2017 NATIONAL COLLEGIATE
MEN’S AND WOMEN’S SKIING CHAMPIONSHIPS
HOST OPERATIONS MANUAL
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Introduction

Information in this document applies to both preliminary rounds and final site competition unless otherwise specified.

INTRODUCTION

On behalf of the National Collegiate Men’s and Women’s Skiing Committee, thank you for being an important part of the 2017 National Collegiate Men’s and Women’s Skiing Championships.

Administration of the National Collegiate Men’s and Women’s Skiing Championships is under the direction of the National Collegiate Men’s and Women’s Skiing Committee. The hosts play an integral part in the successful administration of the championships.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA National Collegiate Men’s and Women’s Skiing Championships. It is designed to use in conjunction with, not in place of, the National Collegiate Men’s and Women’s Skiing Championships Pre-championships Manual, which provides general policies for the regular-season and selections.

The host institution/conference shall appoint staff members to assume the positions of tournament director and media coordinator.

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee.

Definitions

Championships. Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (or National Collegiate champion in sports that do not have a separate division championship) in that sport.

Governing Sports Committee. The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division’s governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

Host Institution/Conference. An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sports committee.
**Local Organizing Committee.** A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the LOC.

**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.

**NCAA Championships Administrator.** The staff member(s) representing the NCAA championships and alliances staff assigned to serve as administrator(s) for a championship.

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

**Roles**

**Role of the Governing Sports Committee.** The NCAA’s core purpose, values and envisioned future provide the framework for all actions in the committee’s administration of the championship and its stewardship of the game. Within the framework and spirit of its charge, the governing sports committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division I Board of Directors.

**Role of the Host Institution/Conference.** The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.
The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.

**Role of the NCAA.** The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, will lead the planning efforts, management and execution of all NCAA championships. The NCAA will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, entertainment, fan and sponsor events, television programming, youth events, as well as many other aspects.

The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.
## 2016-17 NATIONAL COLLEGIATE MEN’S AND WOMEN’S SKIING COMMITTEE ROSTER

<table>
<thead>
<tr>
<th>Region</th>
<th>Name</th>
<th>Position</th>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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SECTION 1 – Alcoholic Beverages and Tobacco Products

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

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

SECTION 2 – Americans with Disabilities Act

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

SECTION 3 – Awards and Mementos

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MTM will send official NCAA awards to the tournament director approximately two weeks prior to the championships. When the awards arrive, the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

Official NCAA trophies will be awarded to the top four teams. Individual awards will be presented to the top eight place finishers in the Alpine and Nordic events. The host institution will receive four team trophies (first through fourth place), 17 championships watches for the first place team and 68 individual team trophies to be distributed to first through fourth place teams (17 per team), and 64 individual event trophies (eight per event). The individual team trophies are to be presented to the coach of the respective teams. Additional team trophies will be ordered by the national office at the conclusion of the championships. Upon receipt of the awards, the host must inventory each box to be sure all awards have been received and are not damaged.

Each participating student-athlete that advances to the final round of the national championships will receive a participant medallion (travel party and alternates not included). The host will be responsible for onsite distribution (i.e., packet pickup or registration).
**Awards Ceremony.**

The individual awards and flower ceremony be held at the same time on the same day as the event. The host shall provide flowers for the top three finishers in each event, while the NCAA will send awards for the top eight finishers. The top three finishers will receive their flowers the same time they receive their NCAA awards. For specific events, the giant slalom flower ceremony for women will be held right after the event is over and the men’s ceremony should be held right after that event is over. One slalom ceremony will be held after both genders finish competing. In Nordic competition, the individual awards will be presented to the first gender that competes and then the other gender (after both genders are finished competing). In addition, only the top eight student-athletes are to be called to the awards podium. Awards for the top four teams will be awarded following the presentation of individual awards of the final event on the last day. The host should ensure a public address system and podium is available for use during each awards ceremony. When receiving awards, student-athletes must wear uniforms in compliance with Rule 5.1.8 and Rule 10.7 of the NCAA Skiing rules book. Skiing equipment is not permitted on the awards stand. See Appendix A for awards ceremony procedures.

**Awards Barbeque.**

It is required that the host arranges an awards barbeque to be conducted immediately following the awards ceremony at the site of the final event of the championships. Invitees include participating student-athletes, coaches, institutional staff and volunteers. A fee may be charged for additional institutional personnel and others outside of the official travel party. Per NCAA policy, race officials are not permitted to attend the awards barbeque. The NCAA will provide $3,500 for the awards barbeque.

**Champions Locker Room Program.**

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team’s equipment manager.
- All winning team inquires about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.
Elite 90 Awards.

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. NCAA Academic and Membership Affairs and Championships staffs will determine the winner of this award for each championship and provide to the NCAA championship manager as well as the local host shortly before the championship begins. The winner’s name should not be released to the public until after they are publicly recognized. If appropriate, the championship manager can share the information with the coach of the winning student-athlete to make sure of that person’s attendance. However, they should not inform the student-athlete. The media coordination staff will typically send a template of a release and the logo to the SID of the winner’s institution on the morning of the announcement to allow them time to prepare.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst their peers and fans of the championship. In addition, information about this award winner may be included in local press releases about the championship and in public address and/or video board announcements during the championship.

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

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

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

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

Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA Tournament Operations point person.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meal.
- If video screens are available, the video slide or footage of the winning student-athlete provided by BSN may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help assure the winner’s attendance.
- If a photographer is at the student-athlete banquet or championship, a photo should be taken of the recipient receiving the award. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when the majority of participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically – it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete’s participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal which they are not participating in.
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
• The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other in-venue recognition
If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner Sports & Entertainment (VWSE) will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships administrator (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide VWSE the name of the winning individual and a headshot photo if a video board is used for the championship.

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

The recipient of the Elite 90 Award-for the (list year/championship here: 2017 NCAA Division II Baseball Championship), with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: Jane Doe of State University).

Press release
On the day the winner of the Elite 90 award will be publicly recognized, the NCAA Media Coordination staff will send out a standard press release template to the sports information director of the winner’s institution and to the championship manager. For selected championships, this press release will also be provided to national media by the NCAA Public Relations. If appropriate this press release may also be provided to the host for distribution to local media.

For more information on the Elite 90 award winners, log on to NCAA.com/elite90.

Ordering Additional Awards.
To order additional awards please go to http://www.mtmrecognition.com/ncaa/.

Student-Athlete Participant Awards.
Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships group will be responsible for selecting the participation awards that will be provided. The NCAA championship manager will work with the participating institutions regarding delivery of mementos following championship competition. Participant awards will not be distributed at the site of the championships.
SECTION 4 – Banquets

To celebrate and welcome all participating student-athletes and championship personnel, the host will provide a banquet (or other student-athlete recognition event) on the evening prior to the championship. The banquet location should be centrally located. Approximately 220-260 individuals will attend this function, including student-athletes, coaches, NCAA representatives and local organizing committee members. Per NCAA policy, race officials are not permitted to attend the banquet. The NCAA will provide a budget of $7,290 for the banquet (225 travel party, 8 NCAA committee members and personnel, and 10 host institutional personnel; total of 243 at $30 per person).

NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner Sports & Entertainment and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90 minute time frame should be used as a guiding template. Please note, that a 60 minute event is ideal and the event should not last longer than 90 minutes.

Run of show

Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)

Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA anthem video, DII or DIII branding video – optional)

Welcome/comments to student-athletes and guests from NCAA committee chair

Welcome/comments to student-athletes and guests from city/host institution

Dinner buffet lines open or plated dinner served

Guest Speaker (optional)

Comments by Head Coaches or Q&A with selected student-athletes (optional)*
Presentation of Elite 90 Award

Championship Video (if available)

Closing Comments (emcee with talking points from NCAA or NCAA chair)

- Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers

**Best Practices**
While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all of the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet, but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

**Sample Enhancements**
- Unique venue – a skybox club overlooking the host university’s football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts)
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities,
comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.

- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.)

- Favors unique to the sport or area – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing

- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes

- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.

- Event 1/Championship merchandise – sales booth or display area with order forms on-site

- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships)

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

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming)

- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes)

- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance

- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations

- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches’ association

- All final decisions on inclusion of coaches’ association awards, other presentations, scripts and presentors should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind

- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed
SECTION 5 – Broadcasting/Internet

Please see the NCAA Broadcast and Media Services information, located on the NCAA website at http://NCAA.com/broadcast.

NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. For preliminary or regional-round hosts that would like to develop their own championship websites, all content should be approved through Durenka Robie (drobie@ncaa.org; 317-917-6222).

SECTION 6 – Commercialism/Contributors

<table>
<thead>
<tr>
<th>Commercial Identification, Signage and Official Marks.</th>
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<tr>
<td>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.</td>
</tr>
</tbody>
</table>

No temporary banners, signs, displays or advertising shall be posted, hung or displayed in the facility during any session of the championship without the prior approval of the NCAA.

