



**2011 FOOTBALL
CHAMPIONSHIP**

PRE-CHAMPIONSHIP MANUAL

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Introduction

During the 2011-12 academic year, the Association will sponsor 89 national championships, of which 41 are for men, 45 are for women, and three are for both men and women. Among the men's championships, three are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 13 are Division III championships. Among the women's championships, four are National Collegiate Championships, 13 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

A championships handbook is produced for each NCAA championship and posted on the NCAA Online Web site (www.ncaa.org).

How to Use This Publication. The prechampionship manual is divided into four sections: (1) General Administration; (2) Determination of Championship Participation; (3) Additional Championship Information; and (4) the appendices.

Each topic included in the prechampionship manual is referenced to other applicable areas in the prechampionship manual or in the NCAA Division I Manual, where appropriate. For example, if you wish to know about regional advisory committees, the basic information for that particular sport would be included in an appendix. However, as referenced under the heading "Regional Advisory Committees," more information concerning general NCAA policy governing regional advisory committees can be found later in the prechampionship manual and in the NCAA Division I Manual.



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406-243-5348

Football Championship Committee Contact Information

[Reference: Administration and Management in the Division I General Section and Bylaws 31.1.1 and 31.1.2 in the NCAA Manual.]

The Division I Football Championship is under the control, direction and supervision of the NCAA Division I Football Championship Committee. Current members of the committee are:

Central

Mark Sandy - Dir. of Athletics
Eastern Kentucky University
Richmond, Kentucky 40475
859-622-2120

Tim Wabler - Dir. of Athletics
University of Dayton
Dayton, Ohio 45469
937-229-4108

Ron Stollo - Dir. of Athletics
Youngstown State University
Youngstown, Ohio 44555
330-941-2385

East

Jeff Bourne - Dir. of Athletics
James Madison University
Harrisonburg, Virginia 22807
540-568-6164

Craig Coleman - Dir. of Athletics
Robert Morris University
Moon Township, Pennsylvania 15108
412-397-3295

Regional Advisory Committee Information

[Reference: Regional Advisory Committees in the Division I General Section and Bylaws 21.4.1.4 and 21.5.1.6 in the NCAA Manual.]

The following are the regional advisory committees that have been appointed in each of their respective regions to assist in the evaluation of teams throughout the season:

Central

Mark Sandy, Eastern Kentucky University, chair
Barbara Burke, Eastern Illinois University
Mike Cigelman, Drake University
Troy Dannen, University of Northern Iowa
Ron Stollo, Youngstown State University
Tim Wabler, University of Dayton

East

Craig Coleman, Robert Morris University, chair
Jeff Bourne, James Madison University
Bernard Muir, University of Delaware
Dave Roach, Fordham University
Paul Schlickmann, Central Connecticut State University
Joe Sterrett, Lehigh University

South

Charles Cobb, Appalachian State University, chair
 Jeff Barber, Liberty University
 Derek Carter, Delaware State University
 Tom Galbraith, Southwestern Athletic Conference
 Derek Home, Florida A&M University
 Chip Smith, Western Carolina University
 Donny White, Virginia Military Institute

West

Robert Hill, Stephen F. Austin State University, chair
 Torre Chisholm, Portland State University
 Tommy McClelland, McNeese State University
 Jim O'Day, University of Montana
 Don Oberhelman, California Polytechnic State University

Important Dates

October 10—Championship information and forms available on ncaa.org for prospective championship participants.

November 11—Prospective host institutions return proposed budget to national office.

November 20—Final selections and announcement of bracket during a selection show at 10 a.m. (Eastern time) on ESPN.

Championship Dates and Sites

[Reference: Site Selection in the Division I General Section and Bylaw 31.1.3 in the NCAA Manual.]

2011 Championship

First Round—November 26 at on-campus sites
 Second Round—December 3 at on-campus sites
 Quarterfinals—December 9 and 10 at on-campus sites
 Semifinals—December 16 and 17 at on-campus sites
 Championship Game—January 7, 2012 at Pizza Hut Park, Frisco, Texas

Future Dates and Sites**2012 Championship (tentative)**

Championship Selections—Sunday, November 18
 First Round—November 24 at on-campus sites
 Second Round—December 1 at on-campus sites
 Quarterfinals—December 7 and 8 at on-campus sites
 Semifinals—December 14 and 15 at on-campus sites
 Championship Game—TBD at Pizza Hut Park, Frisco, Texas

Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion management plan for their 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 their concussion management plan, the host championship concussion management plan will be activated as noted in the medical arrangements section of the general section of the Championship Handbook.

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 the physician or the physician's designee from the student-athletes institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance as outlined in the medical arrangements section of the general section of the Championship Handbook.

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 recovery or increase the likelihood of having 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 Guideline on Concussions" online at www.NCAA.org/health-safety.

Equipment

The Wilson F1001, F1003, F1004 and F1005 footballs are the official balls for the championship and will be used in all rounds of competition. Institutions will be allowed to choose the model of Wilson football they wish to use while on offense throughout the championship.

Wilson will make the necessary preliminary arrangements to ensure that six footballs of the correct model are shipped to each participating institution for the first-round, second-round, quarterfinals, semifinals and the 2012 NCAA Division I Football Championship Game.

Rules

[Reference: Bylaw 31.1.6 in the NCAA Manual.]

Per NCAA Bylaw 31.1.6, member institutions shall conduct all intercollegiate competition in accordance with the playing rules of the Association in all sports for which the NCAA develops playing rules. For those sports in which the Association follows rules that are developed by other governing bodies and modified by the governing sports committee, the

adopted playing rules shall be used. The governing sports committee will not consider any results for selection purposes that are not played in accordance with NCAA rules, or those rules adopted by an outside organization.

NCAA Football Rules and Interpretations will be followed. Questions regarding the interpretation of rules should be addressed to Rogers Redding, secretary-rules editor, NCAA Football Rules Committee, 2710 Oakleaf Circle, Helena, Alabama 35022 (205-936-3514; footballrules@ncaa.org).

Instant Replay

Instant replay will be used at each game of the quarterfinal, semifinals and the 2012 NCAA Division I Football Championship Game. Instant replay equipment will be provided to each site using instant replay by DVSPORT. A comprehensive guide regarding instant replay will be sent to all teams participating in games using instant replay.

Each stadium will be responsible for providing all video/audio cabling and ring-down phone connections from the broadcast truck positions to the replay booth.

Personnel.

1. Replay official. The NCAA and DVSPORT will secure an individual to serve as replay official for the game. The selected replay official should not have any conflict of interest (perceived or actual) to any team or conference participating in the game they are assigned to work. The NCAA will coordinate air travel, if necessary, and help secure the use of a rental car for the replay official. Rental car expenses will be direct billed to the NCAA (when using Enterprise or National).

