



***2018-19 NCAA<sup>®</sup>***  
***POSTSEASON BOWL***  
***HANDBOOK***

# Table of Contents

<b>Introduction</b> .....	1
<b>Administrative Timeline</b> .....	2
<b>Bowl Certification</b>	
Bowl Governance.....	3
Application Process .....	3
Compliance Review .....	3
Conditions of Certification/Use of NCAA Marks.....	4
Name, Site, Date and Time Changes .....	4
Participation .....	4
Penalties for Failure to Comply with Requirements.....	4
Postseason Bowl Game Dates.....	5
<b>Selection of Institutions</b>	
Access .....	6
Eligible Teams .....	6
Exception – FCS Opponent .....	6
Exception – Conference Champion .....	6
Exception – Deserving Team That Loses Conference Championship Game.....	6
Insufficient Number of Deserving Teams.....	6
<b>Advertising/Title Sponsorships</b>	
Bowl Advertising, Sponsor and Promotional Policies.....	8
Process and Jurisdiction.....	8
Principles.....	8
Bowl and Bowl-Related Events to which Principles are APPLICABLE.....	9
Specific Permissible and Impermissible Examples .....	9
Advertisements/Commercial Logos on the Fields.....	11
<b>Bowl Administration and Policies</b>	
Alcoholic Beverages .....	13
Awards .....	13
Confederate Battle Flag Policy .....	13
Entertainment/Official Function for Official Party/Student-Athletes.....	13
Gambling.....	13
Medical Procedures.....	14
Playing Rules .....	15
<b>Participating Team Information and Policies</b>	
Sports Agents.....	16

Concussions .....	16
Drug Testing .....	16
Enhancing the Bowl Experience/Survey Research.....	17
Game Film/Video.....	17
Insurance .....	17
Mascot Policy.....	17

**Officiating**

Assignment of Bowl Officials .....	18
Assignment Policies.....	18
Alternate Official .....	20
Background Checks .....	20
Coordinator of Officials.....	20
Courtesy Automobiles .....	20
Credentials .....	20
Entertainment.....	20
Game Fee .....	21
Game Management Responsibilities.....	21
Game Tickets .....	21
Gifts.....	21
Hotel Accommodations .....	21
Instant Replay .....	21
Per Diems.....	22
Practice.....	22
Pregame Conference .....	22
Transportation.....	22
Travel Arrangements .....	22
Uniforms .....	22

**Tickets**

Student-Athlete Tickets .....	23
Student-Athlete Ticket Gate/Pass List.....	23

## **Introduction**

Postseason bowls have long been a tradition and a reward for a successful football season. Bowls are an extra contest beyond the limits established in NCAA Bylaw 17.9, and are played after the end of the regular season as defined by the policies and procedures contained in the NCAA Postseason Bowl Handbook. Bowls for student-athletes involve additional practice time, physical dedication, risk of injury and, consequently, require NCAA authorization and regulation to protect student-athlete safety and well-being. Bowls benefit sponsoring communities, participating member institutions and student-athletes, and must have oversight by the NCAA, bowl governance, and its members to preserve these benefits.

NCAA regulation of postseason bowls should be consistent with and limited by the core mission of the NCAA. The purpose of a system of NCAA regulation of postseason football bowls should be to assure that the bowls reflect the collegiate model of intercollegiate athletics. In that context, the NCAA and its members have a strong interest in assuring the bowls are governed with integrity, that they are managed in a way that is consistent with student-athlete welfare, and that their commercial, promotional and sponsorship activities are consistent with the values associated with collegiate sports.

All certified bowl games must adhere to all applicable NCAA Bylaws. Bowls should pay particular attention to issues regarding student-athlete benefits and NCAA amateurism regulations. Bowls should direct questions on these topics to the NCAA national office or the conference offices affiliated with that bowl.

This handbook includes minimum standards that have been adopted by the NCAA. In some instances, an institution or conference may have a contractual relationship with a bowl that specifies requirements that exceed the minimum standards. Those specifications are binding on the involved parties. The handbook, however, is the final authority for arbitrating disputes over minimum requirements, NCAA legislation and policies.

The following individuals may be contacted regarding NCAA policies and procedures pertaining to postseason football:

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## Administrative Timeline

DATE	EVENT
March 1	NCAA posts the Postseason Bowl Handbook on the NCAA website.
	NCAA notifies bowl organizations of the deadline for the submission of bowl certification application form and the board governance and accountability questionnaire.
	Deadline for submission of on-line institutional bowl participation survey.
April 1	Deadline for the submission of the bowl certification application form and the board governance and accountability questionnaire. If known, bowl must also designate on the application form its proposed title, presenting and major bowl sponsors.
	Deadline for submission of institutional financial expense forms and payout data from bowls.
April	Football Bowl Association annual meeting.
May 1	NCAA sends notifications to those bowls that are certified for the next academic year.
	NCAA also notifies bowl organizations of the deadline for the submission of the annual audited financial statements.
Summer	Third-party review of governance and accountability procedures of selected postseason bowls.
	NCAA administers background checks of all potential postseason bowl officials
August 1	Deadline for the submission of the bowl's annual audited financial statements.
September 1	NCAA notifies bowl organizations of the deadline for the submission of the certification of insurance and the \$10,000 certification fee.
October 1	Deadline for the submission of the certification of insurance and the certification fee.
November	Telephone conference with national coordinator of officials, selected conference coordinators and NCAA staff to review postseason officiating assignments. Usually held Monday prior to Thanksgiving.
December	Immediately after all postseason pairings have been announced, the NCAA shall notify the bowls and conferences of the officiating assignments.
January 15	NCAA distributes institutional financial expense form and online bowl experience survey to teams that participated in a postseason bowl game.

## **Bowl Certification**

### Bowl Governance

The NCAA has developed a certification system that provides assurance that minimum standards of governance and operation are in place. The bowl sponsoring agency's board of directors and its chief executive officer shall annually certify to the NCAA in writing that the agency is in compliance with these minimum standards not later than April 1. The bowl sponsoring agency shall also report to the NCAA within 30 days any significant change in its compliance with these standards. All documents, policies and written practices related to matters certified shall be maintained and made available to the NCAA upon request.