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

<table>
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<tr>
<th>Local Contributors.</th>
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<tr>
<td>Local sponsorship programs using the NCAA’s registered marks, logos, references to the championship (including tournament brackets) or game tickets, or involving any tournament function, are strictly prohibited unless specifically approved in advance by the NCAA.</td>
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<tr>
<th>Local Organizing Committee Hospitality.</th>
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<tr>
<td>If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g. location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC’s expense.</td>
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Other Functions. To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

**NCAA Corporate Partners.**
The NCAA administers a national corporate partner program, under the direction of the NCAA Championships and Alliances group, and has established guidelines pertaining to corporate involvement by these partners and local commercial entities. These guidelines are located on the NCAA website at:


The NCAA may request/require that certain areas of the competition site be made available for use by NCAA Corporate Champions or Corporate Partners (CC/Ps) for the purpose of marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

**NCAA Trademarks.**
When trademarks apply to products or services, they may be followed by the symbols ™ or “tm” or “sm” to show that it is a product or service trademark, although not yet legally registered, or ® to show that it is a product or service legally registered by the U.S. Patent and Trademark Office. When using either a trademark symbol in printed or online documents, use with the first mention of the trademark inside the cover or title page and then only on the first mention in the main text. The trademark symbol should not be used in a heading. If the first trademark mention occurs in a heading, use the symbol at first mention in the main text immediately after the heading.

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**SECTION 7– Drug Testing**

The NCAA is dedicated to fair and equitable competition throughout each round of championships and strongly supports the drug-testing program in order to safeguard the health and safety of the participating student-athletes.

**Drug-Testing Expenses.**
The proposed budget included in the site coordinator’s manual should be completed and submitted to the National Center for Drug Free Sport (Drug Free Sport) prior to the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug Testing Invoice upon completion of the championships for drug-testing related expenses. Receipts must accompany the invoice to receive reimbursement.

**Facility Specifications.**
Hosts must identify appropriate areas where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each area must accommodate the drug-testing crew, selected student-athletes and their institutional representative. Each testing area must have fully-equipped restrooms adjacent to or in close proximity to the testing area. Separate restroom facilities are required if
the championship includes both genders. These restrooms must be secure and closed to the public.

**Host Notification.**

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport.

The tournament manager and site coordinator will be notified no earlier than seven (7) days prior to the start of the competition as to whether testing will be conducted.

**Media Obligation.**

Each team is provided a postgame cool-down period. At the conclusion of the cool-down period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if applicable) or on the field of play. If a selected student-athlete is scheduled to participate in any postgame news conference, he/she is required to attend the news conference first. The student-athlete will be escorted to the drug-testing area after all of his/her media obligations have been fulfilled.

**Next Day Testing.**

If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than Noon (local time) at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning or for individuals being tested that need to remain at the facility after other team members have departed.

**Participant Notification.**

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

The drug-testing crew chief will notify the participating team’s representative no earlier than two hours prior to start of competition that drug testing will be conducted at the site.

**Seating.**

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

**Site Coordinator’s Responsibilities (Host).**

The tournament manager is responsible for designating an individual who has no other responsibilities in conjunction with the championships to serve as the site coordinator for drug
testing. This individual will work closely with Drug Free Sport and the drug-testing crew chief. The site coordinator’s responsibilities are outlined completely in the site coordinator’s manual.

**Confidentiality.** Keep testing information confidential at all times.

**Contact Information (team championships).** The site coordinator will provide official travel party and drug testing contact information to the drug-testing crew chief.

**Couriers.** The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with the student-athlete and escort him/her to the drug-testing area within 60 minutes of their notification.

**Drug-Testing Site Coordinator Manual.** The drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at [www.NCAA.org/drugtesting](http://www.NCAA.org/drugtesting).

**Escorts.** Assign two individuals (one per team) to serve as escorts for each game after which drug testing will occur. These individuals shall escort selected student-athletes and their institutional representative from the locker room to the drug-testing area.

**Facilities.** Review the facilities required for the drug testing area according to the site coordinator’s manual, paying particular attention to the possibility of next morning testing. At team championships, two testing facilities are required. Only the drug-testing crew, selected student-athletes, institutional representatives, site coordinator and witnesses will be allowed in the area. The drug-testing area shall not be identified with any signage.

**Fluids.** Arrange for a sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) for distribution in the drug-testing area to student-athletes, as designated in the site coordinator’s manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

**Meeting with Tournament Manager.** Meet with the tournament manager to discuss duties and budget development.

**Second Meeting.** Meet with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site:

**Assistance.** Assist drug-testing crew chief during testing.

**Confirmation.** Review the site coordinator’s copy of the NCAA drug-testing confirmation memorandum.

**Credentials.** The host will issue all-access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management or medical/athletic training is preferred.
Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.

Meet with Crew Chief. Meet with the drug-testing crew chief the day prior to the scheduled testing date.

Plans. Meet with the tournament manager to finalize plans.

Report. Submit drug-testing invoice (with receipts) to Drug Free Sport after the championships.

Transportation. Pre-arrange for transportation for student-athletes to and from the sports venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.

Transportation/Lodging (Drug-testing crew). The drug-testing crew chief will make arrangements for the crew’s transportation and lodging but may request the assistance of the site coordinator.

SECTION 8 – Facility, Equipment & Space Requirements

<table>
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<th>Neutrality.</th>
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<td>Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, hosts should not create a “home atmosphere” through the use of players on programs, displaying host institutional signage or similar measures.</td>
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<th>Alcoholic Beverages and Tobacco Products.</th>
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<td>Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).</td>
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Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue.

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<th>Americans with Disabilities Act.</th>
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<td>The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championships events. The host institution/conference is responsible for determining if the facility will be in compliance as of the dates of the championships. If the host institution/conference becomes aware that a facility hosting an NCAA championships event will not be in compliance, the host institution/conference shall immediately notify the NCAA national office staff member by November 1, if it will NOT be in compliance.</td>
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**Concessions.**

Food and beverage prices shall be no higher than similar events or primary tenants in the facility. The host should make every effort to ensure concessions are available at each venue.

**Data.**

The host should provide adequate data at both venues (Nordic and Alpine) for all internet, timing, and webstreaming needs throughout the entirety of the championships.

**Decorating and Advertising.**

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

- Television Banners (two)
- NCAA Radio Banners (one) (*These may be used to cover non-permissible signage.*)
- NCAA Banner
- Appropriate institutional (team) banners (authorized by NCAA representative)

**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 championships session or practices, other than NCAA, television 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. Championships 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.** The NCAA will provide video board content to sites which have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance.

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

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

No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.
Table Banner (site specific for finals). The NCAA will provide one banner for the scorer's table and one for the press tables (finals only) opposite the team benches. 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.

**Media Workroom.**

The media workroom should be equipped with an adequate number of telephones, wireless internet, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

**Official Notice Boards.**

Hosts should establish one board at each venue where the unofficial results and disqualifications shall be posted. In addition, temperature reports and other vital information shall be posted in this area.

**Parking.**

Specific parking areas should be designated for team vehicles and NCAA committee members. This information should be included in the participant information mailings.

**Race Information.**

The host shall designate an area that will be accessible to the general public, parents, etc., for distribution of start orders and other pertinent materials. This area should be promoted in the advance information provided to the schools. In addition, this site shall be promoted during championships registration.

**Registration.**

A registration area must be set up to handle the distribution of materials at the race headquarters throughout race week at appropriate times. This area will serve as the initial registration location for all teams when arriving at the site. Open hours should include one hour prior to all coaches meetings. An information board may be located in the headquarters for the coaches to view.

**Race Packet (received at registration)**

- Schedule of events.
- Training times (Alpine and Nordic).
- Key contacts with cell phone numbers.
- Waxing facilities (on site and hotels).
- Maps of area.
- Dining opportunities.
  - Team meal plans
  - Local restaurants
- List of participants and coaches.
- List of where teams are staying (hotels and phone numbers).
- Credentials.
- Parking passes.
- Wireless hot spots.

### Scoreboards.
Scoreboards should be located at the start and finish areas for listing of times. The scoreboard should be located as close to the finish area as possible. Proper radio communication should be established between the scoreboard and the timing house. Use of electronic scoreboards is encouraged.

### 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 championships site, especially in the competition area within camera angles, and all related championships 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 your NCAA championships manager. Materials containing NCAA marks and logos may not be sold.

### Timing Systems.
The host shall have an electronic timing system and appropriate backups for each event. The host shall also ensure that appropriate video review equipment is available for the championships.

### Unofficial and Official Training.
The race courses, including the start area, lap area, and the finish area, must be clearly marked and completely prepared for the official training day(s) for the competition. Start signs, Finish signs, Lap signs, directional arrows and kilometer markers must be in place for the official training day(s). The course shall be marked for unofficial training days with directional arrows in place.