The NCAA will be responsible for reimbursing the replay official for their game fee (\$750), transportation between their home and the game site in their personal automobile (\$.50 per mile, if the official did not fly) and per diem (\$45 per day).

NCAA staff will reimburse the Instant Replay Official via RefPay. Replay officials will receive information on setting up an account in RefPay once they are selected to work a game.

The host institution will be responsible for securing and be direct billed for lodging for this individual for up to two nights.

New for this year the host institution should reflect these instant replay lodging expenses in the proposed budget as a budgeted expense.

2. DVSPORT staff. Two representatives from DVSPORT will be on-site to manage the technical aspects of the instant replay equipment and work with the replay official in the replay booth during the game as the communicator and technician. These individuals will be responsible for all of their personal expenses (lodging, meals, transportation, etc.). However, the host institution will be responsible for assisting the DVSPORT personnel in securing hotel lodging during their stay (two to three nights).
3. Sideline assistant. The host institution will secure someone locally to serve as the sideline assistant. The sideline assistant assists the replay officials in communicating with the on-field officials for the review and discussion of plays, when necessary. The sideline assistant should be paid a \$100 fee for their service, which should be paid by the host institution.

The host institution should reflect these expenses on their proposed budget and

financial report as a budgeted expense.

Space and Power Requirements.

Dedicated “private” space in the press box or suite level to accommodate no less than four people is required. This “private” space should contain the following:

1. An unobstructed view of the playing field.
2. Adequate counter space (at least 10 feet long and two feet deep) in the front of the box.
3. At least two dedicated power sources with a minimum of four power outlets.
4. Enough power to accommodate a power consumption of 520 Watts/110 Volts = 4.73 amps.
5. Separated from any other activity (media, fans, etc.).

A representative from DV Sports will be present at the mandatory pregame meeting to answer any questions.

Officials

Policies

A sports committee or games committee may not require membership in any specific officials’ association as a prerequisite for selection to officiate in an NCAA meet or tournament. Officials shall be selected and assigned by the sports committee or games committee, which shall ensure that officials adhere to the Association’s policies relating to gambling activities and drug and alcohol use. Furthermore, officials must conduct themselves in a manner befitting intercollegiate athletics. Failure to do so may result in termination of the officiating assignment.

The seven game officials for all games will be selected by the Division I football championship committee from Division I Football Championship Subdivision conferences. The committee will use the following criteria when assigning officials: (1) Officials must be neutral and games between two institutions from the same conference must be officiated by an officiating crew from another conference; (2) proximity of officials to the playoff site; and (3) frequency of assignments. The officials will receive \$450 each per game, plus travel expenses, including air transportation, if necessary.

Officials Selection Criteria.

Before championship selections, conferences must submit a roster of their top two officiating crews. Crews will be selected to work various rounds of the championship based on the following criteria:

1. Only officiating crews from the ten automatic conferences will be considered to work a game during any round of the championship.
2. Only the top two officiating crews, as designated by each conference, will be considered to work a game during the preliminary rounds of the championship.
3. For rounds of championship competition during which instant replay will be used (i.e., quarterfinals, semifinals and championship game), a Referee’s experience with instant replay will be considered by the committee in determining officiating crew assignments.
4. Only the top officiating crew, as designated by each conference, will be considered to work the championship game. Assignments for the championship game will be

rotated among conferences annually, however, the committee will determine each year which conference's officials will work the championship game.

- Conference offices shall submit their two officiating crews to the NCAA by the end of the day on the Saturday preceding the championship selection announcement (i.e., by 11:59 p.m. Saturday, November 19, 2011). Once the crews have been approved and conferences assigned to work specific championship games, the conference office may determine which of the two crews works that particular championship game. All assignments are subject to NCAA review and approval.

If the game is to be televised, a television time out coordinator will be selected and reimbursed by the televising network. If requested the NCAA may provide suggested personnel to the televising network.

The official clock operator should be appointed by the host institution for each playoff game.

The officials are requested to coordinate their local travel arrangements at the site of the competition with each other and the host institution to avoid additional expenses.

Officials are not permitted to consume alcoholic beverages en route to the championship game.

Officials should not be involved in any pre-game entertainment in conjunction with the participating institutions.

Travel/Per Diem

Travel expenses for the officials will be paid according to the actual mode of transportation, not to exceed jet coach air fare or 50 cents per mile, but not including terminal or other local transportation. Officials who receive approval for air transportation must make flight arrangements through the NCAA travel service, Short's Travel Management, 866/821-8547.

Hotel expenses (excluding incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution. Officials will receive a \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a per diem of \$45.

Officials Championship Expense Reimbursement

The NCAA and Short's Travel Management will be responsible for scheduling and direct billing air travel expenses for the game officials. They will also arrange and direct bill rental car expenses via Enterprise Rent-a-Car or National Rental Car. The host institution should secure and be direct billed for the lodging for all seven game officials. New for 2011-12 the host institution should budget for officials lodging as part of their budgeted expenses in their proposed budget.

NCAA staff will be responsible for all other official expenses, which include game fee (\$450), per diem (\$45 per day), transportation between their home and the game site in their personal automobile (\$.50 per mile, only if the official did not fly) and any rental car

charges from a rental agency other than Enterprise or National. Payment to officials will be paid via RefPay. NCAA staff will provide officials working the championship with details on how reimbursement will be handled. Instructions on setting up a RefPay account will also be provided.

See the Instant Replay section of this handbook regarding the selection and reimbursement of instant replay officials.

Chain Crew.

It is required that individuals working on a chain crew during any round of the championship be an experienced chain crew that has worked on a chain crew during the regular season.

Uniforms

[Reference: Bylaw 12.5.4 in the NCAA Manual.]

The host institution team will be the home team and will wear dark jerseys in the first-round, second-round, quarterfinal and semifinal contests. The visiting team will wear white jerseys. At the final, the home team will be decided by a coin flip. In all cases, the visiting team will be introduced first and will take the field first.

The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are in the team area for practices and games, or who participate in news conferences. Please note that those contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. Also, the logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championships events.

Logos

An institution's official uniform and all other items of apparel (e.g., socks, headbands, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear only a single manufacturer's or distributor's normal trademark, not to exceed 2-1/4 square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4 square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any entity other than the student-athlete's institution.

The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in news conferences. Please

note that those contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before August 11, 1998. Also, the logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championships events.

These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships, and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

Determination of Championship Participation

Certification of Eligibility/Availability

[Reference: Certification of Eligibility/Availability in the Division I General Section and Bylaws 3.2.4, 12, 13, 14, 15, 16 and 31.2.1.7 in the NCAA Manual.]

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. In accordance with Bylaw 3.2.4.3, member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition. Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

For the Division I Football Championship, the championship liaison must be notified before November 1.