### Application Process

Any sponsoring agency seeking certification for a postseason football bowl game shall adhere to the following NCAA bylaws and policies:

1. The bowl game must serve the purpose of providing a national contest between deserving teams.
2. The competing institutions shall be active members of this Association, and participation shall be in accordance with the provisions of NCAA Bylaw 17.9.
3. Bowl sponsoring agencies must submit the following documents to the NCAA national office no later than April 1 each year in order for an NCAA member institution to participate in the postseason bowl:
  - a. Application form.
  - b. Board Governance and Accountability Questionnaire.
  - c. Financial statements as requested on the application form (due August 1).
  - d. Major sponsors (title, presenting, in TV view) of the bowl.

All forms shall be posted on the postseason football page of the NCAA website for access by bowls.  
(<http://www.ncaa.org/championships/postseason-bowl-administration?division=d1>)

4. Each postseason bowl game shall pay annually, upon notice of certification, a \$10,000 fee payable to the Association as well as a certification of insurance by October 1 of each year.
5. The game is permitted for the academic year specified.
6. Bowl management shall acknowledge that the NCAA staff has the authority to review any document specifically related to the bowl game, which would include governance procedures, title sponsor and other corporate contracts, and any television contract(s).

### Compliance Review

Bowl sponsoring agencies and contracting conferences are responsible for compliance with the established certification of accountability practices. Periodically, NCAA staff or a third party group shall conduct a review of each bowl to determine whether in fact the bowl is in compliance and to make that information available to NCAA conferences and bowls.

### Conditions of Certification/Use of NCAA Marks

1. A permitted bowl may acknowledge to the NCAA membership that their teams may compete in that game for the specified academic year. The bowl also may advise the media that it holds a certification from the NCAA to conduct a bowl game.
2. Said notifications above do not give the bowl authority to use the NCAA primary logo (blue disc) or other logos and graphics of the NCAA without advance written approval by the NCAA national office staff, which shall have sole discretion in these approvals.
3. NCAA marks may not appear in any manner as the official name of a bowl game.
4. NCAA marks shall not be used in a manner to suggest, directly or indirectly, endorsement or affiliation with a product, company, organization or service.
5. NCAA marks may not be used in conjunction with, or in close proximity to bowl sponsor logos or other advertisers in-venue, on-field, or in any other manner.
6. Bowl sponsors, advertisers, and bowl licensees [certifications] do not have any right to use the NCAA marks in any manner.
7. The bowl's television broadcaster shall be responsible for clearing use of NCAA marks during the bowl broadcast directly with the NCAA.
8. When notified by the NCAA of an infringement, the bowl shall immediately cease and desist from unauthorized use of NCAA marks at bowl sponsors expense. The NCAA reserves the right to pursue any and all other remedies available as a result of bowl's infringement, including, but not limited to, revocation of certification to conduct a bowl game.

### Name, Site, Date and Time Changes

The name, site, date and/or time of a postseason football game cannot be changed without approval of the NCAA staff. Recognizing that it may be advantageous for an institution, specifically, and intercollegiate football, generally, to change the date or time, the NCAA staff should be promptly informed of all such changes and will review such requests. All inquiries should be directed to Chad Tolliver, staff liaison, at the NCAA national office.

### Participation

A member institution shall not participate in any non-collegiate or nonconference-sponsored postseason football game unless it has certified compliance with the established NCAA policies and procedures.

A postseason football bowl game is conducted after the regular football season ends and involves teams selected because of their regular-season performance (i.e., won-lost record, conference championship). Participation by member institutions is limited to bowl games that are permitted by the Association.

### Penalties for Failure to Comply With Requirements

Postseason bowl games that fail to comply with NCAA policies and procedures may be subject to penalties as deemed appropriate by the NCAA. The severity of the penalties will be determined based on the nature, frequency and scope of the violation. Penalties may include, but are not limited to, one or more of the following:

1. Private reprimand.

2. Public reprimand.
3. Financial penalty.
4. Bowl probation (i.e., no NCAA institutions may compete until the bowl is in compliance with NCAA policies).
5. Permanent bowl ineligibility for NCAA institutions to compete.

To the extent possible, the NCAA will work with the involved bowl and NCAA conferences to resolve the situation in lieu of enforcing penalties. If punitive measures are assessed the involved bowl shall have the opportunity to submit an appeal to a postseason advisory group composed of representatives from the NCAA staff, NCAA member conferences and Football Bowl Association. The NCAA president, in consultation with the postseason advisory group, shall have the final decision on all issues.

Postseason Bowl Game Dates

All postseason bowl games should be conducted within a time period that generally occurs between the end of examination schedules for the first semester or fall term and the start of classes for the second semester or winter term for most member institutions. The following chart outlines the time frames in which postseason bowls shall be conducted:

<u>Year</u>	<u>Start Date</u>	<u>Completion Date</u>
2017-18	December 16	January 8
2018-19	December 15	January 7
2019-20	December 21	January 13
2020-21	December 19	January 11
2021-22	December 18	January 10
2022-23	December 17	January 9
2023-24	December 16	January 8
2024-25	December 21	January 13
2025-26	December 20	January 12



## **Selection of Institutions**

### Access

A bowl game must serve the purpose of providing a national contest between eligible teams. The competing institutions shall be active members of the Association, and participation shall be in accordance with the provisions of NCAA Bylaw 17.9 and Bylaw 18.7.2.

### Eligible Teams

An eligible team is defined as one that has won a number of games against Football Bowl Subdivision (FBS) opponents that is equal to or greater than the number of its overall losses (e.g., a record of 6-6, or better). Tie or forfeited games do not count in determining won-lost record.

### Exception – FCS Opponent

Each year, a FBS institution may count one victory against a Football Championship Subdivision (FCS) opponent that has averaged 90 percent of the permissible maximum number of grants-in-aid per year in football during a rolling two-year period. However, The Football Oversight Committee may approve a waiver of the 90 percent requirement to permit a FBS institution to count a victory against a FCS opponent toward meeting the definition of a “deserving team,” if a unique or catastrophic situation affects the FCS institution’s ability to average 90 percent of the permissible maximum number of football grants-in-aid per year during a rolling two-year period.

### Exception – Deserving Team That Loses Conference Championship Game

An institution that finishes its regular season having met the definition of a "deserving team" but loses its conference championship game shall continue to be considered a deserving team.