### Warm-Up Areas.
For Nordic and Alpine events, a warm-up area must be available on race mornings that provides sufficient length and similar terrain. This warm-up area must be groomed in the same condition as the race course.

Warm-up tracks must be provided. Tracks separate from the race course are preferable. Separate warm up tracks should be clearly marked and must be separated from the competition course. Warm up areas in low snow circumstances fall to the decision of the jury. At no time will designated warm up areas allow skiing backwards on the race course. Cutoffs for on-course warm up areas are highly encouraged, but must be clearly marked closed during competition.
Water, Cups and Coolers. (Final site only)

The NCAA will provide certain championships equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. Each championship will receive information from the NCAA pertaining to any equipment that will be provided.

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided at team benches (if applicable) for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. No other cups, cans, coolers or water bottles may be used courtside or in the media areas during championships in which such equipment is provided by the NCAA. If applicable, the host institution/conference may retain the coolers, cooler carts and ice chests after the competition. Participating teams may retain the water bottles and bottle carriers after the competition.

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) for any NCAA championship, even if the competition offers product for free or at a reduced cost. The championship budget will cover the purchase of Coca-Cola beverage products.

All final sites will receive POWERADE branded equipment and product.

If a championship also receives POWERADE branded squeeze bottles, they should be provided to all student-athletes. Non-POWERADE branded squeeze bottles brought by teams/student-athletes will not be allowed.

Coca-Cola will provide a bottled water product (e.g., Dasani), POWERADE powder, and when applicable, POWERADE in bottles. Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. Equipment carrying any branding other than POWERADE, however, will not be permitted on the sidelines during NCAA championships.

The POWERADE branded equipment must be used and should be positioned in all areas – specifically on or near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). The POWERADE and water products must be made available in any/all areas as referenced above.

On the sidelines and within the competition area, all product should be consumed from the NCAA-provided POWERADE branded water cups or water (squeeze) bottles only.

The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

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 Tyrone Lockhart (men’s manager) or John Baldwin (women’s manager) 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.

The host may use previously supplied equipment from the NCAA, specifically red POWERADE, equipment; however, they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

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 DASANI equipment.

**Waxing Facilities.**

It is preferred that waxing areas be in a central location to the lodging venues used by the teams (e.g., basement of condominiums, garages of condominiums). Waxing facilities are required at the Nordic venue and recommended at the Alpine venue. The facilities should be secure, vented, heated and lighted in a manner that would permit the teams access as early in the morning as possible (no later than 7 a.m.) and until as late as possible (no earlier than 11 p.m.) each night. It is recommended that waxing areas have floors and partitions to separate spaces for teams. There should be eight 10 x 15 tents or the equivalent square footage available.

It is recommended that there is enough power to handle 40,800 watts of power.

Heat Guns – 1200 Watts x 24 = 28,800
Irons – 500 Watts x 24 = 12,000
TOTAL – 40,800

Therefore, there should be at least two 25,000 Watt generators or three 20,000 Watt generators.

Note: For the Nordic events, teams may ask to open the waxing areas prior to 7 a.m. Hosts are encouraged to consider opening at 6 a.m. or earlier on race day.

**Wax Testing Areas (Nordic).**

Ski testing tracks must be provided. Tracks separate from the race course are advisable, but portions of the race course may be used for ski testing. For classic competitions, a significant uphill with tracks should be provided for testing. If ski testing will be allowed on course, 1) it must be open only to properly accredited coaches during competition; 2) cutoff loops for on-course ski testing are strongly advised; and 3) at no time will backwards skiing on the race course be allowed.
SECTION 9 – Financial Administration

Audit.
Sites will be randomly selected for financial and box office audits following the championship.

The NCAA will make best efforts to notify sites selected for audits within 30 days after the submission of financial reports, but reserves the right to audit a site up to one year after the championship. Facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information on the host financial report.

Committee Expenses.
The host institution will only be responsible for the lodging expenses incurred by committee members and will be reimbursed by the NCAA via the final financial report. Committee lodging expenses MUST be listed in the submitted budget. The proposed budget/financial report is available at http://championships.ncaa.org/.

Deadline.
The host institution, within 60 days after the competition, must file the “Financial Report” section of the proposed budget / financial report form. The skiing committees may assess a financial penalty against the host institution for failure to submit the financial report within the 60-day time frame.

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 www.NCAA.org/drugtesting (NCAA.org/About Us/Health and Safety/Policy).

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

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

NCAA Skiing Committee. Room and tax shall be direct billed to the host institution and be reimbursed via budgeted disbursements on the final financial report. Committee members will be responsible for their own 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 through TES.

**Approval of the Budget.**

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championships.

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

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

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

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**SECTION 10 – Game Management**

**Games Committee.**

The games committee shall be comprised of the National Collegiate Men’s and Women’s Skiing Committee.

**Results.**

Daily results shall be prepared in three categories: 1) event specific; 2) team by team; and 3) points earned by team in each discipline and gender. Results should be posted as soon as
possible following the conclusion of the race. The following provides the format for the team standings report:

NATIONAL COLLEGIATE MEN’S AND WOMEN’S SKIING CHAMPIONSHIPS

TEAM STANDINGS

<table>
<thead>
<tr>
<th>RANK</th>
<th>SCHOOL</th>
<th>MFS</th>
<th>WFS</th>
<th>MGS</th>
<th>WGS</th>
<th>MCL</th>
<th>WCL</th>
<th>MSL</th>
<th>WSL</th>
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</table>

Top 3 Breakdown Standings
Men’s Standings – schools listed by points in men’s events.
Women’s Standings – schools listed by points in women’s events.
Alpine Standings – schools listed by points in Alpine events.
Nordic Standings – schools listed by points in Nordic events.

Results to NCAA website.

A primary responsibility of the SID is to report the results according to the following procedures:
• During the championships and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to the NCAA official website. Please email a copy of results 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 (division, championship and round) in the SUBJECT area.
  • Paste the text directly into an email or send email as an attachment in an MS Word document or Windows Notepad text document.
  • Please convert photos to JPEG format and attach to the email.

Start Lists.

Hosts should be prepared to present electronic copies of the start lists soon after each draw meeting. Every effort should be made to have a professional and clean look to the start lists and results packet (i.e., include individual institutional and NCAA logos).

SECTION 11 – Insurance

Host institution must maintain and provide proof of at least $1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate
must be submitted to NCAA prior to competition. State institutions subject to state governing
tort laws are permitted to provide proof of limited liability under state laws instead of GL
coverage. (This is the minimum requirement per NCAA bylaws).

The venue must maintain and provide a minimum of $1 million in general liability insurance on
an occurrence form for Bodily Injury and Property Damage, including Products Liability
(including completed-operations coverage), coverage for contractual liability, independent
contractors, and personal and advertising injury. Coverage cannot exclude liability arising from
athletic participation, spectators, alcohol, or food-borne illness. The NCAA must be named as
an additional insured.

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

SECTION 12 – Lodging

The host institution, in conjunction with NCAA staff, is responsible for identifying a
headquarters hotel and an appropriate number of hotels/condominiums for use by the teams
in close proximity to the race venues. Approximately 200 beds will be required for the coaches
and student-athletes. Hosts should note that most teams prefer to stay in condominiums.

Members of the committee not traveling with a team and the NCAA championships manager
will need accommodations at the headquarters hotel. The host institution shall make these
arrangements after consulting the NCAA championship manager.

Merchandising.
The hotel understands that the NCAA exclusively will have first right of refusal to sell products
licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right,
the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a
secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA
guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales
from the hotel location. Net sales are defined as gross sales minus sales tax and credit card
fees. The percentage rate will be a pre-determined, non-negotiable rate included in the
contract between the two parties, except as specified in the following sections.

SECTION 13 – Media/Credentials

Championships Records.
NCAA championship records are available in PDF format at NCAA.org. Hover over the
appropriate division (Division I, Division II or Division III) on the home page and click “Statistics.”
Scroll down the page to the Championship Records section and click on the appropriate sport.
**Coaches Bibs (Nordic).**

Coaches bibs will be provided for trail access. The bib must be worn at all times on race days. Nordic coaches will be provided bibs based on the following formula:

<table>
<thead>
<tr>
<th>Nordic Competitors</th>
<th>Total Coaches Bibs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>3</td>
</tr>
<tr>
<td>3-6</td>
<td>4</td>
</tr>
</tbody>
</table>

**Copy Services.**

The host should provide a copy machine capable of providing high speed, dual-sided collated copies.

**Credentials.**

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA will provide credentials for the skiing championships.

**Credential Boards.**

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

**Credential Language.**

The conditions placed on the use of credentials can be found at [http://www.ncaa.com/credentialterms](http://www.ncaa.com/credentialterms). These conditions should be printed on the back of the credential and posted.