NCAA Championships Policy Related to Sports Wagering

No pre-determined or non-predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting on the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

Championship Structure/Format

The Division I Football Championship provides for a maximum field of 20 teams. Ten member conferences have been granted automatic qualification for the 2011 championship. The remaining ten teams will be selected at large by the Division I football championship committee.

The top five teams in the 20-team bracket for the championship will be seeded. Team pairings will be determined according to geographical proximity, with the exception that teams from the same conference will not be paired in games in which both teams are playing their first game of the championship.

Four first-round games will be conducted on the campus of one of the competing institutions, and the winners will advance to the second round. The second-round features eight games (including the 12 teams that received a first-round bye) on the campus of one of the competing teams. Second-round winners meet in the quarterfinals on the campus of one of the competing institutions. Quarterfinal winners will advance to the semifinals on the campus of one of the participating institutions. The winners of the semifinal games will play

in the 2012 NCAA Division I Football Championship Game in Frisco, Texas on Saturday, January 7, 2012.

[See Appendix A (page 42) for the championship bracket.]

Squad Size

[Reference: Bylaw 31.1.5 in the NCAA Manual.]

Participating teams are limited to a maximum number of 60 student-athletes in uniform. Replacements are permitted up to the starting time of the game; after the game begins, no replacements shall be permitted for any reason. An institution that is advised it is in violation of this regulation and does not conform promptly to it automatically shall forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. A roster form, to be provided by the NCAA national office, shall list the 60 student-athletes and shall be submitted to the NCAA site representative during the administrative meeting.

Starting Times

Starting times shall be established by the host institution, subject to approval of the NCAA.

If lights are not available, it is suggested that no game shall start later than 12:35 p.m. local time and must start not later than 1 p.m. local time.

Tentative ESPN broadcast schedule:

First Round	November 26	TBD	ESPN Family of Networks
First Round	November 26	TBD	ESPN Family of Networks
First Round	November 26	TBD	ESPN Family of Networks
First Round	November 26	TBD	ESPN Family of Networks
Second Round	December 3	TBD	ESPN Family of Networks
Second Round	December 3	TBD	ESPN Family of Networks
Second Round	December 3	TBD	ESPN Family of Networks
Second Round	December 3	TBD	ESPN Family of Networks
Second Round	December 3	TBD	ESPN Family of Networks
Second Round	December 3	TBD	ESPN Family of Networks
Second Round	December 3	TBD	ESPN Family of Networks
Second Round	December 3	TBD	ESPN Family of Networks
Quarterfinals	December 9	8:00 PM ET	ESPN Family of Networks
Quarterfinals	December 10	NOON ET	ESPN Family of Networks
Quarterfinals	December 10.	TBD	ESPN Family of Networks
Quarterfinals	December 10	TBD	ESPN Family of Networks
Semifinals	December 16	8:00 PM ET	ESPN Family of Networks
Semifinals	December 17	2:30 PM ET	ESPN Family of Networks
Final	January 7	1:00 PM ET	ESPN Family of Networke

Quarterfinal/Semifinal Date Determination Procedure

The quarterfinal and semifinal games during the 2011 Division I Football Championship will be conducted on two different days. One quarterfinal game will occur on Friday, December 9 and three quarterfinal games will occur on Saturday, December 10. One semifinal game will occur Friday evening, December 16, while the other will occur Saturday, December 17.

The quarterfinal and semifinal schedules will be determined by the Division I Football Championship Committee on the Sunday following the preceding round. Prospective hosts should note these date possibilities in their facility evaluation forms and when developing their proposed budgets.

Selection Information

Automatic Qualifiers

[Reference: Bylaws 31.3.4 and 31.3.5 in the NCAA Manual.]

The following ten conferences have been granted automatic-qualification privileges for the 2011 championship:

- Big Sky Conference
- Big South Conference
- Colonial Athletic Association
- Mid-Eastern Athletic Conference
- Missouri Valley Football Conference
- Northeast Conference
- Ohio Valley Conference
- Patriot League
- Southern Conference
- Southland Conference

Automatic Qualification Criteria/Process

The Division I Football Championship Committee will annually make the determination of which eligible conferences will receive automatic qualification. The following criteria are used when determining which conferences shall receive annual automatic qualification for the NCAA Division I Football Championship:

1. Non-conference records;
2. Strength of non-conference opponents;
3. Recent postseason history; and
4. Competition against Football Bowl Subdivision opponents.

The Division I Championships/Sports Management Cabinet policy stipulates that for the Division I Football Championship at least 50 percent of the bracket shall be reserved for at-large selections, and no more than 50 percent of the bracket shall be available for automatic qualification of eligible conferences.

At-Large Selection

For the 2011 NCAA Division I Football Championship there will be 10 at-large spots available in the 20 team championship field.

Selection Criteria

[Reference: Bylaws 31.01.2, 31.01.3 and 31.3 in the NCAA Manual.]

At-large teams shall be selected by the Division I football committee, assisted by four regional advisory committees that serve in an advisory capacity only.

The following principles shall apply when selecting at-large teams:

1. The committee shall select the best teams available on a national at-large basis to complete the bracket. Per NCAA Bylaw 31, the basic criteria used in the selection of at-large participants are (1) won-lost record, (2) strength-of-schedule, and (3) eligibility and availability of student-athletes for the NCAA championship;
2. There is no limit to the number of teams the committee may select from one conference;
3. The won-lost record of a team will be scrutinized to determine a team's strength of schedule; however, less than seven Division I wins **may** place a team in jeopardy of not being selected;
4. The committee may give more consideration to those teams that have played all Division I opponents; and
5. If the team of a committee member is under consideration, the member may not vote for the team being considered and will not be in the room when a vote is taken.
6. For those conferences that qualify for automatic qualification but do not receive it, a guaranteed at-large position shall be awarded in any year in which its conference champion team meets **all** of the following conditions:
 - a. Team wins a minimum of eight Division I games during the season;
 - b. Team wins a minimum of two non-conference games against Division I teams representing a conference that has earned an automatic qualification in that year; and
 - c. Team finishes the season ranked 20 or higher in an average of the last regular-season media, coaches and/or computer polls (which will be determined by the committee on an annual basis). For 2011, the media poll will be the Sports Network Poll, the coaches poll will be the FCS Coaches poll and the computer poll will be a variation of the Gridiron Power Index – using only the following computer rankings: The Massey Ratings, Wolfe Rankings, Ashburn Rankings, Self Rankings and the Laz Index.

[See Appendix B (page 43) for a map of the geographical regions.]

Pairings

[Reference: Championship Format (page 14) in this handbook and Bylaw 31.3 in the NCAA Manual.]

