (5) Mat numbers to sit atop scoreboards, table-front and on mat itself.
       (6) Coaches’ chairs, three red, three green (per each of the six mats).
       (7) Coaches’ box, red/green (Eight foot restricted zone).

10. **BRACKETS AND SPECTATOR AIDS.**

    a. **Team scoreboards.**
       (1) Construction.
       (2) School names, enough letters, numbers, fractions.
       (3) Personnel.
       (4) Communication from head table, computer.
APPENDIX A

(5) Message board operator.

c. Medical Personnel.
   (1) Chief medical officer: ________________________________
   (2) Trainers, supplies: ________________________________
   (3) On-floor, off-floor locations, security!

11. GAMES COMMITTEE.

   a. Seating at head table, work tables available.
   b. Communications, telephone with outside line, hand radios.

12. COMPUTER.

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

13. WEIGH-IN FACILITIES.

   a. Public address system.
   b. Scales.
   c. Personnel to aid sports committee.
   d. Medical personnel required at weigh-in.
   e. Workout equipment (bicycles, treadmills, etc.).
f. Security for equipment such as scales, mats.
g. Digital wall clocks (in arena, weigh-in and locker room areas).

14. **BUILDING SECURITY.**

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

15. **WARM-UP AREA.**

   a. One mat or more.
   b. Access from warm-up area to floor.
   c. PA speaker must be heard in warm-up area.

16. **OFFICIALS.**

   a. Fourteen selected by NCAA Division II Wrestling Committee.
   b. Jackets/sizes (14)/ Officials numbers.
   c. Clinic/hospitality room with video capability.
   d. Dressing room with security guard.
   e. Evaluation forms for coaches.

17. **TICKET SALES.**

   a. Price.
   b. Ticket printing (must include NCAA disclaimer): 
   c. Ticket proofs.
   d. Team allotments, NCAA allotments.
   e. Credit cards.
   f. Ticket manager.
   g. Past attendance reports.
      1. Advance sale.
      2. Prior to teams qualifiers decided.
      3. Week prior to championships.
      4. Pass-outs.

18. **MISCELLANEOUS NOTES**
MAT ALIGNMENT

The starting line which runs through the center of the mat is away from the table.

8'X8' Corner Triangle (RESTRICTED ZONE)

As much room between the mat and table as traffic allows.

Timers and Scorers

MAT TABLE SETUP

To Mat

Tapper

Scoreboard

Control Box

Camera Operator

Timekeeper

Crew Chief

Scorekeeper

Video Operator

Backup

Runner

No one else to be seated at or near table.
DIVISIONS II AND III WRESTLING MATS MARKINGS

NCAA Mark
5' x 5'
ALL-AMERICAN PROCEDURES FOR PARADE OF ALL-AMERICANS
(GRAND MARCH) CHAMPIONSHIP MATCHES AND AWARDS PRESENTATION

NCAA NATIONAL CHAMPIONSHIPS OPENING CEREMONY (Prior to Session Four)

1. Parade of All-Americans (Grand March).

   a. Grand march will be led by the grand marshal and then by the escorts for each weight class. Awards presenters will enter the arena before current wrestlers.
   b. All place-winners report in full official team uniform (warm-up attire). NO HATS, NO JEWELRY, NO COMMERCIAL CLOTHING, NO SIGNS.
   c. Each of the All-American place-winning wrestlers (1-8) will line up for the Olympic-style procession into the arena.
   d. All-American wrestlers (1-8) will enter the arena single file, by weight class led by escort(s).
   e. Grand March staging organizers should assign the finalists with their colors during staging and encourage them to report to the respective staging tunnel well ahead of time prior to their match (see below). Stagers will need a copy of the finalists color assignments along with a list of the names and schools of the eight All-Americans. Remind all All-Americans about cooperating with staging for the awards ceremonies. This same information should be provided to the coaches in the coaches meeting and also to the wrestlers at weigh-in staging on Saturday morning.
   f. The officials will follow the heavyweight class in the Grand March. They are escorted by the National Coordinator of Officials or Head Official. They do not follow the contestants/All-Americans up on the elevated stage. They move into the reserved floor seating area designated for them and remain standing throughout the Grand March Ceremony until its conclusion. The officials should remain in uniform and in their designated area until the conclusion of the heavyweight championship match.
   g. After all wrestlers are in the arena, prepare for the national anthem.
   h. After the national anthem, all participants retire to the respective seating areas.
   i. A meeting/social is to be held prior to the Grand March with the dignitaries (a.k.a., awards presenters) that are escorts for the Grand March and who are providing individual and team awards. The Grand March and individual award presentation duties should be outlined to them at that time by the NCAA Wrestling Committee Member in charge of the Grand March, Finalist Introductions and the Awards Ceremony and assisted by the individual from the LOC in charge of these areas. Some of the areas that need to be outlined are the Grand March staging area, route, cues, exits, and also awards ceremony staging, mechanics, cues, photographs, public address announcement scripts, exits, etc. A diagram of these functions available is recommended. The final weight class assignments are determined for the escorts at this time.
   j. Be sure that the announcer has a copy of the final weight class assignments for the escorts and a bio for the escorts. The bio for the escorts should be made available to the announcer at the mandatory meeting regarding the Grand March, Finalist Introductions and Awards Ceremony Friday afternoon, the day prior to the finals.
   k. Be sure the stagers for the Grand March, stagers for the Finalist Introductions, stagers for the Awards Ceremony, Head Table Cue, Announcer and the Television crew all have a copy of the escort assignment by weight class, All-Americans by weight class and the color assignment for the finalists for introductions.
   l. The LOC needs to inform all escorts/presenters, volunteers and officials the location of their reserved floor seating for the championships finals.
2. **Finalists Introduction Information**

- It is important that finalists report to their respective tunnel early for staging.