**Credential Qualification and Acceptance.**

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

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

**Final Results Books and Statistics.**

The media coordinator should include quotes from any individual champion(s) as well as from the head coach of the team champion. It is preferred to also include quotes from a student-athlete of the team champion and the head coach of the second-place team. The final book also may include a cover sheet, recap, postgame notes, and/or a play-by-play summary.

The host institution shall provide complete statistics of all NCAA championships competition.

**Internet Policy.**

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships. The NCAA and its partners owns the Internet rights to all of its championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance. Once it is determined that neither the NCAA or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Mark Bedics, NCAA associate director of championships and alliances (mbedics@ncaa.org).

**Championship Website Guidelines**

NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. For preliminary or regional round hosts that would like to develop their own championship websites, all content should be approved through Durenka Robie (drobie@ncaa.org; 317-917-6222).
Lift Tickets/Passes.

Lift tickets will be provided by the host institution for all members of the official travel party for Alpine and Nordic competitors for all official training and competition days. No other lift privileges such as cutting lines or other unethical practices are expected. Each competitor must wear championships credentials and daily tickets in a conspicuous spot on the outermost garment.

Alpine competitors and coaches will be provided lift tickets based on the following formula:

<table>
<thead>
<tr>
<th>Alpine Competitors</th>
<th>Coaches</th>
<th>Total Number of Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>2</td>
<td>3-4</td>
</tr>
<tr>
<td>3-6</td>
<td>3</td>
<td>6-9</td>
</tr>
</tbody>
</table>

The host institution and mountain staff must determine how Nordic skiers will gain access to the Alpine events.

The NCAA will provide a chart that lists banquet, trail passes and lift tickets that will be complimentary for each team.

Media Accommodations.

Hotel
If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact at the hotel whom they can call to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

Meals
Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

Parking
Media parking is desired at each site, and required at most. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

Work Room
If necessary, a media work room should be designated at each site, where media members can file stories following competition. The work room should be equipped with telephones, high speed internet lines and/or wireless internet access. In addition, the room should have an adequate amount of seating and electrical outlets.

Each school’s media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.
Media Guides and Postseason Guides.

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site. The media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

Officiating Questions.

If it is deemed necessary to get an interpretation from an official regarding a specific play or occurrence during a contest, a “pool reporter” shall be named by the NCAA media coordinator or championships staff member, or in the absence of one, the host media coordinator. Interpretations are not given if the situation in question is a judgment call.

The pool reporter shall accompany a member of the sport committee to the official’s locker room to receive an interpretation in order to enhance the public’s understanding of activities that occurred during the contest.

In most cases, the head official will provide the interpretation on behalf of the officiating crew. In the instances in which a playing-rules liaison, secretary-rules editor or the coordinator of officials is onsite, they are able to answer the questions instead.

The host or NCAA media coordinator will be responsible for disseminating the information to the rest of the media present. In most cases, the media coordinator should designate either the reporter from the Associated Press or the local newspaper as the pool reporter.

Personnel.

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA cannot pay any expenses. All volunteers should be a minimum of 18 years or older and may not be employees of professional sports organizations. It is preferred that all media coordination volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator’s knowledge of the area media will help with advance planning.

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
• Internal PA – Announcer for the media.
• Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
• Note Takers – Compiles worthy notes during and after the game or day.
• Photo Marshall - Makes sure photographers stay in appropriate places. Hands out photo armbands, if necessary.
• Press Conference Moderator - Introduces players and coach; directs questions from media.
• Quote Takers – Records postgame quotes from the press conference. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coaches and student-athletes.
• Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (e-mail, fax, etc.).
• Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
• Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
• Stat Crew – Records the official stats.
• Team Escorts – People to escort the coaches and student-athletes to the postgame press conference.

**Photographers.**

An on-course media coordinator shall assist in positioning photographers on the hill so as to provide a safe racing environment for the Alpine skiers.

For additional questions regarding championship photography, please contact Levida Maxwell by email (lmaxwell@ncaa.org) or phone 317-917-6356.

**Post-competition Interviews.**

All coaches and student-athletes must be made available for post-competition interviews following the “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Assistant Coach’s Interview. An assistant coach is permitted to participate in a radio interview on the head coach’s behalf prior to the expiration of the cooling off period.

Equipment. The host institution shall provide all the necessary equipment (microphones, multiplex, adequate lighting) for the media room.
Facility Coordinator. Host media coordinators must designate an interview room at the facility and an individual to coordinate the activities in it.

Moderator. At the skiing championships, there is typically no need for a moderator or formal press conference.

Obligation of Coach. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10 minute cooling off period expires. The coach cannot delay a post match interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in a special interview.

Players and Coach. The SID representing each participant shall escort the coach and players to the interview area.

Quotes. Quotes should be used for the recap story, which should be generated by the host SID.

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<thead>
<tr>
<th>Social Media/Blogging Policy.</th>
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<tr>
<td>A credentialed media member may blog or provide updates via social media during any NCAA championship event, provided that such posts do not produce in any form a “real-time” description of the event (i.e., any simulation or display of any kind that replicates or constitutes play-by-play of a material portion of an event, other than periodic updates of scores, statistics or other brief descriptions of the event) as determined by the NCAA in its sole discretion. If the NCAA deems that the credentialed media member is producing a real-time description of the contest, the NCAA reserves all actions against the credentialed media member, including but not limited to the revocation of the credential.</td>
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**SECTION 14 – Medical Procedures**

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<th>Concussions.</th>
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<tr>
<td>The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.</td>
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</table>

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A
student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

**Medical Procedures.**

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

**Student-Athlete Medical Disqualification.**

As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete’s participation will not expose other participants to a significantly enhanced risk of harm. The student-athlete’s team physician can determine whether an individual with an injury, an illness or other medical condition (e.g., skin infection, pregnancy) should continue to participate or be disqualified. In the absence of a team physician, the NCAA tournament physician, as designated by the host school, has the unchallengeable authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, the tournament physician has the final decision regarding participation by the student-athlete. The chair of the governing sports committee (or a designated representative) should be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

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**SECTION 15 – Meetings/Schedule of Events**

**Draws.**

A coaches representative and alternate are drawn for each event.

Draws will be made in accordance with the pre-championships manual. All draws will be double blind draws.

Before the draw begins, an announcement will be made for coaches to check the board and make any changes regarding his/her team. Changes should be given to an official to change and
announced to the other coaches.

Names should be posted on a board or projected on a screen to be seen by coaches and officials attending the draw and should be prepared prior to the start of the meeting. Official running orders should be made available and posted at the earliest time after the meeting. Racing bibs should be handed out after the draw meeting.

**Meeting Rooms.**
A coaches meeting will be conducted late afternoon Monday, Tuesday, Wednesday, Thursday and Friday at a meeting place in a central location. This meeting room should be set for 75, with a head table for 10 (skiing committee and race officials). The seed boards should be located at the front of the room and tables for bib distribution and refreshments should be in the rear of the room. Microphones should be included if needed.

**Schedule of Events.**
The committee will approve the schedule of events (Appendix B).

**SECTION 16– Merchandise**

**Administration.**
The NCAA licensing department has oversight for the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; dclendenin@ncaa.org).

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

**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 [http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list](http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list).

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

The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year’s championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.

**Reordering Process.**

The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

**Team Orders.**

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

Once a team is selected, a memo will be sent to each participating institution with information on how to preorder championship apparel.

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**SECTION 17 – Officials**

The host institution shall submit to the committee a list of officials for the championships. The committee will approve this list as soon as it is available.

In Alpine events, the start and finish referees, technical delegate, referee, chief of race and course setters all must be certified. Gatekeepers are considered officials and must be properly trained. In Nordic events, the technical delegate and assistant technical delegate must be certified and all other race officials must be properly licensed and trained.

**Hotel.**

Officials’ hotel rooms and tax is the responsibility of the host and should be included in the host’s budget. Officials are responsible for incidental charges.

**Transportation, Fees and Reimbursement.**

Officials must be within driving distance to the competition site; airfare will not be reimbursed. The only exception to this policy is for the TD, in the event that they are assigned directly by the USSA and are not local. The following are the number of officials to be selected: two chief timers, two chiefs of races, two technical delegates, one referee (Alpine), one assistant
technical delegate (Nordic) and two chiefs of course. Specific job descriptions are indicated in the skiing rules book.

Two chief timers, two chiefs of races, two technical delegates, one referee (Alpine), one assistant technical delegate (Nordic) and two chiefs of course shall each be paid $400 plus mileage; not including local transportation. These officials will be provided a $45 per diem plus lodging expenses not to exceed single room rate and taxes (excludes incidentals).

The host shall be responsible for securing three or four super gatekeepers (see page 18 of the NCAA skiing rules book), for slalom only, that are referee level I certified. Each super gatekeeper will be paid a maximum of $100, one day per diem at $45 and mileage, if necessary. Housing must be preapproved by the NCAA championships manager. The cost to the championships operations budget shall be a maximum of $600. In Nordic, the host shall provide one controller for each kilometer of the course.