### Insufficient Number of Deserving Teams

If an insufficient number of institutions does not meet the definition of a "deserving team" to participate in postseason bowl games in a particular year, an institution that meets a condition set forth below shall be eligible as an alternate to be selected to participate in such a bowl game after all deserving teams have been selected to participate. All institutions that meet the first condition must be selected before an institution that meets the second condition may be selected and so forth in descending order. The conditions below represents the order in which alternates are identified in the event there are insufficient number of deserving teams:

1. An institution that would have met the FCS Opponent exception but for the fact that one victory was against a FCS opponent that had not averaged 90 percent of the permissible maximum number of grants-in-aid per year in football during a rolling two-year period and the institution's waiver request was denied.
2. An institution that participated in 13 regular-season contests and finished the season with a record of six wins and seven losses.
3. An institution that is in its final year of reclassification from the Football Championship Subdivision to the Football Bowl Subdivision and meets the definition of a "deserving team".
4. An institution that finished its season with a minimum of five wins and a maximum of seven losses and achieves a multiyear football APR score that permits participation in the postseason (e.g., 930) to be identified as alternates in descending order of the most recently published multiyear FBS football APR scores. If the APR in the FBS for the most recent reporting year ends in a tie between two or more teams, then the single-year APR in the FBS, beginning with the most recent reporting year and continuing until the tie is broken, shall be used to determine which team(s) will be identified as alternates. An alternate’s institution must affirmatively state where the team will participate, if selected as an alternate. If the

alternate's institution elects to participate, then the identified alternate's institution is responsible for selecting which of the remaining postseason bowl games the alternate will participate in, and the terms of that participation shall remain the same as the terms with the originally contracted conference.

## **Advertising/Title Sponsorships**

### Bowl Advertising, Sponsor and Promotional Policies

The NCAA's Division I football bowl advertising, sponsor, and promotional policies are designed to encourage those sponsors (as defined herein) of bowl and bowl-related events that support the NCAA's ideals, and to exclude those advertisements and advertisers (and others who wish to associate with Division I football bowl activities) that do not appear to be in the best interests of higher education and student-athletes.

Sponsors and advertisers associated with Division I football bowls should be generally supportive of the NCAA's values and attributes, and/or not be in conflict with the NCAA's mission and fundamental principles. The principles articulated in these policies, and the specific examples meant to help illustrate those policies, govern the acceptability of bowl sponsorships.

### Process and Jurisdiction

Bowl game operators shall comply with all sponsor/advertiser disclosure and approval requirements noted within and shall provide supplemental information when it signs new sponsors/advertisers applicable to the NCAA's bowl policies.

By virtue of authority granted by the NCAA Division I Board of Directors, the NCAA president shall have the authority to rule about whether sponsors/advertisers associated with Division I bowl games meet the principles stated in this document. The NCAA staff designated by the president will carry out the president's authority over these policies on a day-to-day basis. The NCAA will use commercially reasonable efforts not to apply any substantive changes to its bowl advertising and promotional policies without proper notice to the bowl game operators.

### Principles

The NCAA and its Division I football bowls strive to be associated with entities and messages that:

1. Promote the NCAA's attributes: Learning, balance, character, spirit/passion, community, and fair play.
2. Champion the student-athlete, reflecting the integration and balance that student-athletes achieve every day between academics and athletics.
3. Support diversity, gender equity, nondiscrimination, physical fitness, healthy behaviors, youth development, sportsmanship, ethical conduct, academic standards, student-athlete welfare and amateurism.
4. Enhance the overall value of higher education.
5. Project and enhance a consistent brand image and consistent public relations messages for the NCAA, its member institutions, and the Division I football bowls.
6. Do not violate the fundamental principles and specific guidelines contained in this document or in the addendum.

Understanding the realities and challenges that commercial entities face in attempting to reach these objectives, the NCAA believes, at a minimum, that advertisers, sponsors, and promotions and others who wish to be associated with Division I football bowl events should not:

1. Cause harm to student-athlete health, safety and welfare.
2. Bring discredit to the purposes, values or principles of the NCAA.
3. Negatively impact the best interests of intercollegiate athletics or higher education.

The NCAA reserves the right to disapprove any bowl title, presenting, and in-bowl signage sponsors associated with the Division I football bowl games or related activities that in the NCAA's sole judgment violates the principles outlined above, which may be modified from time to time as part of the NCAA membership's continual review of Association policies and procedures. The NCAA reserves the right to exercise flexibility as circumstances warrant.

Bowl and Bowl-Related Events to which Principles are APPLICABLE:

1. **Bowl Title, Presenting, and In-Venue Signage Sponsors.** Each bowl must submit its proposed title sponsor(s), presenting sponsor(s), and major bowl sponsors specifically for in-camera view and on-field sidelines [e.g., in-game sponsored activation, halftime show sponsor, or signage (defined as fixed, electronic, virtual, or otherwise)] to the NCAA in connection with the bowl application. Proposed sponsor submission shall be at the time of application or within 7 days of when such proposed sponsor (or replacement sponsor) may be identified to the NCAA, whichever is later. Bowl operator shall include a specific inventory of the sponsorship rights proposed to be granted or a term sheet redacted of financial and other proprietary terms, but which include the scope of rights. The NCAA has the authority to approve all of these sponsorships according to these Principles.
2. **Sponsored Bowl Activities.** Sponsors of any bowl event where participating student-athletes will be present.

Specific Permissible and Impermissible Examples

The items below are intended to provide specific examples of topics and entities that are, and are not, permitted to be associated with the Division I football bowls or their events (marked below as **Permissible** or **Impermissible**, respectively). These examples are not meant to be exhaustive but instead were chosen to illustrate the application of the NCAA's principles outlined above. Over the years, NCAA business partners have questioned these topics and entities, and as a result, these examples are intended to address the most likely questions. For specific items or areas not listed below, the principles outlined above will govern. In any situation in which there is any doubt about appropriateness or adherence to the policies contained herein, the NCAA, after gathering input from the involved parties, shall review the situation on a case-by-case basis to determine, in its sole discretion, approval or disapproval.

All questions about items or areas not listed should be directed to Chad Tolliver, Associate Director for Championships and Alliances ([ctolliver@ncaa.org](mailto:ctolliver@ncaa.org); 317-917-6706).

[NOTE: Certain words are boldfaced below only to aid in locating specific items.]