All pairings will be made by the Division I football championship committee. The following principles are applied when pairing teams:

1. Teams deemed by the committee to be the 12 best teams selected to the championship shall receive a first-round bye. The remaining eight teams shall play first-round games and will be paired according to geographic proximity.
2. The teams awarded the top five seeds are placed in the appropriate positions in the bracket (Nos. 1 and 4 in the upper half, and Nos. 2 and 3 in the lower half, and No. 5 in the upper half of the bracket adjacent to the No. 4 seed bracket such that they would be quarterfinal round opponents should they advance);
3. The committee shall determine the seven remaining teams that merit a first-round bye;
4. The No. 5 seed and the seven unseeded teams receiving a first-round bye shall be paired with teams that are in closest geographic proximity;
5. The remaining eight teams will play first-round games and will be paired according to geographic proximity and placed in the bracket according to geographic proximity of the top four seeds previously placed in the bracket;
6. The NCAA mileage threshold for mandatory team travel via ground is 400 miles;
7. Teams from the same conference will not be paired for first-round games or for second-round games when **both teams** are playing their first games of the championship;
8. Once the first-round pairings have been determined, there will be no adjustments to the bracket (e.g., a top-four seed may play a conference opponent that advanced out of the first round).

Travel Information

[Reference: Per Diem and Transportation in the Division I General Section.]

During the championships institutions that are playing within 400 miles (one-way) of their campus will be required to travel to that site via a bus. Institutions traveling more than 400 miles (one-way) to their game will be approved for air travel to that site. All air travel arrangements will be made via Short's Travel Management.

1. Arrival Times at Playoff Sites. Participating institutions in first-round, second-round, quarterfinal and semifinal round games shall arrive not later than the established practice time the day before competition.
2. Lodging. The host institution or sponsoring agency shall make local reservations for the competing teams and advise them of the arrangements. Each competing institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at the designated property; however, it is responsible for canceling its reservations and then securing its own accommodations.
3. Transportation. Please refer to NCAA travel policies for all information regarding transportation and per diem expenses. Travel policies can be found online at <http://tinyurl.com/ncaafbtravel>
4. Travel Party. Transportation expenses and a \$120 per diem will be provided for each member of the travel party. The size of the travel party is 130 persons for the first-round, second-round, quarterfinal and semifinal contests, including a maximum of 60

student-athletes in uniform.

5. Expense Reimbursement Form. Expense forms with instructions will be available online (<http://tinyurl.com/ncaafbtravel>). Forms can be mailed to the director of athletics of each competing institution, if they are unable to be accessed via the Web site. Please contact the NCAA travel department at the national office (317-917-6222; e-mail: travel@ncaa.org) to receive hard copies of the form. Completed forms must be received at the NCAA national office within 30 days of competition.

Site Selection

With regard to first-round, second-round, quarterfinal and semifinal sites, in addition to the criteria listed in Bylaw 31.1.3.2.1, the NCAA Division I Football Committee shall consider the following additional criteria when selecting playoff sites:

- a. Prospective host institutions must submit the following minimum financial guarantees, which shall be 75 percent of the estimated net receipts as submitted on the proposed budget:
 - First round—\$30,000
 - Second round—\$30,000
 - Quarterfinal—\$40,000
 - Semifinal—\$50,000
- b. If the minimum financial guarantees are met, the committee will award the playoff sites to the top five seeded teams.
- c. When determining host institutions for playoff games when both teams are unseeded, criteria shall apply as follows: (1) quality of facility, (2) revenue potential plus estimated net receipts, (3) attendance history and potential, (4) team's performance (e.g., conference place finish, head-to-head results and number of Division I opponents), and (5) student-athlete well-being (e.g., travel, missed class time).
- d. If a second-round, quarterfinal or semifinal playoff site is not available due to the fact the institutions involved did not submit a proposed budget, the committee will contact the institutions and offer the opportunity to submit a bid at the current round's minimum financial guarantee level. If seeded teams are not involved, the committee will determine the host institutions by applying the championship site-selection criteria in Bylaw 31.1.3.2.1.
- e. If no institution is willing to submit a proposed budget at the current level, the previous round's minimum financial guarantee will be offered. If seeded teams are not involved, the committee will determine the host institutions by applying the championship site-selection criteria in Bylaw 31.1.3.2.1.
- f. The committee will consider previous crowd-control measures and crowd behavior of the prospective host institution.

Proposed Budget Form

Any institution interested in hosting a preliminary round game of the 2011 NCAA Division I football championship must submit a proposed budget in order to be considered to host.

A separate proposed budget must be submitted for each particular round that institution is interested in hosting.

Additional proposed budget information and links will be available starting Monday, October 10, 2011 at <http://tinyurl.com/DIFBAdmin>. The deadline to submit all proposed budget materials for hosting preliminary rounds will be Friday, November 11, 2011.

Facility Evaluation Form

In addition to proposed budgets, any institution interested in hosting a preliminary round game of the 2011 NCAA Division I football championship must submit a facility evaluation form online in order to be considered to host. The facility evaluation form will be available online (<http://tinyurl.com/DIFBAdmin>) beginning Monday, October 10, 2011.

Key Contact Forms

As part of the overall proposed budget materials a key contact form must also be submitted online for each round in which an institution is interested in hosting. The key contact form is available at http://web1.ncaa.org/key_contact/exec/login. Like all other proposed budget materials the key contact forms site will be available starting Monday, October 10, 2011 and must be submitted no later than Friday, November 14, 2011.

Final Financial Report Form

A final financial report from each championship site must be submitted online to the NCAA not later than 60 days after the competition. *[Reference: Bylaw 31.4 in the NCAA Manual.]*

Additional Championship Information

Administrative Meetings

[Reference: Misconduct in the Division I General Section and Bylaws 31.02.4 and 31.1.10 in the NCAA Manual.]

A meeting of the head coaches, directors of athletics, athletic trainers and sports information contacts of the competing teams, with the game officials and representatives from the host institution, the Division I football championship committee and the NCAA national office, will be held the night before the first-round, second-round, quarterfinal and semifinal games. The administrative meeting will include information on the provisions of Bylaw 31.1.10, which prescribes conditions under which a student-athlete or representative of an institution may be disqualified from further participation in the championship(s) for reasons of misconduct. It is mandatory that all representatives as specified above attend the meeting to review all game arrangements. It is recommended that the meeting be conducted at 7 p.m. and be held before any social reception. No alcoholic beverages are to be provided during the meeting.

All Access and VIP Credentials

The host institution for all preliminary rounds should provide the visiting team with 13 All-Access credentials for its "University Personnel (e.g., president/chancellor, athletics director, FAR, associate athletics directors and sports information contacts). The visiting institution's applicable conference office staff should receive an additional three all-access credentials. All-access credentials are good for stadium entrance.