The host shall directly pay officials through the host budget, which is reimbursable by the NCAA following the championships.

SECTION 18 – Participating Teams

The NCAA will provide the host with a participant manual template. The final participant manual must be submitted to the national office for final approval. The NCAA will post the manual on its website at www.ncaa.org.

SECTION 19 – Programs

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

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

<table>
<thead>
<tr>
<th>Content/Editorial.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMG College Responsibilities</strong></td>
</tr>
<tr>
<td>Responsible for all program production, including editorial content, layout and design, advertising, and printing.</td>
</tr>
</tbody>
</table>

| **Host Responsibilities** |
| Media contact should provide IMG College with text and photos for editorial pages about host institution/venue/city, if requested by IMG College. |

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler (doug.iler@img.com).
Supplemental Printed Materials.
At championships sites where a digital program is available, IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

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

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

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

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

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

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

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

SECTION 20 – Promotions, Marketing and Fan Engagement
The host institution should designate a marketing contact or marketing team for the championship. This person should be familiar with marketing strategies that have worked in the community to sell tickets and drive attendance. It is the primary responsibility of the marketing contact to work closely with the NCAA Championships Marketing contact to create and implement the championship marketing plan. While many host institutions may have a marketing contact in the athletic department, this individual may also be from the local
organizing committee, convention and visitor’s bureau, sports commission or a combination thereof. Contact information for the designated marketing contact(s) should be submitted through the Key Contact portion of the Host Reporting System.

<table>
<thead>
<tr>
<th>Expectations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.</td>
</tr>
<tr>
<td>• Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.</td>
</tr>
<tr>
<td>• Map out the timeframe to market the championship.</td>
</tr>
<tr>
<td>• Determine how to best use the marketing materials provided by the NCAA.</td>
</tr>
<tr>
<td>• Establish grassroots initiatives to implement in your local and regional communities.</td>
</tr>
<tr>
<td>• Explore opportunities with traditional media (print, radio and television) in your area.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marketing Plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championship Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the Championship Marketing contact prior to implementation. A marketing plan template may be found in Appendix F.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Championships Online Marketing Website.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at <a href="http://www.NCAChampspromotion.com">www.NCAChampspromotion.com</a>.</td>
</tr>
</tbody>
</table>

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship you are hosting. **The reimbursement amount is separate from and in addition to the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

- PRINT
  - Poster
  - Flyer
  - Print Ad
  - Table Tent
• DIGITAL
  o Email blast
  o Banner
  o Social Media Graphics
• OUTDOOR
  o Billboard
  o Banner
• RESOURCES
  o Marketing Best Practices
  o Social Media Guidelines

If you have artwork needs and/or sizing which may not be available on the NCAA Online Marketing Website, you may submit a special request through the website. Any additional questions can be directed to ncaachamps(promotions@ncaa.org).

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

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

*Please note, a limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Online Marketing Website.

Television/Video and Radio Ticket Spots. 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.

• All spots are available for download via the NCAA Online Marketing Website.
• Spots may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
• Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, TV commercials, videoboards, etc.).
• The video/television spot is available for download in the following file types:
  o HD: apple ProRes LT (104 mbps)
  o SD: dv25(25 mbps)
  o Web proxy: .mp4 (1.5 mbps)
Radio Spot
- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

Ancillary Events.
The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor’s bureau) elect to stage such activities, the following policies shall apply:
- All plans must be approved in advance by the NCAA
- NCAA marks, logos, name or references to the championship or tickets may not be used
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P)
- Such an activity may not take place on property controlled by the competition venue

No entity may contact NCAA CC/Ps directly. All such contact shall be directed through the NCAA staff.

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

In-Venue Entertainment.
NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged, excited and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are discussed below. All forms of in-venue entertainment should show no bias toward or against any participating team, should be appropriate and in good taste, should have no links or resemblance toward gambling and may not include any commercial recognition (unless it is approved recognition of an NCAA corporate champion, partner or official equipment supplier). Please discuss any forms of in-venue entertainment which you would recommend with your NCAA staff point person for suggestions and approval.

Break in action contests or promotions
Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased or non-sponsored versions of these promotions to use during NCAA championships. Guidelines and ideas for consideration:
- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier)
- Must be appropriate and in good taste
- Must fit safely within given time constraints with no chance of interfering with the competition
- No links or resemblance to gambling
- Participants must be randomly selected
• No bias toward or against any participating team
• Campus and venue rules must be considered when developing the contest or promotion
• NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted

National anthem singers
Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized celebrities or groups to sing the national anthem (e.g. recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration:
• National recording artists often require very substantial fees once their management and/or booking agents become involved
• Local groups or personal contacts who could provide this service at no cost are recommended
• No bias toward or against any participating team (e.g., performers should not wear the jerseys of a participating team)
• A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier)
• Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer

Youth sport team recognitions
The introduction of local youth sport teams on-field before NCAA championships can often add excitement, tie in the community, provide additional PR and help drive attendance through not only the youth athletes, but also their parents, family and friends. This is encouraged if it is appropriate for the championship. Guidelines and ideas for consideration:
• Must be unobtrusive to the competition and allotted warm-up time for the student-athletes
• Youth teams recognized should be younger than high school age to avoid any possible recruiting concerns
• Must not include any commercial recognition (unless approved by the NCAA)
• The youth group being represented must provide chaperones, transportation, permission forms and assume all supervision of the youth teams while they are at the championship
• The host should provide detailed information to the youth group regarding parking/drop off procedures, entry to the stadium, meeting location, instructions for the presentation, seating after the presentation, etc.
• The host should provide on-field staff or volunteers to guide the youth group through the presentation

Enhanced team introductions
Examples of this could include: using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:
• Must be appropriate and in good taste
• Must fit safely within given time constraints with no chance of interfering with the competition
• No bias toward or against any participating team
• Should be discussed with the NCAA point person in advance

Musical entertainment
Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pre-game, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

Affiliated award recognitions
If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches’ association player of the year winner, coach of the year, etc.). Please consult with the NCAA point person to determine appropriateness.

Logo Guidelines.
The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions.

Military Involvement.
Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-bys, parachute teams, precision drill teams, etc.

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

Student-Athlete Autograph Sessions.
At many NCAA championships, an autograph session featuring the participating teams or individual student-athletes can be a significant fan enhancement. An autograph session allows fans to feel a greater connection with the student-athletes through brief, personal interaction provides lasting memories for young fans and may help create a greater overall impression of
the championship for both fans and participating student-athletes if conducted properly. Listed below are some elements to consider before deciding to conduct a student-athlete autograph session, a list of guidelines for an autograph session and a checklist of items needed for the autograph session.

**Elements to consider**

- **Number of fans** – will there be an adequate number of fans to support an autograph session and make it a positive experience for the participating student-athletes
- **Timing and location** – is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes’ preparation for or participation in the championship (e.g., after each semifinal match concludes, during a highly attended ancillary event surrounding the championship)
- **Equitable participation** – will all participating teams or individual student-athletes from various schools have equal opportunities to participate
- **Student-athlete experience** – this should be a positive experience for all participating student-athletes, so the amount of time they are signing should not be excessive (30-60 minutes); if certain student-athletes will need to sign shortly after they have been eliminated from competition this should be evaluated; the student-athletes overall time commitments for the day should also be evaluated
- **Visibility and promotion** – is the autograph session in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through in-stadium announcements, pre-promotion and signage to direct fans to it

**Guidelines**

- The host staff will have primary responsibility for coordinating and managing student-athlete autograph sessions and all staff, volunteer, equipment and logistical needs associated with them
- The host staff should work with the NCAA staff point person to determine if autograph session(s) are appropriate, for advice, approval of autograph session plans, look and collateral
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the volunteer coordinator, the facility rep, the event sponsor and/or fire marshal when appropriate
- NCAA (and NCAA Corporate Champion) branding for the autograph area may be provided, please check with your NCAA point person
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced
- 30-60 minutes in length
  - May be split so each team or different groups of individuals sign at separate 30-60 minute periods
  - If a large number of teams or individuals are signing simultaneously, it is recommended that they are split into separate autograph areas to accommodate more fans
- Student-athletes should wear game apparel or matching team issued warm-up gear
- Student-athletes should have easy access to autograph tables or be escorted by staff, volunteers or security to allow for ease of entry and exit
• One item signed per person to keep lines moving (use your own discretion if crowds are sparse)
• Photos with student-athletes discouraged or limited to keep lines moving (use your own discretion if crowds are sparse)
• Space for cue lines and separate exit points which do not interfere with regular venue traffic flow or flow between autograph areas
• Local Organizing Committee staff or volunteers allocated to each autograph area to help form cue lines, keep lines moving, refresh autograph materials, direct people to exits and cut off lines when necessary
• Any autograph materials provided to fans must be produced by or approved by the NCAA point person
• No local sponsorship of student-athlete autograph sessions will be permitted
• A sound system (and/or video board) which can be used in conjunction with the autograph session can be effective in communicating directions, recognizing sponsors and for keeping fans in line entertained with music (and/or video highlights)
• Consider how fans who do not want autographs can receive the poster or autograph card without standing in line, how teams will receive extra copies of the autograph item and how a sponsor could receive autographed items without standing in line