1. Health-Related Products.
  - a. **Hygiene**-related products. **P**
  - b. Educational messages about the dangers of **sexually transmitted diseases** if done in a respectful manner. **P**
  - c. **Health-related topics** or advertising, provided (1) such items are beneficial to one's physical or mental health and (2) all health-related and technical claims are supported by clinical or scientific evidence. **P**
  - d. Federally approved **prescription drugs**. **P**
  - e. **Sexual enhancement drugs** (e.g., ED drugs) that are federally approved, if no explicit descriptions of sexual side effects are used. **P**
  - f. **NCAA-banned substances\*** (e.g., stimulants, anabolic steroids, marijuana) and impermissible

**Nutritional Supplements** that NCAA member institutions may not provide to student-athletes (e.g., creatine, amino acids, ginseng)]. I \*Note: The list of NCAA-banned drug classes with examples is available on the NCAA website at: <http://www.ncaa.org/2017-18-ncaa-banned-drugs-list>

2. Individuals, Agencies and Organizations.

- a. Most cause-related organizations or events (e.g., National Alliance of Breast Cancer Organizations) unless the cause endorses a controversial or unacceptable viewpoint. P
- b. Professional advertising (e.g., dentists, doctors, lawyers). P
- c. Governmental agencies. P
- d. Individuals, organizations or associations organized as a recognized not for profit, unless (1) the ad or association endorses a political candidate or party, or (2) the ad or association advocates a viewpoint on controversial issues of public importance. P
- e. Nightclubs, pool halls and other establishments that include adult entertainment, gambling and the like. I
- f. Public personalities whose personas/images are inappropriate for NCAA audiences (e.g., those who promote hatred, misogyny or discrimination in their art). I
- g. Advocacy of viewpoints on controversial issues of public importance (e.g., religious beliefs, political beliefs). I

3. Sports Issues.

- a. Professional athletes or others connected with professional athletics, provided there are no explicit promotional references to professional teams, leagues or events. P
- b. Sports camps/clinics (both private as well as those affiliated with a university), provided no recruiting service is promoted. P
- c. Sports wagering. I [Note: The NCAA's position on sports wagering can be found at <http://www.ncaa.org/enforcement/sports-wagering>]
- d. Organizations or companies primarily involved in gambling or gaming business activities (e.g., publications, Web sites, products, services). This includes casinos, horse/dog racing tracks, off-track betting and state-run lotteries. (Hotels or restaurants that may be attached to gambling businesses are not included in this category if the advertisement does not include a gambling reference.) I
- e. Names, pictures or likenesses of currently eligible NCAA student-athletes, unless specifically authorized consistent with NCAA Bylaws, including student-athlete and institution consent. I
- f. Athletics recruiting services. I

4. Children/Youth Protection.

- a. Child-directed topics or advertising, with the understanding that all applicable laws are met. P
- b. Firearms, ammunition, and other weapon-related items. I
- c. Gratuitous violence of any kind, including ads depicting reckless, disorderly or destructive fan behavior. I
- d. Material that is defamatory, obscene, profane, vulgar or otherwise considered socially unacceptable or offensive to the general public. I
- e. Overt and demeaning portrayal of males and/or females as sexual objects. I
- f. Depiction of any student-athlete subgroup in a degrading, demeaning or disrespectful manner. I
- g. Promotions for motion pictures, television programming or interactive games that are rated "NC-17 (formerly "X") or their television/interactive game equivalents. I

5. Alcohol and Tobacco.
  - a. Anti-smoking, anti-drinking, responsible drinking, or anti-tobacco activities or items. P
  - b. Malt beverages, beer, wine, and other alcoholic products I
  - c. Companies primarily involved in the manufacture or sale of tobacco or tobacco-related products/services. I
  
6. Legal/Technical.
  - a. False, unsubstantiated or unwarranted claims for any product or service, or any unauthenticated testimonials. I
  - b. Ambiguous, misleading or deceptive statements. I
  - c. Terms or implications that the Division I Football Bowls, its member institutions/conferences, or the faculties, employees or students of such member institutions/conferences recommend, endorse or certify any product or service, or are employed or engaged by the commercial entity. I
  - d. Any act or anything contradicting or in any way impairing or tending to impair the NCAA's exclusive right, title and interest in and to NCAA Marks. I
  - e. Infringements or violations of any law, agreement or other rights of any kind whatsoever, of any person or entity including, without limitation, rights affecting copyright, patent, trademark, unfair competition, contract, defamation, privacy and/or publicity. I
  - f. Attacks or other disparagements of the NCAA or its members. I

#### Advertisements/Commercial Logos on the Fields

[Reference: NCAA football playing rule 1-2-1-h]

Advertisements/commercial logos are prohibited on the playing field except for the postseason bowl game title sponsor whose name is associated with the name of that game, with the restriction that there be a maximum of three such advertisements/logos: a single advertisement centered on the 50-yard line and no more than two smaller flanking advertisements/logos. As it relates to these advertisements/logos, (1) the entirety of all yard lines, goal lines, and sidelines must be clearly visible. No portion of any such line may be obscured by decorative markings; and (2) no such markings may touch or enclose the hash marks.