The visiting institution should also be provided 10 VIP passes, which will allow key constituents (e.g., alumni, spouses, etc.) to have access to the field, press box, news conference and locker room areas. This pass is not good for stadium entrance.

Audio Coverage (Radio and Internet)

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at the NCAA Web site at www.ncaa.com/broadcast.

Banners

All commercial identification within the competition area must be covered, unless such coverage is precluded by preexisting contracts as detailed in the NCAA Championships General Information Handbook. Any signage promoting alcohol, tobacco or gambling must also be covered, regardless of preexisting contracts.

Banquets

Banquets may be held in conjunction with the playoff competition if agreeable with both teams. If a banquet is held, both participating teams must attend. The host institution or sponsoring agency will determine whether the banquet will be open to the public.

Bands/Spirit Squads/Mascots

Cheerleaders and/or pompon team members, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list furnished to the host institution by the competing institution's director of athletics; all other institutional representatives will be admitted only upon presentation of a ticket. A maximum of 12 cheerleaders and/or pompon team members, along with one cheerleader coach, shall be allowed on the field during the progress of the game. The cheerleaders shall perform within an area designated by the tournament manager.

All cheerleading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors (AACCA). Neither the NCAA nor the host institution shall be responsible for supervising or monitoring routines performed by cheerleaders at championship events. Except as noted in this section, supervision of cheerleading squads and their activities, yells and stunts is solely the participating institution's responsibility. The participating institution shall ensure that the squad has sufficient training, supervision and equipment for any and all routines its squad may choose to perform. Tournament managers must inform participating institutions if the host facility has more stringent requirements. If so, the director of athletics at each institution must apprise his or her cheerleading squad of such requirements and ensure compliance.

Band members who are in uniform and performing at the championship will not be charged admission to the competition. Bands, or any component thereof, are allowed to play during time-outs, halftime, and before and after the competition. Bands are not allowed to play during the game, once the ball is spotted and the umpire backs away from the ball.

Host institutions must make space available for the visiting team band, upon request.

Championship Merchandise

1. The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 89 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser and/or NCAA licensing staff.
2. The official NCAA event souvenir merchandiser is Event 1, Inc., a subsidiary of GEAR for Sports, Inc. They may be reached through Jared Hunt, Event 1, jhunt@gearforsports.com, 9700 Commerce Parkway, Lenexa, KS 66219, 913/693-2108, 913-693-2654. (fax). Event1 has purchased merchandising rights to all sites of all NCAA national championships.
3. Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:
 - a. Receiving inventory and accounting upon arrival of merchandise from Event 1,

Inc.

- b. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
 - c. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
 - d. At the conclusion of the event, everything sent must be returned to Event 1 with in two days of the conclusion of the event.
 - e. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
 - f. Selling locations that are well displayed and fully stocked prior to the public's access to them.
 - g. Strict adherence to the merchandising and display standards as outlined below:
 - Merchandise made available for sale at all times during the event.
 - Each item neatly displayed with correct prices clearly marked.
 - Neatly dressed personnel that are customer-oriented.
 - Skirted tables for display and checkout.
 - Display boards and grids.
 - Selling locations located in high traffic and easily located locations.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of back-up inventory in a fast and efficient manner.
 - Calling Event 1, Inc. to request re-orders should sales warrant.
 - h. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc. no later than 24 hours after the conclusion of the event.
 - i. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc. within 7 business days of the conclusion of the event.
 - j. The remaining inventory forwarded to Event 1, Inc. or the next event site as determined by Event 1, Inc. within 1 day of the conclusion of the event.

Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.
4. The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.
 5. A buy-out option can be made with Event 1/NCAA when the host institution/conference wants to sell merchandise that features the host mark or logo at the NCAA competition. This can only be done when the host institution/conference agrees to purchase the entire product that Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor

will provide the NCAA 15 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship [NCAA Bylaw 31.6.2-(a)].

6. Should a championship site have a prior contractual relationship with vendors that cannot be waived for NCAA Championship competition, Event 1, Inc., when supplied with written proof of the contract, is required to make the vending opportunity available to the facility's vendor.
7. The host institution/conference must notify Event 1, Inc. if it has an existing contract that will prohibit Event 1, Inc. from supplying vendors for this event.

Questions relative to merchandising should be directed to Jared Hunt, Event 1, 9700 Commerce Parkway, Lenexa, KS 66219, 913/693-2108, 913/693-2654 fax, jhunt@gearforsports.com or Peter Davis, Assistant Director of Corporate Licensing, at the national office (317/917-6222, ext. 6964; pdavis@ncaa.org).

Championship Merchandise - Pre-Order

Teams selected to participate in NCAA championships will have the opportunity to pre order first-round event merchandise online through the official NCAA souvenir merchandiser, Event 1, Inc. After selections institutions will be e-mailed instructions for placing orders. All orders will be shipped directly to the institution the week after first-round competition.

Questions regarding the online team ordering process may be directed to Gina Taylor at Event 1 (888/745-3058; gtaylor@gearforsports.com).

Commercial Logos

Teams are not permitted to have commercial logos (e.g., Gatorade, Powerade) on the sideline towels, cups, etc. during games of the championship. Visiting teams must bring their own such towels.

Credentials

NCAA site representatives assigned to each championship site will have NCAA-produced all-access passes (credentials) that must be honored at each site. Pass designs will be forwarded to the host prior to the event for their informational purposes.

Violation of NCAA championship credential policies by individuals from participating teams may be subject to championship misconduct.

Crowd Control

Access to the competition area shall be limited to participating student-athletes, coaches, officials, support personnel and properly-credentialed individuals only. For the safety of participants and spectators alike, at no time before, during or after a contest shall spectators be permitted to enter the competition area. It is the responsibility of each participating institution to implement procedures to ensure compliance with this policy.

1. Game Stoppages. In the event that a large number of spectators enter the competition area (e.g., playing field, sidelines, end zone areas) during a game, the Referee should

be instructed to do the following:

- a. Get both coaches together at midfield and let them know that the game is being suspended until the sidelines were cleared of everyone not authorized to be there.
 - b. Get the officiating crew together with two or three security people.
 - c. Announce via public address system that the game is being suspended until the sidelines are cleared of all unauthorized individuals.
 - d. If necessary, take the officiating crew with appropriate security personnel to a safe location.
 - e. If the sidelines are not cleared within a reasonable period of time then the Referee may declare that the game is over.
2. Hosting Opportunities. An institution failing to keep its spectators and other unauthorized personnel out of the competition area before, during or after a contest during any round of the championship may, as determined by the football committee, be prohibited from serving as a host for the subsequent round of championship (including the following year in which the institution participates in the championship if the incident occurs during a semifinal or final).