Checklist
• Autograph tables, including skirting (approximately 3 student-athletes per 8’ table)
• Chairs
• Autograph card or poster (provided or approved by the NCAA)
• Pens (Sharpie’s recommended)
• NCAA-provided branding items
• Zip ties, tape and other necessary items for affixing banners and signage
• Staff or volunteers (minimum of 2 per autograph area)
• Water or other refreshments for student-athletes (Dasani, Powerade or other Coca-Cola product when possible, otherwise unmarked)
• Security (if appropriate)
• Pipe and drape backdrop behind autograph tables (if appropriate)
• Bike rack or Tensa barrier for lines (if appropriate)
• Easels or other free-standing directional or student-athlete/team identification signs (if appropriate)
• Individual name plate/table tent identifying each student-athlete (if possible and appropriate)
• Floor tape to create arrows or lines on the floor (if appropriate)
• Tents to shade student-athletes (if appropriate)
• Rubber bands for posters (if appropriate)
• Announcements for emcee – instructional, NCAA branding, NCAA corporate champion or partner recognition (if appropriate)
SECTION 21– Safety and Security Plan

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

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

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

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

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

**Crowd Control.**

The responsibility for crowd control rests with the tournament manager or designated representative of the host institution/sponsoring agency. The athletics directors of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The championships announcer should read the following crowd control statement at least once during 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 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.

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such
instruments shall be removed from the spectator areas. Bands, or any component thereof, shall not play while the competition is in progress. The tournament manager is responsible for enforcing these provisions.

### 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.

### Personnel.

Adequate uniformed security personnel must be provided for the team benches, teams’ and officials’ locker rooms, working press area, postgame 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 director specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament director is responsible for reviewing all credentials with security personnel.

**Closed Practices.** A minimum number of uniformed security personnel should be assigned to the closed practices. They are responsible for assisting the committee representatives in ensuring that only those authorized by the coach (excluding media) are allowed in closed practices.

**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 director 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 personnel should be available to check credentials for those requiring access to the venue.

**Threats.** In the event a threat is received and time permits, the games committee should meet to discuss the potential problem; a decision would be made to implement the host institution/sponsoring agency’s or facility’s predetermined plan; make announcements, if necessary, and implement the plan.

### Inclement Weather.

The NCAA has made arrangements through Schneider Electric (WeatherSentry) to provide a lightning detection and weather monitoring system to all rounds of competition for spring championships. This system will assist the event management staff and the NCAA
representatives in case of inclement weather during the championship. Information will be provided to all hosts following selections.

Severe Weather Policy.
In case of severe weather, the host institution’s regular severe weather policy will be followed during all practices and games. Institutions with questions in establishing such a policy should refer to the NCAA Sports Medicine Handbook, guideline 1-E, Lightning Safety.

Prohibited Items.
The tournament manager and facility staff are responsible for enforcing the NCAA policies in this regard. Patrons may not bring the following items into the arena: alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers), cups, strobe lights and laser pointers. The facility may have additional restrictions on items that may not be brought into the arena.

Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public consumption at any championships event sponsored by or administered by the Association, nor shall any such beverages be brought to the site during the championships.

Irritants. "Irritants" include such items as oversized flags, banners or signs that may block the view of other patrons. The NCAA committee member/site representative is responsible for determining whether a specific item in this category represents an "irritant" to other patrons, whether content on banners is appropriate for all audiences and whether items should be prohibited.

Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, trainers, managers) during practice sessions and game competition, as well as during other championships activities (e.g., banquets, autograph sessions, press conferences, postgame interviews, etc.).

Spectator Photography/Video Cameras.
Still cameras are permitted in the facility. Parents and/or friends may videotape only their team's games without signing a consent form or obtaining prior approval from the NCAA. Camcorders must be handheld; no tripods or monopods are allowed. The videotapes may not be used for any commercial purposes (e.g., video clips could be used for an institutional banquet video, but could not be used for a highlight DVD sold to the public).

SECTION 22 – Transportation

Ground Transportation.
The NCAA has contracted with GO Ground to provide ground transportation management for all NCAA team championships. GO Ground will be responsible for securing buses and equipment within each local market. Participating institutions should be instructed to call GO Ground at 866-386-4951 to make arrangements for ground transportation needs. The online ground transportation portal can be accessed at www.gochampionships.com. The username
and password is the same as that used for the Short’s Travel portal. GO Ground will be responsible for communicating the arrangements to each participating institution.

For more information, please review the divisional travel policies located at http://www.ncaa.org/node/296

**Local Transportation for Teams.**

Local transportation is not reimbursable by the NCAA. Participating institutions are responsible for arranging their own local transportation and may do so using the NCAA provider, Go Ground Options, or a provider of their choice.

For more information, please review the divisional travel policies located at http://www.ncaa.org/node/296

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**SECTION 23 – Volunteers**

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

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

**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 championships.

**Waivers.**

Each volunteer must sign a waiver of liability before the start of the championships (see Appendix E). After the championships are completed, please collect all waivers and send them to the NCAA championships manager, where they will be kept on file for future reference.
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<th>No.</th>
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<tbody>
<tr>
<td>A</td>
<td>Awards Ceremony Script</td>
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<td>B</td>
<td>Proposed Schedule of Events and Event Rotations</td>
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<td>C</td>
<td>Travel and Itinerary Form</td>
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<tr>
<td>D</td>
<td>Participant Waiver</td>
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<td>E</td>
<td>Volunteer Waiver</td>
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<td>F</td>
<td>Marketing Plan Template</td>
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<td>Webstream Championship Guide</td>
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<td>H</td>
<td>A Host Guide to Championship Statistics</td>
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<td>I</td>
<td>Micro-site Guidelines</td>
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<td>J</td>
<td>Social Media Guidelines</td>
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Appendix A

NATIONAL COLLEGIATE MEN’S AND WOMEN’S SKIING CHAMPIONSHIPS

FLOWER/AWARD CEREMONIES

Wednesday, March 8

Ladies and gentlemen, the University of New Hampshire and the National Collegiate Men’s and Women’s Skiing Committee will present individual awards to the top eight finishers and flowers and awards to the top three finishers in each event.

Today’s presentations are for the men’s and women’s Giant Slalom events. Presenting the awards for today’s events will be _________________________________________________.

Women’s Giant Slalom (read name and institution)

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And the champion of the women’s Giant Slalom from [institution] ____________________________________________ is _________________________________________________________.

Men’s Giant Slalom (read name and institution)

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And the champion of the men’s Giant Slalom from [institution] ____________________________________________ is _________________________________________________________.


Thursday, March 9

Ladies and gentlemen, the University of New Hampshire and the National Collegiate Men’s and Women’s Skiing Committee will present individual awards to the top eight finishers and flowers and awards to the top three finishers in each event.

Today’s presentations are for the men’s and women’s Freestyle Nordic events. Presenting the awards today’s events will be _________________________________.

**Men’s 10k Classical** (read name and institution)

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And the champion of the men’s 10k Classical representing [institution] ____________________________ is _________________________________.

**Women’s 5k Classical** (read name and institution)

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And the champion of the women’s 5k Classical representing [institution] ____________________________ is _________________________________.

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*Appendix A*
Friday, March 10

Ladies and gentlemen, the University of New Hampshire and the National Collegiate Men’s and Women’s Skiing Committee will present individual awards to the top eight finishers and flowers and awards to the top three finishers in each event.

Tonight’s presentations are for the men’s and women’s Slalom events. Presenting the awards for tonight’s events will be ____________________________________________________________.

Women’s Slalom (read name and school)

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And the champion of the women’s Slalom representing [institution] ____________________________ is ________________________________________________________________.

Men’s Slalom (read name and institution)

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And the champion of the men’s Slalom representing [institution] ____________________________ is ________________________________________________________________.
Saturday, March 11

Ladies and gentlemen, the University of New Hampshire and the National Collegiate Men’s and Women’s Skiing Committee will present individual awards to the top eight finishers and flowers and awards to the top three finishers in each event.

Today’s presentations are for the men’s and women’s Classical Nordic events. Presenting the awards for today’s events will be ________________________________.

Women’s 15k Freestyle (read name and institution)

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And the champion of the women’s 15k Freestyle representing [institution] ________________________________ is ________________________________.

Men’s 20k Freestyle (read name and institution)

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<th>Institution</th>
<th>Name</th>
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<td>Seventh</td>
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<td>Second</td>
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</table>

And the champion of the men’s 20k Freestyle representing [institution] ________________________________ is ________________________________.
Before we begin the team presentations, we would like to thank the University of New Hampshire, Cannon Mountain and Jackson Ski Touring Center for hosting the 2017 National Collegiate Men’s and Women’s Skiing Championships.