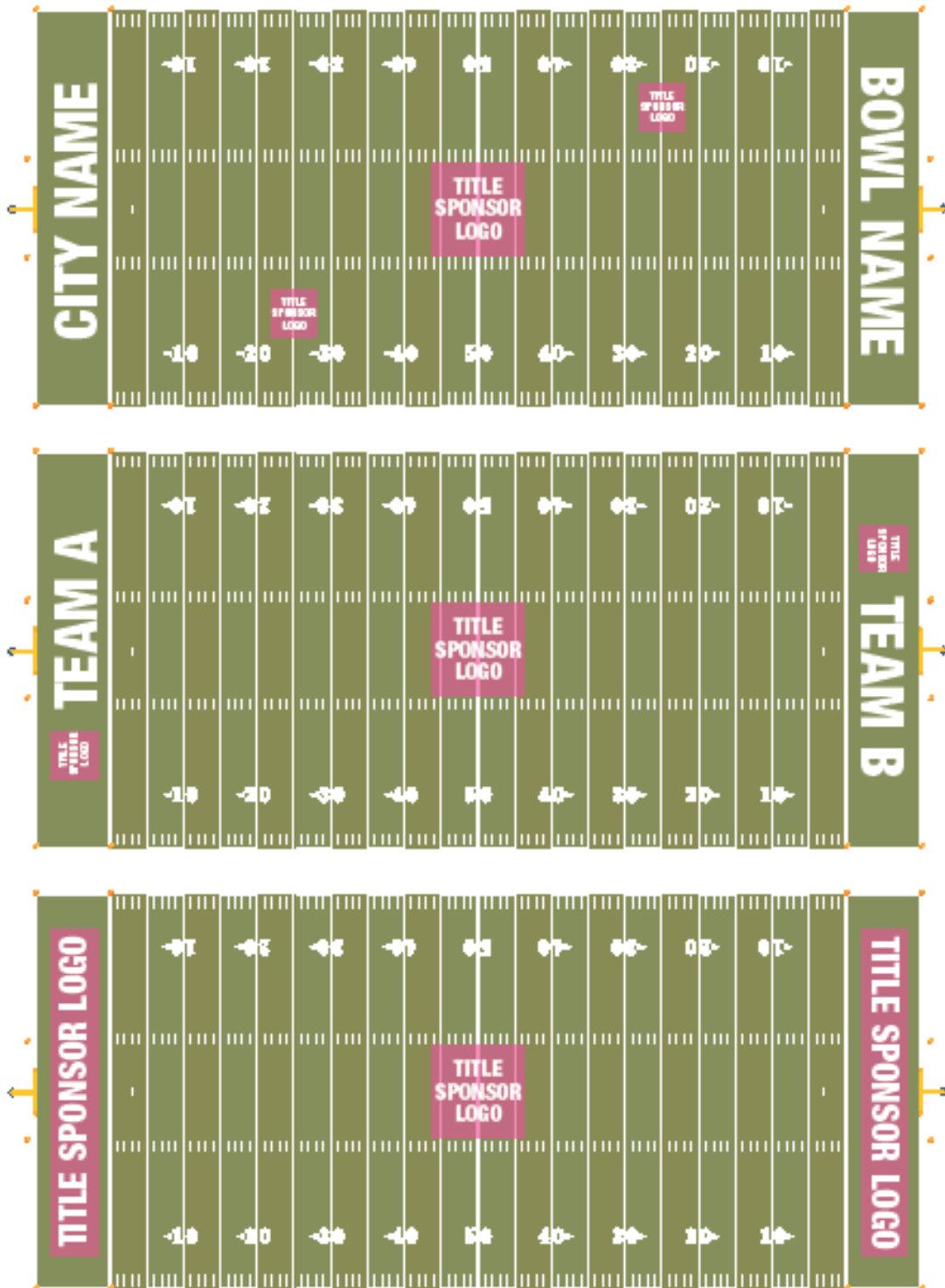
No other advertisements/commercial logos, either by the title sponsor or by any other commercial entity, may be on the field. This includes social media designations such as URL's and hashtags.

If a commercial entity has purchased the naming rights to the facility in which the bowl game is being played, that entity may have its name painted on the field (in no more than two locations), however that entity's logo should not appear on the playing surface.

Also, the logo(s), name(s) and/or field markings of the National Football League and/or professional team(s) shall not appear on the playing field.

Below are examples of bowl game fields with permissible use of advertisements/commercial logos. Bowls seeking clarification on these policies may send field photos or illustrations to NCAA staff for guidance.

## Examples of Permissible Field Markings for Bowl Games



## **Bowl Administration and Policies**

### Alcoholic Beverages

Although the NCAA encourages sponsoring agencies to prohibit the sale of alcoholic beverages, it is the prerogative of the bowl to determine if these products shall be sold or otherwise made available for public consumption at a postseason football game permitted by the Association, or if such beverages may be brought to the site during the game (i.e., from the time access to the stadium is available to spectators until all patrons have left the area used for competition).

Game management at sites where alcoholic beverages are available is encouraged to implement policies regarding “responsible” consumption at bowl games and to consider eliminating these products in the future. The NCAA is a member of TEAM, a coalition of sports leagues and others committed to positive fan experience and responsible alcohol use. TEAM works with leagues and institutions to support positive fan experiences. While use of TEAM is not a requirement, bowls may see [www.teamcoalition.org](http://www.teamcoalition.org) for more information and resources.

### Awards

Only student-athletes eligible to compete in a postseason football game may receive awards from the management of the event or from the participating member institution.

Bowls are encouraged to provide student-athletes with awards that approach the maximum value (\$550) permitted by NCAA legislation. Awards for most valuable players in bowl games are not countable in the \$550 limitation, but must conform to NCAA legislation and are limited in value to \$350. Institutions should review NCAA Bylaw 16 and the accompanying figures 16-1 and 16-3 for limits on awards.

Game management shall provide 125 student-athlete awards to each team.

### Confederate Battle Flag Policy

The site for a postseason bowl game shall have the ability to assure that the benefits inherent in all postseason bowl competition will flow freely to all participants and its ability to promote an atmosphere of respect for and sensitivity to the dignity of every person. Therefore, an NCAA postseason bowl may not be conducted in a state where the Confederate battle flag continues to have a prominent presence.

### Entertainment/Official Function for Official Party/Student-Athletes

A sponsoring agency should be sensitive to the number of social events that it schedules for the official parties and student-athletes representing the institutions participating in the bowl. Most institutions prefer a maximum of two social activities, although some areas have many attractions readily available that may be of interest to the teams. Student-athletes should not be expected to attend scheduled social events the night before the game. Bowl management shall not require that student-athletes or other members of the official party to attend official functions at a site that permits gambling. It is permissible for these individuals to attend a function at such a site on a voluntary basis.

### Gambling

Game management shall comply with Advertising/Sponsorship policies stated above with respect to entities that offer gambling activities.

It is requested that all bowl managements preclude in the telecasts of their games any personnel who would lead the public to the wrong conclusion about the integrity of intercollegiate athletics.



Bowl management shall not require student-athletes or other members of the official party to attend official functions at a site that permits gambling. It is permissible for these individuals to attend a function at such a site on a voluntary basis.

Upon the request of the NCAA national office, the sponsoring agency of a bowl must permit a representative of the NCAA national office to make a presentation to the student-athletes of the participating institutions regarding gambling issues.