- 125 lb. finalists report to the tunnel area immediately following the grand march.

- All other finalists report to the tunnel area one match prior to your bout.

- The wrestler in the red corner will be introduced first. Proceed to the center of the mat and then to your corner.

- The LOC should have a red and green (respective) carpet laid out from the tunnel to the steps to enter the elevated stage area. There should also be one corner with red carpet and one corner with green carpet designated on the mat.

- The green corner finalist should not be allowed to leave the tunnel area until the red corner finalist has been completely introduced and the announcer begins to announce the green corner finalist.

- The finalist introduction stagers in the tunnel, the head table cue, announcer and television crew all need to have the color assignments sheet for the finalists and a television time-out protocol.

- Security and Traffic Flow needs for the tunnel and aisle to the stage need to be addressed.

- Each tunnel (Red and Green) need a stager with a head set that communicates directly with the head table cue. The head table cue needs to keep the stager, announcer and television all in sync with one another. The tunnel stager can communicate and confirm whether a finalist is properly staged and the announcer and television can then cue accordingly (or visa-versa if necessary). The tunnel stagers and head table cue need to test the communication sets prior to the Grand March.

- The finalists are assigned a color by the Head Officials Coordinator after the semi-finals round in an effort to match color assignments with school colors and singlet colors as close as possible. Conducted properly, this is intended to prevent a potential color assignment that may confuse the official or fans or may prevent the official from changing the colors at mat-side and confusing fans. In order to achieve this it is recommended that the Head Official’s Coordinator keep in mind that the singlet a finalist may wear in the championship finals may be different than that worn previously in the tournament. Obtaining confirmation on the finalist’s singlet color is desirable for maximum efficiency in this process.

- **There should be two sets of red ankle bands and two sets of green ankle bands for the championship finals and introduction of the championship finals.** Each finalist should put both respective colored ankle bands on in the tunnel prior to being introduced. The next set of finalists can then also be staging and put both sets of the respective colored ankle bands on prior to being introduced and while the previous finalists are wrestling. When a championship final match ends the ankle bands should be gathered by the wrestling official and brought to the mat-side table. The LOC should have someone to shuttle these ankle bands to the respective tunnels while the awards ceremonies are taking place and/or the next finalists are being introduced for the next finalists yet to be staged. The finalists being staged should have no more than an “appropriate” top on (in addition to their wrestling singlet) that can be removed easily once they are on stage. These procedures will minimize delay for television while the wrestlers are being introduced and coming up on the mat and then centering the mat and being introduced. This eliminates taking time to pull off a large number of over-garments and putting on ankle bands mat-side. The tunnel stagers need to be alert for “inappropriate” tops that a finalist may be wearing. This can also be addressed and defined at the coaches meeting, the Saturday morning weight ins and the staging of the All-American March.
- The LOC should have adequate reserved floor seating for staging the awards ceremony and for the escorts, presenters, volunteers, etc. for the championship finals.

- The LOC should have adequate seating at the head table for the NCAA Wrestling Committee members, NCAA Staff liaisons, and Officials Coordinator for the entire tournament and also for the championship finals.

3. **Awards Presentation.** *Option A (All Presentations at the Conclusion of the Heavyweight Championship Match.*)

   a. All place finishers report to the tunnel in team attire. The LOC shall rope off the seating area for weight class place finishers.
   b. All eight place-finishers will be escorted to the awards stand by the escorts. They are to remain in the awards stand area for pictures and be asked to turn around to face both sides of the arena, if appropriate, before they retire to the end of the arena and back around by the grandstand.
   c. The team awards will be presented immediately following the conclusion of the heavyweight championship match. The four teams receiving trophies need to be staged in the tunnel (one tunnel; red or green) as soon as possible and in order by finish (first, second, third, fourth). The NCAA Wrestling Committee person in charge of the Grand March, Finalist Introductions and Awards presentations with the assistance from another NCAA Wrestling Committee member will be staging these teams as the finalists matches are 50% complete. Communication with the official regarding team placing scenarios is necessary and then communicating directly with the head coach of each team on staging needs and awards protocols is necessary. This is especially necessary to stage the championships team so that the award can be cued, announced and presented immediately following the conclusion of the heavyweight championship match in order to meet the time-line window for television. The NCAA Wrestling Committee members will be responsible to make sure the teams are staged in proper attire and the communication with the head coach can cue this. This entire exercise requires individuals to chase and find head coaches that may need to be staged during the final matches of the championships finals. This exercise may also require some cues from the announcer. Teams will be escorted to the raised mat for trophy presentation by the escorts in order, first-place team to fourth-place team. The Chair of the NCAA Wrestling Committee will present the team trophies along with any other possible presenter(s) approved by the wrestling committee. The chair and other possible presenter(s) pose for photographs with the team, so they need to be staged with the awards on the elevated mat area immediately following the conclusion of the heavyweight championship match. All individual weight-class presentations will follow the presentation of team awards.