Drug Testing

Program 2011-12 booklet and 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 2011-12 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 2011-12 Drug-Testing Programs booklet or the NCAA Website (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 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.

Additional information regarding the NCAA's championship drug-testing program can be found at www.ncaa.org/drugtesting.

Fan Giveaways

Items given away to fans inside or in the immediate vicinity of the venue (e.g., hats, pom poms, newspapers) must have prior NCAA approval, for reasons of spectator safety, enjoyment and protection of NCAA corporate relationships.

Field Communication Phones

It is recommended that visiting teams use the field phones provided by the host institution, and at the minimum, three phones shall be provided—one each for the defensive and offensive coordinators, and one for the head coach to monitor both the defensive and offensive phones. Both teams shall use the same number of phones, which shall be decided during the pre-championship telephone conference. The host institution shall be responsible for all phone repairs.

It is the committee's policy that if one set of phones is not working during the game, the other phones will be disconnected until the nonworking set has been repaired. The principle is that teams shall have an equal number of phones available during the game.

When a phone becomes inoperable, the coach shall notify the referee, who then shall ensure that the opposing team uses the same number of phones. In addition, the coach shall notify the designated game administration person on the sideline who will contact the telephone repair person. Once the phone(s) has been repaired, the sideline game administration person will notify the sideline person for the other team that the phone(s) is repaired.

Visiting teams may provide their own phones; however, they will be responsible for the installation and maintenance. Further, if the visiting team provides its own phones and they become inoperable, the home team may continue to use its phones. If the visiting team provides its phones, there will be no limit on the number of phones that can be used by each team.

A visiting team may use either the home team's phone system or its own system, but not both systems.

Game Time

The Division I Football Championship Committee has the final authority in determining the start of all games in the championship, including those not being broadcast on national television. Please note that traditional game times may need to be altered to accommodate the broadcast of a game. First-round game times will be set by the NCAA not later than 1 p.m. Eastern time the Monday preceding the game.

Halftime

The intermission will be 20 minutes. Eighteen minutes will be allotted for the halftime entertainment, with the understanding that the field must be cleared two minutes before the start of the second half. The time clock for the 18 minutes allotted for halftime entertainment will commence when the teams leave the field. Under no circumstances will the intermission be extended for entertainment.

The sponsoring agency must reserve six minutes of the halftime entertainment time for each competing team's band. The sponsoring agency will be allowed six minutes for entertainment purposes.

If a competing team's band is not available, the time reserved for that band may be used by the sponsoring agency. The competing institutions must inform the sponsoring agency not later than noon Wednesday before the game if their bands will be available to perform during the intermission.

Home Team Environment

It is the expectation of the committee that hosts of any contest during the NCAA Division I Football Championship provide a competitive environment consistent with the significance of the championship event. The championship environment includes the participating teams, crowd, bands, spirit squads, public address announcer, in-venue audio and video content as well as other individuals, events and elements associated with the contest. While preliminary round competition is held at campus facilities, the environment surrounding the event may need to be notably different from regular season contests within the facility. As a basic principle, hosts should try to enhance the experience of participating teams and fans, without demeaning the opposing team or creating an unsportsmanlike environment. The following are examples of expectations of the committee from the host institution in this regard:

1. **Artificial Elements.** Artificial elements (e.g., fireworks, smoke, cannons, artificial sounds/noises, video board productions) used to enhance the experience for participating teams and fans may be used by either team; however, such elements (e.g., mascots, video boards) should not be used to demean the opposing team in any manner or create an unsportsmanlike environment.
2. **Artificial Noisemakers.** Artificial noisemakers (e.g., thunder sticks, cow bells, air horns) shall not be permitted inside the venue, and such instruments shall be removed from the playing and spectator areas at the request of the NCAA game representative. Bands, or any component thereof, shall not play while the game is in progress (after either team breaks its huddle). See 2011-12 NCAA Division I General Requirements Handbook for additional information.
3. **Seating.** Host institutions shall adhere to all NCAA championship policies regarding the seating and location of home and visiting fans as well as team bands. It should be understood that the intent of such policies is to provide an atmosphere that helps limit the impact of crowd and band noise in the seating area immediately around the team bench. See other sections regarding seating within this handbook for additional information.
4. **Monitoring.** The host institution shall designate a person for each sideline to be responsible for ensuring a championship environment for both teams and ensuring that only appropriately credentialed individuals are inside the team bench areas during the contest. Further, the NCAA site representative shall be empowered to address any situation that may not be meeting the intent of the expected championship environment.

Information for Prospective Participants

Information supplementing this pre-championship manual will be posted online October

10 for the contending teams eligible for selection. Prevailing local arrangements and the responsibilities of the selected teams will be included, as will other pertinent material not included in this football handbook.

Marketing Resources - Preliminary Round Hosts

Information that is intended to assist host institutions increase attendance at preliminary rounds of the 2011 NCAA Division I Football Championship is available on line at: <http://tinyurl.com/FCSmarketing>.

Media Services

Press Credential Criteria.

A "media agency" for purposes of these criteria shall mean a daily or weekly publication, cable system, radio or television station or network requiring news coverage. "Immediate news coverage" for purposes of these criteria shall mean that the editorial, audio and/or visual deadline for the tournament action being documented occurs no later than 48 hours after the competition at the site has been completed.

1. More than one representative per "media agency" may be authorized by the media coordinator.
2. Subject to limitations of space, credentials at all sites should be assigned to the working media in accordance with the following priorities:
3. Individuals, certified by the director of athletics and/or the sports information director of each participating institution, who will represent specific campus-related publications and departments.
4. A media agency in the geographic area and/or locale of a participating institution that has staffed its games on a regular basis throughout the season.
5. A media agency in the geographic area of the host city if the event is being held at a neutral site.
6. A representative of a national newspaper (e.g. with circulation greater than 60,000)
7. The designated representative of a national television, cable system, radio network or a radio station that originates a daily "sports talk" program and daily circulation newspapers that do not otherwise meet the aforementioned criteria.
8. Space permitting, representatives of other weekly, specialty or college newspapers of the host or participating teams or magazines, telephone reporting services and AM/FM radio or public/commercial television stations.

Photography Credentials.

Sports editors or directors shall request all photography credentials. Subject to limitations of space, photography credentials to the championship shall be assigned in accordance with the following priorities:

1. A photographer, certified by the director of athletics and/or the sports information director of each participating institution, who will represent campus-related publications and departments.
2. A newspaper photographer from the locale of a participating institution that has

regularly staffed its games throughout the season.

3. A photographer from a media agency in the geographic area of the host city if the event is being held at a neutral site.
4. A photographer from a media outlet that covers the collegiate sport regularly on a national basis.
5. An individual or crew designated by a national television network or cable system that originates daily sports news programs.