### Medical Procedures

The participating teams and bowl sponsoring agency shall coordinate medical care and coverage for each scheduled practice or bowl contest, ensuring that either the institution or bowl is satisfying the recommendations and requirements in this section. This includes designating a licensed physician with experience as a team physician to serve as the medical director for the bowl, as well as assigning a certified athletic trainer to coordinate the medical arrangements for the bowl.

Although each participating team will have a medical/training staff accompany it to a bowl site, it is recommended that the sponsoring agency supplement this group. The student-athlete's team physician should examine each student-athlete injured during competition and make a recommendation to the student-athlete and the coach as to the advisability of continued participation.

**Staffing.** Certified Athletic trainer(s) shall be available in the athletic training facility and assist the participating institutions' sports medicine staff. Certified Athletic trainer(s) shall be on-site for each scheduled practice or contest. Physician(s) shall be on-site for all practice and game days. When applicable, specialty physicians (e.g., dermatologists, orthopedic, ophthalmologist), dentist, x-ray technicians, emergency medical technicians, paramedics, or licensed massage therapists shall be provided. The host medical staff should be provided unique apparel to separate them from other host volunteer and championships staff for easy recognition (e.g., hats, polo shirts).

**Care and Coverage.** Each scheduled practice session or postseason football game should include the following (see NCAA Sports Medicine Handbook for more information):

1. The presence of a person qualified and delegated to render emergency care to a stricken participant;
2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted;
3. Planned access to cardiopulmonary resuscitation and early defibrillation.
4. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.
5. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at campus and while traveling for use by medical personnel.
6. An inclement weather policy that includes provision for decision-making and evaluation plans (Refer to Guideline 1d on Lightning Safety).

7. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the emergency care plan.
8. A catastrophic incident plan to provide information and the support necessary to family members, teammates, coaches and staff after a catastrophe (see Guideline 1e on Catastrophic Incident in Athletics).
9. A concussion management plan on file.

**Hydration.** Each scheduled practice or contest of any bowl game should provide drinking cups, water cooler, ice chests, cooler carts and water bottles for the team benches.

**Reporting of Catastrophic Injuries.** When a catastrophic injury occurs, an institutional representative should call American Specialty Catastrophic Injury Service Line at 800/245-2744. Catastrophic injuries include: spinal cord injury; severe head and neck trauma; partial or complete paralysis; injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily function; and irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both arms or both legs or one arm and one leg.

The student-athlete's team physician should examine each student-athlete injured during competition and make a recommendation to the student-athlete and the coach as to the advisability of continued participation.

#### Playing Rules

The official playing rules of the Association shall govern the conduct of all postseason football games. The Football Rules Committee, however, has authorized the intermission between halves to extend to 30 minutes. Steve Shaw, NCAA secretary – rules editor, may be contacted at [sshaw@sec.org](mailto:sshaw@sec.org) or 205/458-3000, extension 3025 to provide interpretations.

## **Participating Team Information and Policies**

### Sports Agents

A sports agent who participates in a bowl organization's committee structure shall not have access to the press box or other areas and activities that would provide the individual access to student-athletes.

### Concussions

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their student-athletes. This legislation is complemented by Inter-Association Consensus Guidelines on the Diagnosis and Management of Sport-Related Concussion released in July, 2014. Participating institutions shall follow their concussion management plan while participating in NCAA postseason bowl games. If a participating traveling team lacks appropriate medical staff to activate their concussion management plan, the host championship concussion management plan will be activated.

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 athletic activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by a physician (e.g., team physician) or the physician's designee.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow or complicate the recovery process or increase the likelihood of having more severe and/or long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death.

For further details please refer to the "NCAA Sports Medicine Handbook" and to the Inter-Association Concussion Guidelines on Diagnosis and Management of Sport-Related Concussions online at [www.NCAA.org/health-and-safety](http://www.NCAA.org/health-and-safety).

### Drug Testing

[Reference: Bylaw 31 and [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)]

All student-athletes are subject to NCAA drug testing at all NCAA championships or in conjunction with all postseason certified events. The goal of the drug-testing program is to provide safe, fair and equitable competition as well as to protect the health and safety of all NCAA student-athletes participating in NCAA championships and postseason certified events.

The drug-testing program involves collecting urine specimens from student-athletes at various times throughout an NCAA championship. Student-athletes may be selected for drug testing based on their place of finish, playing time, position and/or an approved random selection method. A student-athlete may be selected for drug testing on more than one occasion during the championship event. All urine specimens provided by student-athletes are analyzed by a World Anti-Doping Agency (WADA) accredited laboratory and the results are then reported to the institution's director of athletics.

The WADA laboratory analyzes each urine specimen for substances and related compounds from a list of banned-drug classes developed by the NCAA Executive Committee. The NCAA Banned-Drug Classes List is comprised

of substances that are performance-enhancing and/or potentially harmful to the health and safety of the student-athlete. The 2014-15 list includes drugs in the following classes: stimulants, anabolic agents, diuretics and other urine manipulators, peptide hormones, street drugs, beta blockers and alcohol (rifle only) beta-2 agonists and anti-estrogens. Refer to the 2014-15 Drug-Testing Programs booklet or the NCAA Web site ([www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)) for the published list of banned drug classes and the procedural guidelines for testing. Athletic administrators are urged to review the NCAA Drug Education and Testing video, the NCAA Banned Drug Classes List as well as the NCAA Drug-Testing Program booklet with all coaches and student-athletes in advance of any NCAA championship or postseason certified event. Student-athletes who test positive for a banned substance other than a street drug, as a result of a drug test administered by the NCAA or who breach the NCAA drug-testing program protocol shall lose one year of eligibility and shall be charged with the loss of a minimum of one season of competition in all sports. Student-athletes who test positive for a street drug will be immediately declared ineligible and withheld from competition for the next 50% of contests in all NCAA sports. A student-athlete found tampering with a urine sample at the collection site will be charged with the loss of two years of eligibility.

Additional information regarding the NCAA's championship drug-testing program can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

#### Enhancing the Bowl Experience/Survey Research

The NCAA shall develop an electronic survey instrument designed to assess the bowl experience for student-athletes. The NCAA shall distribute the survey to participating teams annually and require completion of the surveys not later than 30 days after the postseason bowl season.

#### Game Film/Video

Each participating team shall provide the supervisor of officials from the conference that assigned the officiating crew to the game a copy of the game film/video it will use to evaluate student-athlete performance. The supervisor must provide the College Football Officiating LLC (CFO) with a written evaluation of the crew. The participating institutions shall provide an evaluation of the officials to the CFO as well. An evaluation summary will be prepared by the national coordinator and presented to the CFO board or managers each spring.