4. **Awards Plan.** *Option B (Division II uses this option)*

   If individual awards are awarded in between the championships final matches instead of all of them at the conclusion of all wrestling then please adhere to the following revised awards protocol:

   a. Individual Awards. Most all of the awards procedures for staging, etc. that are described in the NCAA Host Operations Manual under Appendix C continue to hold true in this section. The primary adaptation in this alternative is that the individual awards are awarded in between weight classes during the individual championship matches. The 125 pound weight class awards would be presented after the conclusion of the 133 pound weight class championship match. The 133 pound weight class awards would be presented after the 141 pound weight class championship match and so on. Each weight class would have one weight class championship match in between the conclusion of that particular championship match and the presentation of the awards for that weight class. This would continue up to the conclusion of the Heavyweight Championship match. At that time, the awards will be presented to the 197 pound weight class and then go immediately to the Heavyweight class. The buffer time of one weight class allows contestants time to cool off, be interviewed, gather themselves, put their proper attire on and then be staged. This also allows the award ceremony organizers time to stage and be organized. The ability to obtain organization and staging becomes a challenge after the heavyweight match conclusions.
championship match. The 197 pound weight class should already be properly staged, but there is short window to stage the heavyweight class.

(1) When using this type of individual awards ceremony, it is critical that the stagers of the individuals (contestants, presenters, etc.) and the Head Table Cue and the Announcer all work well in getting the contestants staged. Asking head coaches to help with this process may also help. It is also important that the mechanics of the awards presentations to the individual weight classes is extremely smooth. This is especially important if this process is being conducted in between championship weight classes during a television time-out. There is little margin for error. It may also be necessary to move quickly to stage a weight class for the awards ceremony in the case of a quick fall in a championship match.

(2) If this awards presentation alternative is used, the awards stand will not be able to be put on the elevated stage with the championship mat. An area roped off and secured with staging, chairs, etc. would be necessary. This area should still be in clear view of the spectators.

(3) The official photographer should be the only photographer that is allowed access to this area until the conclusion of the presentation of awards for that respective weight class and the conclusion of work for the official photographer. If desired, the LOC may have individuals operating the access to the awards stand in a manner that other photographers (including possible family member photographers) are then allowed in or near the area for more photographs. The LOC volunteers must be sure and keep the individual contestants on the awards stand for this process.

(4) As the announcer finishes the awards presentation of a respective weight class and the official photographer concludes their work, it is recommended that the announcer turn the crowd’s attention to introducing the next finalists for the next weight class and that wrestling begin for the next weight class in a timely fashion. This can take place while the additional photographers and family are allowed into the awards ceremony area and eventually ushered out of the area as the awards presenter volunteers prepare for staging the next weight class. This procedure allows for a smooth spectator and contestant friendly environment. The announcer should have a visual cue from the awards ceremony workers to indicate the timing of turning the place-winners to acknowledge the crowd behind them (if applicable) and that the attention can now be turned to the introduction of the next finalists.

Note: It is common practice in NCAA Divisions II and III for the head coach of the individual champion to participate in the individual awards ceremony by presenting the champion with their official championship bracket. Therefore, it is also important for the name of the coach to be provided to the announcer.

b. Team Awards Alternative.

(1) Most all of the awards procedures for staging, etc. that are described in the NCAA Host Operations Manual under Appendix C continue to hold true in this section. The primary differences are outlined below.

(2) The team awards would be presented after the last (heavyweight) individual awards are presented. (The NCAA Division I Wrestling Championships may choose to stay with the order of first, second, third and fourth-place team in order to be able to present the championships team the trophy in a window of live broadcast) However, if television windows are not an issue, then in this alternative, the team awards are presented in this order of fourth, third, second and first-place team. The LOC may choose to use the same area to present the team awards as they used for the individual award presentations or they may choose to use the elevated mat stage. In NCAA Divisions II and III, the team awards are all presented by different committee members (usually by seniority), with the chair of the respective divisional committee presenting the championship trophy. If the committee chooses they can introduce the teams in reverse order (4,3,2,1) if it is compatible with television coverage.
After each team is presented their trophy and photographs are complete it is recommended they be escorted off of the stage opposite the side that they came onto the stage.

