

2017 NCAA RIFLE CHAMPIONSHIPS
Participant Post Selection Checklist

- _____ Review Participants Manual. <http://www.ncaa.org/championships/national-collegiate-rifle>
- _____ (*For Team Qualifiers*) – **Noon Eastern, Monday, February 27** – Deadline to submit the team invitation and student-athlete designation form to Chad Tolliver (ctolliver@ncaa.org), Kim Giles (kgiles@ncaa.org) and Evan Derr (derr.51@osu.edu).
- _____ (*For Individual Qualifiers*) – **Noon Eastern, Monday, February 27** – Deadline to submit the individual invitation form to Chad Tolliver (ctolliver@ncaa.org), Kim Giles (kgiles@ncaa.org) and Evan Derr (derr.51@osu.edu).
- _____ **5 p.m. Eastern, Monday, February 27** – Deadline to make necessary travel arrangements to Columbus, Ohio with Short's Travel Management (866-655-9215).
- _____ **5 p.m. Eastern, Monday, February 27** – Deadline to submit the Important Contact Numbers document (Appendix A – Participants Manual) to Kim Giles (kgiles@ncaa.org) and Evan Derr (derr.51@osu.edu).
- _____ **5 p.m. Eastern, Monday, February 27** – Deadline to upload the following items to www.ncaachampionship.info (username: ncaaschools; password: ncaafpt):
- 1) High resolution JPEG head-shots of each student-athlete from your institution competing in the championships. The student-athletes name should be included in the file name.
 - 2) High resolution JPEG action images of your student-athletes from your institution that qualified for the championship.
 - 3) Institutional logo.
 - 4) Institutional fight song.
- _____ **11 p.m. Eastern, Monday, February 27** – Deadline to submit championships t-shirt orders at www.ncaateamwear.com.
- _____ **5 p.m. Eastern, Wednesday, March 1** – Deadline to submit [Elite 90 Award nomination forms](#) online.
- _____ **1 p.m. Eastern, Thursday, March 2** – Participate in a conference call with all participating coaches, team administrations, host institution, rifle committee and NCAA staff. Dial-In Number: 866-590-5055; Access Code: 6830661.
- _____ **Thursday, March 2** – Deadline to submit the Banquet Reservation Form (Appendix B – Participants Manual) to Evan Derr (derr.51@osu.edu).
- _____ **Friday, March 3** – Deadline to submit Student-Athlete Guest Admission Request (Appendix C – Participants Manual) to Phil Haynes (haynes.213@osu.edu).
- _____ **Friday, March 3** – Deadline to make hotel reservations at the Hilton Garden Inn Columbus – University Area (Sandra Perry – 614-586-4375; sandra.perry@hilton.com).