#### Insurance

The sponsoring agency shall submit to the NCAA national office, on an annual basis not later October 1, the appropriate certification of insurance showing evidence that it maintains primary comprehensive general coverage listing the NCAA as an additional insured, with combined single limits of at least \$2 million per occurrence for bodily injury and property damage.

The sponsoring agency of each permitted postseason football game annually shall make available loss-of-income insurance for a participating institution to purchase at its option and expense.

#### Mascot Policy

Institutions displaying or promoting hostile or abusive references on their mascots, cheerleaders, dance teams and band uniforms or paraphernalia are prohibited from wearing the material at NCAA championships, effective August 1, 2008.

## Officiating

### Assignment of Bowl Officials

Officials for postseason football bowl games permitted each year by the Association shall be assigned by the College Football Officiating LLC (CFO) national coordinator of officials. The national coordinator will coordinate crew assignments and make any changes to ensure neutral crews are assigned to games after the teams have been invited to participate. Any changes necessary will be made in the same group of bowls as the game for which the conflict occurred.

These tasks shall be performed as quickly as possible after the annual selections of teams to facilitate travel and other arrangements made by and for game officials.

Each person should be aware of policies that govern the conduct of game officials, particularly as they relate to permissible fees, expenses and amenities. Officials should not expect or request additional items from the game management of the bowl. The sponsoring agency shall remain responsible for determining, and entering into, the appropriate contractual relationships with officials assigned to its postseason football bowl games, consistent with the minimum requirements set forth in this handbook.

The CFO will not authorize for one or more following years the assignment of any official who does not follow the policies in this handbook or who is not a dignified representative of college athletics while at the bowl site.

### Assignment Policies

Officials will be assigned under the following guidelines:

1. An organization that is eligible to nominate officials for a postseason football game shall be approved annually by the CFO and meet specific criteria to receive a crew assignment for a postseason football game. It shall:
  - a. Be a member of the CFO and ultimately subject to the authority of institutional chief executive officers, or assign varsity football officials for a minimum of eight Division I Football Bowl Subdivision (FBS) members;
  - b. Provide an annual clinic, training and supervision for its officials;
  - c. Require its coordinator of football officials to attend the annual meeting sponsored by the CFO; and
  - d. Assign officials for a minimum of eight Division I FBS-playing institutions for three years.
2. Bowls are divided into two groups. The first group includes comprises the “New Year’s Six” bowls in the College Football Playoff (i.e., the, Cotton, Fiesta, Orange, Peach, Rose and Sugar) as well as the CFP National Championship. The second group includes all other bowls.
3. Each assigning agency that represents a Division I FBS conference shall be eligible to assign a crew to one of the New Year’s Six games plus the CFP National Championship.
4. After the assignments in paragraph 3 have been made, each remaining Division I FBS conference will be assigned to a bowl game in the second group of bowls. Neutral-crew assignments shall rotate annually.
5. There will be no maximum placed on the number of officiating crews assigned from any one conference to postseason bowls during a particular season.

6. Each FBS conference with a team participating in a postseason bowl shall have at least one officiating crew assigned to work in a postseason bowl during that season.
7. At the conclusion of the regular season, each conference shall submit to the national coordinator a prioritized order of officiating crews to be considered for assignment to bowl games. The information listed in paragraph 8 shall be provided for each official nominated and will be considered by the national coordinator in assigning officiating crews to bowl games.
8. The national coordinator shall consider the following criteria in establishing assignments of officiating crews to postseason football contests:
  - a. The quartile rank of the officiating crew's members within the conference making the recommendation;
  - b. The officials' history of assignment to officiate games televised on a national network;
  - c. The officials have officiated games with attendance minimally consistent with the average attendance of the assigned bowl game;
  - d. The officials have been assigned to officiate games involving ranked teams; and
  - e. In total, every effort should be made to match the three-year performance evaluation history of the members comprising each officiating crew and assignment to games as described in paragraphs 8-b, 8-c and 8-d to the level of television coverage, attendance and national ranking of teams in the assigned bowl. Actual assignments of officiating crews shall be made following announcements of teams participating in bowl games.
9. A process shall be implemented for conducting a review of officiating performance in post-season games. The national coordinator and three additional officiating coordinators from FBS conferences, who shall be selected by the national coordinator and shall serve for a period of three years, shall conduct this review. The review group shall complete an evaluation of each post-season game involving controversy or concern. Those evaluations along with a written summary shall be submitted to all FBS conference commissioners within 90 days of the final bowl game.
10. The performance evaluation results (from the process identified in paragraph 9) should be supplemental information in determining future postseason officiating assignments.
11. Each crew shall include an alternate official.
12. When any adjustments in the assignments are required, the CFO will attempt to make the new assignment commensurate to the bowl to which the affected officiating crew was assigned.
13. Final officiating crew assignments for all postseason football games shall be subject to approval of the CFO.
14. Within 24 hours of its conference being notified of its postseason bowl assignment, the coordinator of officials of the assigning conference will identify for bowl game management by email the names of the officials who have been assigned to the bowl and how each official may be contacted.
15. The sponsoring agency shall distribute basic information to the coordinator of officials for distribution that includes key contacts for the bowl, lodging information and an opportunity to purchase tickets. It is the coordinator's responsibility to distribute the information to the officiating crews.

### Alternate Official

The agency that is assigning the officiating crew for a game shall include an alternate official, who will receive the same expense reimbursement, per diem and game fee as the other officials.

The minimum duties of the alternate official are as follows:

1. Attend the pregame conference.
2. Dress in uniform ready to officiate.
3. Assist Head Linesman with the chain crew.
4. Monitor the previous spot, positioned near the Head Linesman with the chain crew.
5. Record and check penalty enforcement spots.
6. Assist in monitoring the game clock.
7. Assist in counting charged team timeouts.
8. Assist in coordinating timing at halftime.

### Background Checks

The College Football Officiating, LLC, in conjunction with the NCAA, administers the background check program for all Division I football officials through an outside vendor. In order to officiate during the regular-season and any postseason competition officials must submit to and successfully pass a background check. Replay officials are also held to this requirement. At the CFO's discretion, additional background checks may be performed before postseason competition

### Coordinator of Officials

If the assigning conference elects to have its coordinator (or designee) attend a game for which it is providing a crew, the sponsoring agency shall provide a credential that gives the coordinator (or designee) access to the officials' locker room and a designated seat in the press box.