5. **Announcer Cues for Awards.**

   a. Friday Night
      
      (1) Finalist “bio” sheets.
      (2) Directions for the staging of All-Americans (Grand March) for Saturday.

   b. Saturday
      
      • Again—directions for staging of All-Americans (Grand March)

   c. Saturday during Finals
      
      (1) Staging of All-Americans and Awards Presenters for the Grand March
      (2) Queue the Grand March participants to turn 90 degrees three times to be acknowledged by fans.
      (3) Staging of Award winning teams
      (4) Staging of the Awards Presenters
      (5) Staging of the All-Americans for the individual awards presentations
      (6) The awards recipients may need to be qued to turn 180 degrees to be acknowledged by fans.
      (7) If the individual awards are presented in between weight classes, then the announcer needs to que the All-Americans and awards presenters to the stage themselves. If the committee member indicates an absent individual, that may require additional ques
      (8) Reminders for coaches to turn in voting ballots, etc.
      (9) Reminder for individual champions to remain in uniform for a photo opportunity (give time, place).
      (10) Reminder to encourage fans to remain in their seats until the conclusion of the awards ceremony.

6. **Miscellaneous tips to remember and address.**

   a. Pre-approval needed for all television/media questionnaires for student-athletes
   b. Address potential drug testing conflicts with the awards ceremony and photography opportunities
   c. Be sure someone is in charge of clearing the awards presentation area after each award all evening long.
   d. If there is to be any television coverage of the championships finals, it must be communicated to them that they must have a representative attend the Friday afternoon mandatory meeting covering the Grand March, Finalist Introduction and Awards Presentation ceremonies regardless of whether it is an NCAA Division I, II or III championship.
WORKER AND ESCORT INFORMATION FOR PARADE OF ALL AMERICANS,
CHAMPIONSHIPS INTRODUCTIONS AND AWARDS PRESENTATION

1. Outline for Parade of All Americans Ceremonies.
   a. Line up tunnel - all-Americans (top eight)
   b. Grand marshal, awards presenters, and officials will enter first. Olympic-style processional music is played. Hosts must obtain this music.
   c. Wrestlers enter single file from tunnel (finalists red, 3-, 4-, 5-, 6-, 7-, 8-place, green, in that order).
   d. Follow escorts. Line up in rows of eight (8) (one weight class per row).
   e. National anthem – band, singer or tape of music (provided by the host/sponsoring agency).
   f. You may be informed by the announcer to take quarter turns (90 degrees) for the crowd.
   g. After the national anthem, wrestlers will move to participants seating area. Please exit the elevated stage in order as cued.

2. Cues for Opening Ceremony.

   National Anthem

3. Procedure in Holding Area for Championship Matches.
   a. Hold finalist in tunnel. Be sure you locate him in the area during the match prior to his match.
   b. Red to be introduced first followed by green.
   c. Protocol coordinator will report to the head table cue when the respective finalists are properly staged (including anklets and attire). Hold each finalist until cue from table. Be sure to instruct finalist and coach about the procedure. He is to report to the center of the mat until the announcer completes the introduction. He may then go to his respective corner.
      • All cues will come from the head table.
      • Do not let green report until red introduction is complete.

   a. Have medals and awards readily available and inventoried for each presentation. The odd numbered awards should be staged on a table on one end of the awards stand and the even numbered awards should be staged on a table on the other end of the awards stand. The championships bracket should also be inventoried.
   b. All place-finishers must report to the awards staging area for their respective awards ceremony.
   c. Each wrestler will be escorted to his place on the awards stand.
   d. March fanfare will be played while the wrestlers are taking their places on the awards stand.
   e. Awards presenters will report at the same time the wrestlers report. Presenters will be introduced.
   f. Volunteers will hand the award(s) to the presenter. It is recommended this happen from each end of the awards stand. The odd number of awards are fed from one end and the even number of awards are fed from the other end. One presenter presents the odd numbered awards and the other presenter presents the even numbered awards. The last award presented is the championship bracket to the champion.
   g. The awards presenters should then position themselves at each end of the awards stand for a photograph.
   h. Student-athletes and award presenters will stay in position for photographs until cued otherwise. At some point they will be cued to turn to the crowd and will be escorted from the awards stand and area. The LOC members will hand the student-athlete the box for their award as they are escorted from the awards stand. This box will also contain a copy of an order form for photographs.
i. The playing of the institutional fight song for the winner is the sign to leave stand (hosts must request and obtain this music from all participating schools).

j. The LOC member and the NCAA Wrestling Committee member in charge of the awards ceremony should check for proper dress, order and to cue announcer confirming proper staging or asking for additional cues from the announcer for a missing person/team to report.

k. If individual awards ceremonies are after the heavyweight championship match and the LOC plans on staging these awards on the elevated mat then the LOC should have a quick and efficient means of assembling the awards stand and area immediately following the conclusion of the heavyweight match and the television presentation of the championship team trophy.

l. Site lines, traffic flow, staging, and security considerations need to be covered with a diagram provided by the LOC.

m. The staging area should include a row of seats that are numbered in order for staging so that eight place winners are able to enter the awards stand in one line of flow. If the individual awards are presented after the conclusion of all finalists wrestling, then there should be several rows of chairs for staging that are similarly numbered.