Television videographers should be credentialed on the same basis as newspaper photographers. However, if television rights have been granted to a specific entity than the television videographers are bound by strict taping rules.

Online Agencies Credentials

1. An online entity may be provided one credential if it registers at least 10,000 unique users per month in each of the 12 months preceding the championship and covers college football daily.
2. An online entity that does not meet Criteria No. 1 may be provided one credential if it covers (i.e., full-time staff members attended and filed reports) at least 90 percent of the participating or host institution's home games.
3. One credential may be issued to an online agency if it covers (i.e., staff members are credentialed and file original reports) a minimum of 10 regular season games during the year.
4. The official Web site of a participating institution, as designated by that institution's sports information department, may receive a maximum of two credentials in addition to the three credentials issued to the participating institution.
5. Any online entity that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes, scouting of the NFL league draft or fan-only specific forums, do not qualify for credentials.
6. An online entity may receive a credential only if its full-time staff writes an overwhelming percentage of that site's original material pertaining to college football.
7. An online entity will not receive credentials for photographers.

Agencies Not Eligible.

1. Credentials will not be issued to persons solely for the purpose of writing or gathering material for books.
2. Credentials shall not be issued to representatives of professional sports organizations, not to telephone reporting services, nor to obligations normally identified as "tout sheets," not to other publications devoted solely to gambling.
3. Any online service that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes will not qualify for credentials.

Interview Policies.

Interviews will be conducted before and after all championship games. [See the press conference schedule under Important Dates (page 8.)]

All coaches and student-athletes will be available for interviews.

After any game, selected student-athletes may be required to register for drug testing. Student-athletes cannot delay drug-testing registration unless requested to grant a short interview (not to exceed four minutes) by the television entity that has purchased rights to the contest. After the drug-testing registration procedure, each student-athlete will be available for interviews for up to one hour before he must report to the drug-testing facility. No interviews may take place with the student-athletes during the 10-minute cooling-off period or during registration for drug testing.

The coach shall designate a minimum of two starters to report to the interview area immediately after the dressing room opens. The media coordinator also may request the coach to include additional student-athletes to join the group in the interview room should the student-athletes' performance merit it.

The media coordination representative shall escort the sports information director, the coach and a minimum of two starting student-athletes to the interview area after the 10-minute cooling-off period.

All dressing rooms shall be open to the media after the 10-minute cooling-off period, which begins when the coach enters the dressing room immediately after the game. The coach must proceed directly to the dressing room after the game unless requested to remain for a short television interview (not to exceed four minutes). The dressing room shall be open to the media for up to one hour after the 10-minute cooling-off period has expired.

The pre-championship press conference format specifies that the visiting team coach and student-athletes be scheduled in the interview room before the home team coach and student-athletes. The interviews with the visiting team coach and student-athletes generally will not exceed 20 minutes. The visiting team shall be interviewed first during postgame press conferences in the preliminary rounds. During the championship game, however, the postgame press conference format will be such that the losing team coach and student-athletes will be interviewed first, followed by the winning team coach and student-athletes.

Regardless of any personal regular-season radio and/or television contracts, the coach first is obligated to the entire press staffing the championship and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay a postgame interview with the covering press to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short television interview (not to exceed four minutes) by the entity that has purchased rights. After fulfilling this commitment to the press staffing the championship game, the coach may participate in special interviews.

Coaches shall not become available to selected media representatives before the conclusion of the 10-minute cooling-off period. They may, however, report immediately to the interview room and make themselves available to all media representatives staffing the championship. Should a coach permit one media representative to enter the dressing room before the 10-minute cooling-off period has expired, the dressing room shall be open to all other media representatives desiring access to the area.

Microphones.

The placement of microphones on a team coach, in team huddles, or in the team areas is prohibited at all NCAA championships.

News, Media, Press Conferences and Satellite Feeds

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at the NCAA Web site at www.ncaa.com/broadcast.

On-Field Championship Recognition Apparel

The NCAA retains the exclusive rights to distribute any championship recognition apparel during all rounds of the championship. No other championship recognition apparel shall be distributed by any other manufacturer or entity.

Parking Passes

The host institution for all preliminary-round games should provide the visiting team with five complimentary parking passes in a prime location to be used by institutional personnel.

Practices

When requested, the host institution shall make practice facilities available.

The site representative, after consultation with the competing coaches, shall establish practice locations and schedules. As a general rule, a limited workout may be conducted on the field of competition the day before the game, unless it is determined by the site representative that such a workout could damage the field.

Professional Scouts

Per NCAA championship policy, professional scouts are required to purchase tickets and sit in general seating areas. They should not be provided with a credential or allowed access to the press box.

Programs

IMG College will be responsible for all game program production, including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events without prior permission of the NCAA and IMG College. The championship host should not include expenses or revenues for programs in the championship budget and/or financial report. All program contents are subject to NCAA approval.

Advertising. Each program will include NCAA corporate champion and partner advertising. Additionally, programs may include national advertisements as well as local advertisements. All advertisements must follow NCAA advertising guidelines and are subject to NCAA approval. Advertising sales commissions and discounts are available to host institutions should they desire to sell local advertising or offer program advertisements to their local patrons. If you know of an individual or staff member who would like to serve as a local advertising representative, please contact Doug Iler (502/459-4346; doug.iler@imgworld.com)

imgworld.com) for information regarding advertisement rates, availability, specifications and deadlines.

Editorial. If you are interested in the specific content of the program you will receive, please contact Dan Peters (dan.peters@imgworld.com).

Generally, programs include the following:

1. Participant information - IMG College will request information, including rosters, schedule/results, photos, school quick facts and logos. If your team is eligible for postseason selection, please send all materials that are requested by the date requested. Programs print on the day selections for the championship are announced. If materials are not on file, your school's information will not be included. IMG College will attempt to provide proofs for sports information director (SID) approval when time permits. If you are not sure what/when materials are needed, please contact Mr. Laytham at IMG College.
2. Programs for predetermined sites will include information on the host institution, host city and/or host facility. In addition, some programs provide complimentary advertising space. IMG College will contact via e-mail the tournament director and sports information contacts, as listed on the key contact sheets submitted to the NCAA, with the specifics of what items are needed and when those items are due. Host institution pages are subject to NCAA approval.
3. Event-specific historical information, including past champions, records, all-tournament teams and/or the previous year's recap.
4. Information on the NCAA, including the sport committee.
5. Feature stories - If you have an idea for a feature story, please submit it to Mr. Laytham at IMG College.