The coordinator shall contact the participating institutions to make arrangements to receive a copy of the game video/film from the participating institutions.

### Courtesy Automobiles

Each sponsoring agency shall provide the officiating crew two courtesy automobiles (one for instant replay officials) to use during the three days that these individuals are required to be at the bowl site.

### Credentials

Game management shall provide credentials for the officiating crew. The conference coordinator of officials will communicate to the bowl's executive director the names and contact information for all members of the crew.

### Entertainment

It is appropriate for the sponsoring agency to entertain game officials the day they arrive at the site at any bowl activity that excludes coaches or student-athletes from the participating teams. The day before the bowl, game officials may participate in a breakfast or luncheon that is not attended by coaches or student-athletes from the participating teams, but they shall not be invited to attend evening bowl activities. The night before the actual day of the game, officials are prohibited from attending any bowl-sponsored activity.

The only exception to the prohibition of officials attending an event where team representatives are present is a kickoff breakfast or luncheon, at which they should be segregated from the teams and coaches.

### Game Fee

Officials, including the alternate and instant replay officials, shall receive a game fee based on that official's regular season fee as paid by his/her conference. Specifically, officials shall receive a game fee that is 25% more than their conference fee for the CFP national championship game; 20% more for New Year's Six bowls; and 15% more for all other bowl games. Payment must be received at the game site. Bowls should note that NCAA playing rules allow for up to eight on-field officials to be used in a football game.

### Game Management Responsibilities

Game management shall be responsible for providing the clock operator(s), ball persons, chain crew and television liaison official. Fees and expenses for these individuals shall be determined by game management.

### Game Tickets

Each official, including the alternate official, shall receive two game tickets in a prime location at the bowl's expense. The sponsoring agency also may make additional tickets available for officials to purchase, at its discretion. Any such requests for additional tickets should be made through the conference coordinator of officials, who shall make the request to bowl management. Officials shall not contact the bowl directly. Game officials are prohibited from contacting a participating institution to purchase tickets.

### Gifts

The bowl game's management shall present each game official, replay official, alternate official and conference coordinator of officials (if in attendance), with a bowl gift. For sake of efficiency and consistency, the Football Bowl Association shall standardize the gift type, which shall be provided by bowls to the officials assigned to their game. For the 2015-16 bowl games, the standardized gift shall be a bowl-specific commemorative watch.

### Hotel Accommodations

Sleeping accommodations for officials, including the alternate official, shall be reserved at a hotel that will not be used by the official parties of the two participating teams. The media hotel or "official" hotel of the sponsoring agency of the postseason football game may be used. The expenses for the room and applicable taxes for three nights shall be paid by the sponsoring agency, which may petition the NCAA for an exception if the hotel requires a longer guarantee. An official may request a reservation for an additional hotel room (if available) at his cost, not the bowl's.

### Instant Replay

Instant replay should be used during the conduct of a bowl game. The conference assigning the game officials shall also assign the instant replay crew. It is imperative that consistency be maintained and every effort should be made to avoid the perception that might impact on the integrity of the system. If an unusual and unique situation develops, the assigning conference may recommend to the NCAA for an exception to this policy.

The assigning conference shall determine the equipment used for instant replay purposes; however it is highly recommended that the same equipment used during the regular season by the assigned instant replay crew be used for the bowl game. To facilitate this, the FBA shall provide the CFO national coordinator with a list of the replay equipment types already in place at each bowl by September 1. To the extent possible, bowl officiating assignments shall be made aligning officials with bowls using replay equipment the officials used during their regular season. If the assigned conference is uncomfortable with the existing replay equipment, that conference shall arrange for and pay for the use of their preferred replay equipment.

Instant replay officials are to be provided with the same amenities (e.g., gifts, lodging, courtesy cars) that are provided the on-field officiating crews. The instant replay officials should receive the following game fees: replay



official and assistant/communicator: percentage increase from regular season fee (see game officials); technician: \$400.

The sponsoring agency for the bowl shall assign a sideline assistant, who will serve as a communicator with the referee when necessary. The sideline assistant shall be provided a fee, to be determined by the sponsoring agency.

#### Per Diems

Game officials, including the alternate official and instant replay officials, shall receive a \$100 per diem for three days (\$300) and receive payment at the game site. A sponsoring agency may petition the NCAA for an exception if local requirements demand more than three days.

#### Practice

Game officials shall not attend any practice session of a competing team.

#### Pregame Conference

The officiating crew will have a private meeting at the hotel or stadium before the game to review officiating mechanics and other details. Game management should consult with the referee to determine if audio/visual equipment will be required for the meeting.

#### Transportation

The sponsoring agency shall transport the game officials from their hotel to the stadium before and after the game. It also shall provide two courtesy automobiles (one for instant replay officials) for their use at no cost to them on other occasions.

#### Travel Arrangements

Each game official, including the alternate official, shall receive the lowest available coach airfare as of the date that notification of a game assignment is received. The coordinator of officials (or individual designated by the conference to coordinate officials' travel) for the assigning conference shall coordinate all travel. The coordinator shall first contact the bowl liaison for officials to discuss the travel options before making firm travel arrangements. No official is to make travel arrangements before receiving instructions from his supervisor.

A game official who uses an automobile to travel to the bowl shall be reimbursed 50 cents per mile round trip, not to exceed coach airfare.

#### Uniforms

Each game official shall wear a standard uniform and is prohibited from wearing anything that identifies the bowl and/or sponsor(s).

## **Tickets**

### Student-Athlete Tickets

An institution may award complimentary admissions to student-athletes as governed by the provisions of Bylaw 16.2.1.1.1. An institution shall not award more than six complimentary admissions per student-athlete, or any complimentary admissions to student-athletes in other sports.

### Student-Athlete Ticket Gate/Pass List

Each participating institution shall administer a gate to admit individuals who are listed on the student-athlete complimentary "pass list." This listing only may include names of individuals who have been designated by the student-athlete. Hard tickets shall not be issued. Once inside the stadium, however, a seat identification ticket may be provided to assist individuals in locating their assigned seats.