n. The LOC and NCAA Wrestling Committee member in charge of the awards ceremony should provide extra coaching and direction to the first escorts, presenters and student-athletes and encourage the remaining escorts, presenters and student-athletes to follow their cue. The escort with the most experience should be the first escort.

o. It is important that the escorts and awards presenters stay in cue with the announcer as they present each student-athlete their respective awards.

p. While one (odd or even numbered) presenter is presenting an award in cue with the announcer, the other presenter (odd or even numbered) can be fed an award by the LOC volunteer escorts from the side in order to keep the presentations flowing nicely. The odd number presenter can present the champion with the medal award and the even numbered presenter can present the champion with the bracket.

q. The LOC member and the NCAA Wrestling Committee member in charge of the awards ceremony should be sure to enforce the attire requirements for the student-athletes and all LOC volunteer escorts and the escorts/award presenters should be in business attire. The length of heels may be a consideration for females that may be part of the awards ceremony if they are required to walk on the mat area.

r. After the conclusion of the last individual awards for the heavyweight class, the announcer will cue all individual champions to remain in uniform and now assemble for a photograph of the individual champions (the assembly and photo may actually happen after the NWCA awards). NCAA Drug testing considerations must be addressed for possible conflicts.

s. The LOC should make sure that there is adequate reserved floor seating for the escorts and presenters and any individuals they feel necessary to conduct the Grand March, Finalist Introductions and Awards Ceremonies.

5. **Taped Music Will Play.**
   a. Prior to parade.
   b. Parade of All Americans.
   c. National anthem.
   d. Exit music after anthem.
   e. Entry music for the all-Americans processional to the awards stand.

6. **Miscellaneous.**
   a. All cues will be given from the head table to the tunnel.
   b. Head sets - phone communication will be located at the following:
      (1) Head Table escort leader.
      (2) Tunnel escort leader.
7. **Individual Job Assignments.**

   a. Head and Assistant for the Parade, Finalist Introductions and Awards Ceremony from the NCAA Wrestling Committee (may also be a staff liaison). These individuals are in charge of the entire operation of these areas and will coordinate with all individuals from the NCAA Wrestling Committee, LOC (including facility and security) and television crews. These individuals will chair the mandatory organizing meeting on Friday afternoon, the day prior to the championships finals. These two individuals will also be responsible for the team award staging and communication with the respective and prospective head coaches. These two individuals will be roaming throughout the evening to communicate with the Grand March organizers to the tunnel operators to the Head Table Cue to the Individual Awards Ceremony Cue and always communicating with the Head LOC person described in item b. below.

   b. Head LOC person in charge of the Parade, Finalist Introductions and Awards Ceremony. This person is in charge of making sure the LOC is prepared to present and operate all of the areas associated with the Parade, Finalist Introductions and Awards Ceremony and coordinate with the individuals assigned from the NCAA Wrestling Committee. The head LOC person is responsible for obtaining and coordinating all volunteers necessary to conduct the operations.

   c. Two NCAA Wrestling Committee members to be in charge of the staging of the Parade, assignment communications to the finalists and staging the individual awards ceremony. One of these individuals will be a cue communicator with the Head Table Cue for proper cue and communications for staging of the Grand March and staging of the individual awards ceremonies.

   d. Two individuals responsible for red and green tunnel operations for staging of the finalists for introductions and assisting with staging of the teams for team awards. These individuals may be NCAA Wrestling Committee members or LOC members.

   e. One individual that serves as the Head Table Cue. This person will communicate with the tunnel stagers in item d. above and with the announcer and television cue. This person will also serve as a cue communicator with the announcer and one of the individual award stagers for proper cue and communication for the individual awards ceremonies.

   f. One individual to shuttle ankle bands from the mat to the respective tunnels during the championship finals.

   g. The LOC should have additional workers as necessary to operate their end of the Parade, Finalist Introductions and Awards Ceremony. The following guidelines are minimums, but the LOC may feel it is necessary to have more. These assignments do not include needs for facility, equipment, security, etc.

   1. Two individuals to serve as the tunnel stagers for finalist introductions if an NCAA Wrestling Committee member does not fill this duty.
   2. One individual to shuttle ankle bands from the head table to the respective tunnels during the championship finals.
   3. One Head Table Cue. This person must be experienced in events and operations and communicate efficiently and work well under pressure.
   4. Four or more individuals distributing signs, etc. for the Parade.
   5. 10 (or 20) volunteer escorts for the Parade and Individual Awards Ceremony.
   6. Four individuals to stage and inventory the awards and also to feed the awards to the awards presenters. These individuals will also help clear the stage for the next presentation and hand award boxes to the student-athletes as they exit the area.
One official photographer hired by the LOC. This is necessary even if the NCAA Official not always take photos of the awards presentations. The photographer is required to provide a flyer to be included in the individual award boxes, registration packets and distributed to the head table that indicate directions and prices for ordering photographs. The LOC photographer should take photos of the following:

(a) The trophy awarding ceremony for each of the top four teams.
(b) Each individual weight class awards (all eight individuals on the stand).
(c) Group photo of all Individual champions.---*(Be sure that any possible drug testing or media interviews do not interfere with this photograph)*