The NCAA and the participating student-athletes would like to thank the people of Jackson and Franconia for their outstanding support this week.

Also, we would like to extend a special thank you to the many volunteers and local businesses that supported the events.

The team awards will be presented to the four teams garnering the most points this week from all eight events.

Presenting the team trophies are members of the NCAA National Collegiate Men’s and Women’s Skiing Committee.

Fourth place, compiling ____________ points this week, goes to _________________________________.
Would the team please step forward to receive the team trophy.

Third place, compiling ____________ points this week, goes to _________________________________.
Would the team please step forward to receive the team trophy.

Second place, compiling ____________ points this week, goes to _________________________________.
Would the team please step forward to receive the team trophy.

And now the 2017 National Collegiate Men’s and Women’s Skiing Championships trophy will be presented to the _________________________________.[nickname]
from _________________________________.[school].

Would the team please step forward to receive the team trophy.

Congratulations to all the participants. We hope to see you at the 2018 championships!
### Tentative Schedule of Events

#### Sunday, March 5
- **5 p.m. – 7 p.m.** Registration. *(Location)*
- **7 p.m.** NCAA Skiing Committee Meeting. *(Location)*

#### Monday, March 6
- **9 a.m. – noon** Eastern Region Official GS Training. *(Cannon Mountain)*
- **Noon – 3 p.m.** Western Region Official GS Training. *(Cannon Mountain)*
- **3 p.m. – 5 p.m.** Nordic Unofficial Training *(Jackson Ski Touring Center)*
- **5 p.m.** NCAA Skiing Committee/Officials Meeting. *(Location)*

#### Tuesday, March 7
- **8 a.m. – 2 p.m.** Nordic Official Training *(Jackson Ski Touring Center)*
- **9 a.m.** Men’s Giant Slalom: Run to completion. *(Cannon Mountain)*
- **Noon** Women’s Giant Slalom: Run to completion. *(Cannon Mountain)* *(Awards ceremony immediately following)*
- **4:30 p.m.** NCAA Skiing Committee Meeting. *(Location)*
- **5 p.m.** Mandatory Coaches Meeting. *(Location)*

#### Wednesday, March 8
- **8 a.m. – 2 p.m.** Training *(Location)*
- **9 a.m. – noon** Men’s 10k Classical; Individual start. *(Jackson Ski Touring Center)*
- **Noon** Women’s 5k Classical; Individual start. *(Jackson Ski Touring Center)* *(Awards ceremony immediately following)*
- **4:30 p.m.** NCAA Skiing Committee Meeting. *(Location)*
- **5 p.m.** Mandatory Coaches Meeting. *(Location)*

#### Thursday, March 9
- **9 a.m.** Women’s Slalom: First Run. *(Cannon Mountain)*
- **10 a.m.** Men’s Slalom: First Run. *(Cannon Mountain)*
- **1 p.m.** Women’s Slalom: Second Run. *(Cannon Mountain)* *(Awards ceremony immediately following)*
- **3:30 p.m.** NCAA Skiing Committee Meeting. *(Location)*
- **4 p.m.** Mandatory Coaches Meeting. *(Location)*

#### Friday, March 10
- **9 a.m. – 2 p.m.** Training *(Location)*
- **9 a.m.** Women’s Slalom: First Run. *(Cannon Mountain)*
- **10 a.m.** Men’s Slalom: First Run. *(Cannon Mountain)*
- **1 p.m.** Women’s Slalom: Second Run. *(Cannon Mountain)* *(Awards ceremony immediately following)*
- **3:30 p.m.** NCAA Skiing Committee Meeting. *(Location)*
- **4 p.m.** Mandatory Coaches Meeting. *(Location)*

#### Saturday, March 11
- **10 a.m.** Women’s 15k Freestyle: Mass Start. *(Jackson Ski Touring Center)*
- **Noon** Men’s 20k Freestyle: Mass Start. *(Jackson Ski Touring Center)*
- **2 p.m.** Team Awards Ceremony and Celebratory Barbeque. *(Location)*
2017 NATIONAL COLLEGIATE MEN’S AND WOMEN’S SKIING CHAMPIONSHIPS

REGISTRATION/TRAVEL ITINERARY/LODGING FORM

This form must be returned by Wednesday, March 1, 2017, for all competing institutions. Failure to meet this deadline will result in a $50 fine assessed by the National Collegiate Men’s and Women’s Skiing Committee.

Institution

Number of Skiers __________________________  Number of Coaches __________________________

Contact Person __________________________________________________________

Email Address ______________________________________________________________

Telephone ___________________________  Fax ___________________________

Student-Athletes

Men’s Alpine

1. __________________________

2. __________________________

3. __________________________

4. __________________________

Women’s Alpine

1. __________________________

2. __________________________

3. __________________________

4. __________________________

Men’s Nordic

1. __________________________

2. __________________________

3. __________________________

4. __________________________

Women’s Nordic

1. __________________________

2. __________________________

3. __________________________

4. __________________________

List All Coaches

1. __________________________

2. __________________________

3. __________________________

4. __________________________

5. __________________________

List All Administrators

1. __________________________

2. __________________________

3. __________________________

4. __________________________

5. __________________________

Travel Itinerary:

Arrival ___________________________

(airline/flight/time)

Departure ___________________________

(airline/flight/time)

Hotel ___________________________

Phone ___________________________
Assumption of Risk Release and Waiver

Event: ____________________________________________________ (the “Event”)

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

Participant’s Age: __________

In consideration for permitting Participant to participate in the Event, 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 SUIT the National Collegiate Athletic Association and its member institutions, and, if applicable, the owners or lesasers of the premises on which the Event takes place, 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 Vermont 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 Date

____________________________________________________
Signature of Parent/Guardian of Minor Date
(if participant is under the age of 18)

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

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

_____________________________________________________
Signature of Parent/Guardian of Minor Date
(if Participant is under the age of 18)
Host Information.

Date: __________________________________________________________________________

Name: ___________________________________________ Title: __________________________________________________________________________

Host Institution/Entity: __________________________________________________________________________

E-mail: ___________________________________________ Phone: __________________________________________________________________________

Host Marketing Team.
Host institution, venue and other (sports commission, CVB, etc.) marketing team members (names titles and contact information for all key contributors to your marketing efforts, including internal and external).

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Role</th>
<th>Contact information</th>
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</thead>
<tbody>
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</table>

Championship Information.

Division: I _____ II _____ III _____ National Collegiate ______

Gender: Men’s _____ Women’s _____ Mixed _____ Sport ________________

Championship Date(s): __________________________________________________________________________

Venue Name: __________________________________________________________________________ Event Capacity: ____________

Ticket Sales Information.
List all ticket package options – adult, youth, student, senior, group, family, etc. - and pricing including all-session, and single session, etc.

<table>
<thead>
<tr>
<th>Ticket Type</th>
<th>All-Session Price</th>
<th>Single-Session Price</th>
<th>Other Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
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<tr>
<td>Youth</td>
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<tr>
<td>Student</td>
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<tr>
<td>Senior Citizen</td>
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<td>Group</td>
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<td>Family</td>
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<tr>
<td>Other</td>
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</table>

Point of Sale Opportunities. Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.
**Target Markets.** Define your target market based on the dates and times of the championship games you are hosting. Your target market should be specific to your site and identified demographic target. Additionally, you should identify other target markets. Please list in priority order.

General demographics of your target market:
1. 
2. 

Specific target markets:
1. 
2. 

**Marketing Plan Objectives.** Outline your goals and objectives for the championship. Specifically, how do you plan to meet the ticket sales goal and key dates to meet those objectives?

**Host/LOC Resources:**

<table>
<thead>
<tr>
<th>Resources:</th>
<th>Host</th>
<th>LOC</th>
<th>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</th>
<th>Venue</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Name &amp; Size:</td>
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<td></td>
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<tr>
<td>Website Address:</td>
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<td>Video/LED Board:</td>
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<td>Print Publications:</td>
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</tbody>
</table>
**Marketing Plan.** Please outline your specific marketing strategies, including all traditional and non-traditional marketing efforts focusing on local, regional and national (if applicable) efforts.

<table>
<thead>
<tr>
<th>Details (describe activation)</th>
<th>Timeline/Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grassroots Efforts:</td>
<td></td>
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<tr>
<td>E-mail Blasts:</td>
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<td>Social Media:</td>
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<td>Cross Promotions During Events:</td>
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<td>Group Sales:</td>
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<td>Online:</td>
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<td>Radio:</td>
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<td>Print Publications:</td>
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<td>Outdoor:</td>
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<td>TV:</td>
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<td>Other:</td>
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**Marketing Budget.**

- Host Marketing Budget from Bid Specs: $ 
- NCAA Online Marketing Website Budget: $ 
- Total Marketing Budget: $ 

Indicate specific dollar amounts and how funds will be spent below.