Photographer from Rich Clarkson Photography is present, as the NCAA official photographer does not always take photos of the awards presentations. The photographer is required to provide a flyer to be included in the individual award boxes, registration packets and distributed to the head table that indicate directions and prices for ordering photographs. The LOC photographer should take photos of the following:

(a) The trophy awarding ceremony for each of the top four teams.
(b) Each individual weight class awards (all eight individuals on the stand).
(d) Group photo of all Individual champions.---*(Be sure that any possible drug testing or media interviews do not interfere with this photograph)*
INFORMATION FOR WORKERS AND WRESTLERS AT THE AWARDS CEREMONY

1. **Introduction of Championships Finalists.** Each wrestler will report to the tunnel one match prior to his weight class (125 lb. report during grand march). Red will be introduced first, green will be introduced second. Hold the wrestler in that order until the announcer calls him. He will then go to the middle of the mat while he is being introduced. He may then go to his respective corner.

2. **Medal Presentation.** The awards are to be lined up in reverse order -- eighth-place awarded first, the champion will be last. All wrestlers are to be in uniform per NCAA rules. No hats, no jewelry, no signs. They are to be reminded to stay on the stand for pictures and are asked to turn around for the crowd.

Please note that due to possible changes in the format of the championships finals, the awards presentation may be modified.

**Checklist – Parade of All-Americans and Awards Ceremony**

1. Meet with local organizing committee (LOC) and announcers one day prior to the finals. This mandatory meeting should include the announcers, television crew, NCAA Wrestling Committee people in charge of this area, LOC individuals assigned to this area, facility crew, security crew, etc.

2. Determine if LOC has the following:
   a. Official photographer needed for awards presentation (awards order form must be provided).
   b. Color Guard.
   c. Weight Class sign carriers.
   d. Special Awards presenters.
   e. Award feeders and awards box volunteer providers needed.
   f. Map out the parade taking television into account and communicate to all parties including the color guard and a diagram of awards ceremony and finalist introduction procedures.
   g. Have staging area for the individual placers just prior to their weight class.
   h. Have announcer cue the place winners to report to the awards area well ahead of time (encourage coaches at the coaches meeting to get their student-athletes to the staging area on time).
   i. Be sure the announcer stays in cue with the presenter.
   j. Determine the time and order of the awards to be presented.
   k. Have the proper placement of awards stand and staging area relative to traffic flow (Awards stand secured and opposite the tunnel entrance).
   l. Determine the time and order for allowing photographers beyond the official photographers to have access to take photos.
   m. Be sure the award recipients all receive forms that allow them to order photos (include forms in the registration packet and in each awards box).
   n. Work out the drug testing conflicts (if applicable)
   o. Be sure to enforce the uniform-warm-up and no hats and no jewelry rules.
   p. Be sure the announcer’s cue the individual champions for a photo shoot at the conclusion of the awards ceremony.
   q. Be sure the LOC has the proper reserved floor seating necessary for all workers and volunteers.
   r. Be sure there is adequate seating at the head table for the entire tournament for the members of the NCAA Wrestling Committee, NCAA Staff Liaisons and National Coordinator of Officials, including for the championships finals. Also, be sure there is adequate reserved floor seating separate for the officials.
# Appendix D

## 2017 NCAA Division II Wrestling Championships

### Schedule of Events

<table>
<thead>
<tr>
<th>Day/Time</th>
<th>Event</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, March 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 a.m.-11 p.m.</td>
<td>Registration/Entry Verification/Credential Issue</td>
<td>Team Hotels</td>
</tr>
<tr>
<td>2-8 p.m.</td>
<td>Practice Area/Training Room Open</td>
<td>CrossPlex (HOTELS?)</td>
</tr>
<tr>
<td><strong>Tuesday, March 7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 a.m.-11 p.m.</td>
<td>Registration/Entry Verification/Credential Issue</td>
<td>Team Hotels</td>
</tr>
<tr>
<td>Noon-5 p.m.</td>
<td>Practice Area/Training Room Open</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>Noon (eastern)</td>
<td>Deadline for Late Replacement Registration</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>6-9 p.m.</td>
<td>Opening Ceremonies (Official Travel Party Only)</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Wednesday, March 8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-10:30 a.m.</td>
<td>NCAA Division II Wrestling Committee Meeting/ Facility Walk-Through</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>2-3 p.m.</td>
<td>Selected coach and student-athlete press conferences</td>
<td>CrossPlex or Convention Center</td>
</tr>
<tr>
<td>4-5 p.m.</td>
<td>NCAA Coaches Meeting (MANDATORY)</td>
<td>CrossPlex or Convention Center</td>
</tr>
<tr>
<td>5-6 p.m.</td>
<td>Division II Coaches Association Meeting</td>
<td>CrossPlex or Convention Center</td>
</tr>
<tr>
<td>10-8 p.m.</td>
<td>Practice Area/Training Room Open</td>
<td>CrossPlex</td>
</tr>
<tr>
<td><strong>Thursday, March 9</strong></td>
<td></td>
<td></td>
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<tr>
<td>9 a.m.–6 p.m.</td>
<td>Practice Area/Training Room Open</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>3 p.m.</td>
<td>Medical/Skin Checks (appointment only)</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>7-8 p.m.</td>
<td>Table Workers Meeting</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>7-9 p.m.</td>
<td>Coaches Hall of Fame Banquet (not NCAA sponsored)</td>
<td>TBD</td>
</tr>
<tr>
<td>9 p.m.</td>
<td>Officials Meeting</td>
<td>Officials Hotel – TBD</td>
</tr>
<tr>
<td><strong>Friday, March 10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 a.m.</td>
<td>Practice Area/Training Room Open</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>8:45 a.m.</td>
<td>Medical/Skin Check</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>9 a.m.</td>
<td>Weigh-Ins</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>Table Workers Meeting</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>11 a.m.</td>
<td><strong>Session I – 1st Round only</strong>, (80 matches), 6 mats, approx. 2 ½ hours</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Doors Open</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Staging for Grand March</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>5:15 p.m.</td>
<td>Grand March</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>6 p.m.</td>
<td><strong>Session II – 2nd Round Championship</strong>, 1st &amp; 2nd Round Consolation, 6 mats, (120 matches), approx. 3 ½ hours</td>
<td>CrossPlex</td>
</tr>
<tr>
<td><strong>Saturday, March 11</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 a.m.</td>
<td>Practice Area/Training Room Open</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>8:50 a.m.</td>
<td>Medical/Skin Check</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>9 a.m.</td>
<td>Weigh-Ins</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>9 a.m.</td>
<td>Doors Open</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>10 a.m.</td>
<td><strong>Session III – Championship Semi’s</strong>, 3rd Round Consolation, Consolation Semi’s, 3rd, 5th, 7th place matches, (90 matches), 4 mats, approx. 5 hours</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>4 p.m.</td>
<td>Meeting with Awards Presenters (If needed)</td>
<td>CrossPlex</td>
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<tr>
<td>5 p.m.</td>
<td>Doors Open</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>5:25 p.m.</td>
<td>Parade of all-Americans Staging</td>
<td>CrossPlex</td>
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<tr>
<td>5:40 p.m.</td>
<td>Parade of All Americans</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>6 p.m.</td>
<td><strong>Session IV – Championships Finals</strong>, (10 matches), 1 mat, approx. 2 ½ hours</td>
<td>CrossPlex</td>
</tr>
<tr>
<td>Team Awards Ceremony (immediately following Session IV)</td>
<td>CrossPlex</td>
<td></td>
</tr>
<tr>
<td>9 p.m.-Midnight</td>
<td>Closing Celebration (official travel party only)</td>
<td>CrossPlex</td>
</tr>
</tbody>
</table>
ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: __________________________________________________________________________ (the “Event”)

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

Participant’s Age: _____________

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

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

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

__________________________________________________________________________ or any subdivision thereof, and each of them, their officers and employees, (collectively, the “Releasees”), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant’s participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Indemnification and Hold Harmless: The undersigned also hereby agree to INDEMNIFY, DEFEND AND HOLD the Releasees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities including, but not limited to, attorney’s fees, arising from, or in any way related to, Participant’s participation in the Event, except for those arising out of the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

Permission to Use Likeness/Name: The undersigned further agree to allow, without compensation, Participant’s likeness and/or name to appear, and to otherwise be used, in material, regardless of media form, promoting the National Collegiate Athletic Association, and/or its championships, events and activities, including those of its representatives and licensees.

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of ________________ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

Signature of Parent/Guardian of Minor
(if Participant is under the age of 18)

Signature of Parent/Guardian of Minor
(if Participant is under the age of 18)
Each championship will receive a specified amount of bottled water, Powerade powder cups, coolers and ice chests. You will receive a letter from our office outlining the specific amounts you will receive.

If you would like to purchase additional product or soft drinks and are a Coke pour institution, please use the relationship you have with your local bottler. You do not need to contact the NCAA national office regarding additional product. Please note that this amount is to be listed on your final financial report. If you are a Pepsi pour school and would like the opportunity to purchase product, please contact Ryan Tressel for the appropriate forms and guidelines. In the event that you are purchasing small quantities of product, you should check your local grocer as these prices may be better than what the Coke local bottler can offer.

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

If you have any questions regarding any of this information, please contact Ryan Tressel (317-917-6316).
Championships Pairing Formula
Division II - Pairing Formula for the Championships

<table>
<thead>
<tr>
<th>Group A:</th>
<th>Group B:</th>
<th>Group C:</th>
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<tbody>
<tr>
<td>1 E</td>
<td>1 E</td>
<td>1 E</td>
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<tr>
<td>4 M 4 C 4 W</td>
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<tr>
<td>2 C 2 W 2 M</td>
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<tr>
<td>3 E 3 E 3 E</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E = Super Regional One - East
M = Super Regional Two - Midwest
C = Super Regional Three - Central
W = Super Regional Four - West

125  133  141
149  157  165
174  184  197
285 (HWT)