<table>
<thead>
<tr>
<th>Host Marketing Budget from Bid Specs Allocation:</th>
<th>Budgeted</th>
<th>Actual Cost</th>
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<tbody>
<tr>
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## Online Marketing Website Budget:

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<th>Actual Cost</th>
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<td>TOTALS</td>
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## Host Marketing Timeline

Please identify specific marketing activations, key milestones and target dates below.

<table>
<thead>
<tr>
<th>Month</th>
<th>Marketing Activation</th>
<th>Milestone/Goal</th>
<th>Target Date</th>
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<tbody>
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Thank You!
A CHAMPIONSHIP HOST’S GUIDE FOR
CREATING A SUCCESSFUL NCAA.COM BROADCAST

WebStream Sports is responsible for video content and live productions at more than 1,000 events annually. Since 2010, in partnership with Turner Sports and NCAA.com, WebStream has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

Network Connection

To deliver a high quality video production, WebStream Sports requires at least 5 Mbps sustained upload speed, with more preferred, dedicated to two wired Internet lines. It is extremely important that the IP network be addressed early in the planning process.

WebStream’s team normally arrives a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host should be available to work through any issues.

Equipment Setup

The producer and equipment will need to be located within 100’ of the network ports. All equipment can be set on one or two 8’ tables. Please provide four chairs for announcers and production crew.

Our broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport.

In all cases, the cameras are cabled to the production position. WebStream will work with the host to determine the best camera locations. WebStream will request photos and/or a diagram of the venue. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful.

The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice.

If available, an audio feed from the public address system should be provided to the production position on an XLR connector.

Equipment Receiving/Shipping

Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked.

Following the event, WebStream will coordinate pickup of the equipment.

Crew/Announcers

Turner Sports provides all necessary equipment for a successful broadcast. The production crew and announcers are secured by WebStream Sports. If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. WebStream is happy to work with local crews and/or students at host institutions.

Event Specific Accomodations

WebStream Sports will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

For more information, please contact:

Andrea Crawford
WebStream Sports
andrea@webstreamsports.com
317-373-1119
Turner Sports Web Operations

Turner Sports in conjunction with CBS will be responsible for setting up all live statistics for the NCAA.com website. Directions, testing protocols, and game settings will be sent out prior to each Championship for the host site to follow to ensure a successful experience.

Host Site Requirements

- Reliable internet connection for the scoring computer
- The latest version of Stat Crew software (please see below)
- Successful test of the software prior to the Championship
- Send Home/Away designations to your live stats contact as soon as you receive them

Stat Crew Requirements

The latest installation of Stat Crew version X.18 needs to be downloaded at least one week prior to the start of the Championship. Note: If you need assistance with the software please contact your NCAA Championship Coordinator.

After installing, open Game Reports | Help | About and confirm the date reads July 2016 or later.

(Does not apply to TAS Tennis or Golf.)

For further questions, please contact Stat Crew at support@statcrew.com or (513)-771-4192

Here are reminder steps for XML activation, if it does not automatically activate:

1. Open Game Reports | Live | TAS FTP Diagnostic Mode, select the FTP Setup button and make sure “passive mode” is enabled. Click ok to save changes.
2. In Game Reports, select Help | About, make sure version is X.18.
3. Then open Live | Live Setup

Check boxes for:

- Enable XML Stats Feed
- Auto-send FTP
- Auto Copy Files
- Click the Activate button
- Click OK

You should then receive a message that XML has been activated.

Now you are set for live stats with XML data. Complete your FTP destinations and file names before starting the game.

Please ensure all settings are correct and the game ID has been entered correctly.
Testing Protocol

Turner Sports Web Ops or CBS will be in contact with the Host Site approximately one week prior to the start of the Championship in order to test the connection settings. It is imperative that a test is done PRIOR to the start of the Championship. Please make sure someone is available to test from the host site at least two days before the Championship begins.

Game Day Protocol

Turner Sports Web Ops or CBS will send out game day settings after successfully completing the testing protocol. Instructions for game day settings will include:

Gametracker ID:
FTP site: ftp.netitor.com
User ID: fanslive
Password: livestats
XML Filename: (will be provided)
Target Directory: (will be provided)

Note: StatBroadcast will be involved in many of these Championships. The test settings and game settings may change accordingly. More information to come for those Championships.

Troubleshooting Tips

- Please ensure all settings are correct and the game ID is entered and is correct
- Restart Stat Crew
- Check live stats URL to make sure game is live (after the game has started)
- Reach out to your live stats contact

Live Video Streaming Rights Requests (early rounds only)

Turner Sports owns the exclusive rights to stream all NCAA Championships. If Turner elects not to exercise its video streaming rights, then certain Third Parties may request permission to video stream select NCAA Championship events. All requests must be made at www.ncaa.com/rights-request

All non-commercial broadcasts will be free of charge and those that have commercials will incur a fee of $1,000 per stream. Please make all streaming requests at least 2 days prior to the start of the requested stream (if possible).

Note: All final site events are either televised or streamed live on NCAA.com

Please provide a game day contact number that you can be reached at on the day of the event.

For more information, please contact:

NCAA Web Operations
jason.venson@turner.com
Jason Venson
404-704-2493
ncaawebops@turner.com
NCAA Championships Microsite Guidelines

NCAA Championship hosts and LOC’s are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should enhance the fan experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.

**Dining, Shopping and Attractions**
The following topics are permissible to house within your microsite:
- Local Fan Gathering and Entertainment Locations
- Shopping and Dinning
- Special Attractions

**Local News**
The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

**Venue and Transportation Information**
City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:
- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

**Volunteer Information**
The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

**Travel Information**
Hotel, car rental and other travel accommodations should link to: [www.NCAA.com/Travel](http://www.NCAA.com/Travel).

**Selections, Preliminary Rounds and Broadcast Schedule**
All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.
Email Sign Up
Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: [http://www.ncaa.com/newsletter-signup/sports](http://www.ncaa.com/newsletter-signup/sports)

Logo Usage
For championship logos, please submit a request to access the NCAA Digital Library at [https://sportgraphics.widencollective.com/t5/login](https://sportgraphics.widencollective.com/t5/login).

Copyrights, Licensing, Trademarks and Corporate Marks
The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than NCAA.com.
- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the micro-site.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the micro-site is built within an existing site’s framework, exceptions will be made at the NCAA’s discretion.
- Photos from previous years’ championships can be accessed by submitting a request form here: [http://commerce.wazedigital.com/license/home/ncaa.do](http://commerce.wazedigital.com/license/home/ncaa.do)
- The micro-site must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: NCAA is a trademark of the National Collegiate Athletic Association.

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](http://www.ncaa.com/trademarks).

Social Media
All social media icons should like to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](http://www.ncaa.com/socialmedia).

Mobile Version
The NCAA championship information pages will be mobile friendly. In order for the micro-site to convert to mobile devices, pages will need to be created for use on a mobile site.

Metrics
Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Anne Clendenin (aclendenin@ncaa.org). At a minimum, analytics should include the following five categories:
- Referral Pages
- Page Views
• Time spent on site
• Click thru information
• Unique Visits/Traffic Numbers

**Local Contributor Recognition**
The LOC/host institution is able to recognize their local contributors under the following guidelines:

• In text form only
• The NCAA’s logos need to be removed from that specific page.
• The link to this page is not in main or sidebar navigation (bottom navigation only).
• This page is entitled “Local Contributors”.
• Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

**Microsite Examples**
If you would like to review an approved championship microsite please reference one of the following pages:

• Phoenix Men’s Final Four Microsite
• Dallas Women’s Final Four Microsite
• St. Louis DI Wrestling Championship Microsite
• Oklahoma City Women’s College World Series Microsite

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

Should you have any questions, please contact:
Anne Clendenin
Assistant Director, Championships & Alliances
317-917-6643
aclendenin@ncaa.org
NCAA Social Media Guidelines for Championship Hosts

Updated 07/14/16

The official NCAA social media pages and official hashtags can be found here: http://www.ncaa.org/socialmedia

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, Sports Corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts.

If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other’s pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships Assistant Director of Social Media, cdion@ncaa.org.

A host should not create a social media account or page (Facebook page, Twitter feed, Instagram, Snapchat, Tumblr account, etc.) solely devoted to promoting an NCAA championship. These pages become outdated, distract fans from established pages and fracture the NCAA message.

Top 10 considerations when planning for social media event marketing:

1. Know your social media audience. Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
2. Encourage community. Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
3. Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
4. Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
5. Be concise. This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.
6. Lead your video. You have mere seconds to garner a user’s attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
7. Like or Follow people to help you. Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
8. Keep it light. While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
9. If you hesitate about posting something, you probably shouldn’t. There are no re-dos in social media. A “delete” doesn’t mean you can delete someone seeing it.

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