The NCAA staff liaison to the Division II Wrestling Committee will randomly select either Group A, B, or C on the Monday two weeks before the championships*. The group that is selected will be how the student-athletes in the 125-pound class will be placed into the bracket. For instance, if Group B is selected, the 125-pound class will be placed according to Group B, the 133-pound class will be placed according to Group C, the 141-pound class will be placed according to Group A, the 149-pound class will be placed according to Group B, etc. through the heavyweight class. This eliminates the need to seed the student-athletes and, as such, should eliminate any politics from the process.
TICKET BACKS

GENERAL GUIDELINES. The ticket back language should be placed on the back of the ticket stubs, but if it cannot be done (as is the case with some championships where this language may not appear due to cost factors - e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for the patrons to see, be included as an insert with the ticket mailing, etc. The patrons just need to be placed on notice about the restrictions.

Please note that the bold information in the middle of the document will need to be replaced with either just “no re-admittance” as is already listed, or delete the “no re-admittance” language as well and list the actual re-admittance policy in succinct terms if one is allowed at a given venue.

If you receive a request for a variance in the language listed below or if there is anything sport or venue specific that you would like to include on your ticket back disclaimer language, please consult directly with Jay Rossello on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., RazorGator), please also consult Mr. Rossello

The following disclaimer must be printed on the ticket-backs:

THIS TICKET IS A REVOCABLE LICENSE
USER ACCEPTS RISK OR INJURY

The ticket purchaser/holder ("Holder") voluntarily assumes all risk of property loss and personal injury arising during its use. Management may revoke the license and eject or refuse entry to the Holder for violation of ticket terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition 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 venue. 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 venue's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers) 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 to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event. 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. The NCAA may choose to relocate the event to another facility. The NCAA shall not be responsible for punitive, incidental, consequential or special damages. This ticket may not be sold above face value. No refunds or exchanges will be permitted. No readmittance. (NOTE: PLEASE FIND OUT READMITTANCE POLICY FROM YOUR VENUE IN ADVANCE OF PRINTING THE TICKETS. EITHER LEAVE "NO READMITTANCE" LANGUAGE AS LISTED IN THE LAST SENTENCE OR STATE THE VENUE POLICY IN A VERY CONCISE MANNER, IF IT DIFFERS. IF THERE IS A READMITTANCE POLICY, OBTAIN APPROVAL FROM THE SPORTS COMMITTEE). Access to the venue listed on the front of this ticket (or substitute venue) 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. Persons selling or reselling tickets in violation of any
applicable city, county or state regulations, ordinances or laws are subject to arrest and prosecution. 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.

TIMES ARE SUBJECT TO CHANGE.
ADDENDUM TO DIVISION II WRESTLING HOST OPERATIONS MANUAL
(FOR REGIONAL QUALIFYING TOURNAMENTS)

The following information is related to the differences in the operations of the NCAA Division II wrestling championships finals and the NCAA Division II wrestling championships regional qualifying tournaments. There are some major and minor differences that must be noted:

- There are no awards to be provided at NCAA-sponsored regionals and there also shall not be any awards ceremony at NCAA-sponsored regionals.

- The schedule of events at the NCAA Division II wrestling championships finals is clearly detailed and must be followed. However, the schedule of events at the NCAA Division II wrestling championships regionals is left up to the discretion of each regional host. Any major changes must be discussed with the committee chair and NCAA Championships manager. Various meetings must be planned and the coaches association also may hold functions in conjunction with the NCAA regionals.

- For the NCAA Division II wrestling championships regionals, mats and underlayment will be provided by the host institution. Mats and underlayment are provided by Resilite for the NCAA Division II wrestling championships finals.

- All officials for super regionals (along with finals) will be selected by the coordinator of officials (with consultation and final approval from the Division II Wrestling committee). It is recommended that each super regional’s officials be within driving distance. The number of referees is determined by the application of the formula of 1-1/2 referees per mat. If an uneven number of mats are being used, the number of referees shall be rounded up to the next whole number. Typically, at the NCAA Division II wrestling championships finals, eight out of the fourteen referees are from within driving distance and six are approved to fly.

- The information pertaining to the banquet/food card in the NCAA Division II wrestling championships manual for finals does not apply in the NCAA regional qualifying tournament.
Institution Challenging: ____________________________________________

Red Wrestler Name: __________________________ Institution: ____________

Green Wrestler Name: __________________________ Institution: ____________

Weight Class: ________________________ Bout #: ______________________

Challenge Issue: ___________________________________________________

______________________________________________________________

<table>
<thead>
<tr>
<th>(OFFICIAL CORRECT)</th>
<th>(COACH CORRECT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruling Confirmed:</td>
<td>Ruling Inconclusive:</td>
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<td>Error:</td>
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<tr>
<td>Official Signature</td>
<td>Official Number:</td>
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<tr>
<td>NCAA Committee Member Signature:</td>
<td></td>
</tr>
<tr>
<td>Elapsed Review Time:</td>
<td>__________________</td>
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</tbody>
</table>

*Please bring challenge form to the head table immediately at the conclusion of the match*