Program Supplements and Update Sheets. Host institutions for single-day/session championship rounds may choose to supplement the program with additional information (e.g., updated statistics or updated game notes) pertaining to the event at its site that day. The cost of producing these supplements will be covered by the host institution and will not be expensed to the NCAA or IMG College. The content must be approved by IMG College prior to the event and the supplements must be distributed inside and as a part of the program. The cost of the program cannot be raised as a result of the supplement. Once all programs have been sold, these supplements may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the supplements. If supplements are distributed, following the conclusion of the championship event please mail two samples of each supplement to Chad Laytham (IMG College, 904 North Broadway, Lexington, Kentucky 40505, ATTN: Chad Laytham).

For championships that have multiple sessions, matches, events or days, host institutions may choose or be required by the NCAA to produce update sheets (e.g., heat sheets, lane assignments, pairings). IMG College will contact hosts of those championships in advance of their events to discuss projected quantities and the paper on which update sheets should be printed. The cost of producing the update sheets will be covered by the host institution and not be expensed to the NCAA or IMG College. The first update sheet of the event should be distributed inside and as a part of the program. Subsequent update sheets complement

the program and are to be redeemed only with a coupon from the program. The cost of the program cannot be raised as a result of the update sheet. Once all programs have been sold, update sheets may be given away or sold at the discretion of the host institution, with all potential revenue for such remaining with the host institution. No advertising of any kind may be sold or placed on the update sheets. If update sheets are distributed, following the conclusion of the championship event please mail two samples of each update sheet to Mr. Laytham (IMG College, 904 North Broadway, Lexington, Kentucky 40505, ATTN: Chad Laytham).

If a host institution would like to supplement the program with additional information, or has a question about the update sheets, please contact Chad Laytham at IMG College (859/226-4511; chad.laytham@imgworld.com).

Program Sales

1. Predetermined sites: These sites will be contacted at least two weeks prior to the event. If you have not been contacted within two weeks of your championship, please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com). You will receive your vending agreement (contract) and settlement statement prior to the championship.
2. Non-predetermined sites: Once sites are announced, IMG College determines how many programs will be sent to each site and will contact the site. Your vending agreement (contract) and settlement statement will be e-mailed within one day of your site being selected.
3. Distribution of programs: Programs will be shipped to the host institution at least one day prior to the event when possible. If your shipping information is different than that on the contract, please contact Mr. Briggs at IMG College immediately. The host institution must provide program sellers.
4. Display of programs: Any posters/banners included with the programs should be hung in a visible location to promote awareness for the programs without obstructing other championship signage.
5. Collections
 - a. Contracts
 - 1) Upon site selections, all contracts are e-mailed to each site representative.
 - 2) A dedicated fax number will be assigned for receiving all signed contracts back to IMG College (859/226-4585).
 - 3) An IMG College representative will track the return of all signed vending contracts to IMG College.
 - b. Settlement Reports
 - 1) Three days after the conclusion of the event, all settlement reports must be faxed to IMG College (859/226-4585).
 - 2) The vendor will have two weeks to submit payment to IMG College.
 - 3) An IMG College representative will be assigned to track the receipt of all vending settlement reports and payments.
 - 4) If payment and/or settlement have not been received within the two-week period, IMG College will include the site/championship on its "No Pay" list sent to the NCAA.

- 5) Do not combine settlement statements for separate rounds/events or combine program settlements with Event 1 merchandise.

- 6) Please include the event number on the check that is sent.

Please contact Matt Briggs (859/226-4556; matthew.briggs@imgworld.com) at IMG College with any vending-related questions.

Promotional Assistance

The NCAA Championships Online Promotions Web site is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. Rather than mailing posters and flyers to hosts, the art is available online. As a host institution, you WILL NOT receive any promotional materials, e.g., posters, flyers and print ads from the national office as in previous year. You may; however, customize and download from the Web site all the necessary artwork to promote the championship. Television and radio spots are also available through the promotions Web site.

Each NCAA Championships host promotions/marketing contact and tournament manager will receive an e-mail with the promotional Web site address, user name, password and specific promotional budget allocated for the championship you are hosting. *The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process.* Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this e-mail.

Promotional Products. Downloadable artwork items available on the Web site include: poster, flyer, print ad, e-mail blast, banner, Web banner, billboard and table tent.

Television/Video and Radio Ticket Spots. The online promotions Web site allows hosts of predetermined championship final sites and a limited number of predetermined regional rounds to download video and radio spots for immediate use. Questions regarding availability of these spots for your championship event should be directed to your NCAA Brand Strategies and Events contact.

1. 30-Second Video/Television Spot.
 - a. The NCAA creates video/television spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
 - b. The video spots can be easily uploaded to Web sites, burned onto discs, used on video boards or sent via e-mail.
 - c. The online video spot is not intended to be used for television; however, the quality of the video spot allows for use on Web sites and video boards. If you would like to order a television broadcast quality version of your spot (the NCAA will provide one BETA tape; hosts are responsible for making duplicate copies). Please contact Angie Camp via e-mail at acamp@ncaa.org or telephone 317/917-6477. Please be sure to provide Angie with your name, telephone number and physical shipping address.
 - d. Three file formats are available for download: Quicktime, Real Player and Windows Media.
 - e. The video spots are also posted on the NCAA YouTube channel which can be accessed at www.youtube.com/ncaa.

2. 30-Second 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, Web sites, burned onto discs or e-mailed.
- The file format available for download is .wav.

Championship Logos. The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship. NCAA Championship logos are available online at www.ncaalogos.com. Please contact Nathan Arkins at 317/917-6790 to obtain a password or to answer any questions concerning the NCAA logo library.

Signage. Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

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

For semifinal-round sites only, the NCAA will provide two 15' NCAA Football logo field stencils and paint for the 20-yard lines. The stencil and paint will be sent to the facility manager listed on the key contact sheet.

If you have any questions regarding signage please contact Nathan Arkins (317/917-6790; narkins@naaa.org).

Publicity and Promotion

[Reference: Media Services (page 28) in this handbook.]

As the season progresses, institutions desiring to participate in the championship and whose records would indicate that they are under consideration for selection, should send promotional material to the NCAA national office and to members of the regional advisory committees (pages 7-8). Included should be an up-to-date roster, cumulative statistics, news releases, brochures and feature material on outstanding student-athletes.

Not later than the Monday before the competition at a site, each participant's sports information director shall send the host media coordinator a list that includes the names of media representatives from the institution's geographical area who will staff the event and those individuals requiring hotel rooms. The NCAA will provide a standardized form to each sports information director. A copy of the completed form shall be provided to the media coordinator of that championship session.

Radio

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at the NCAA Web site at www.ncaa.com/broadcast.

Scouting of Opponents/Video Exchange

Video of all games played during the current season (regular season and playoff games) must be exchanged for scouting purposes. Once both teams for a particular game have been determined, the video must be exchanged as soon as reasonably possible. All exchanged video must be complete and provide a "wide-angle" view of all 22 student-athletes. Video exchanged may only be obtained from the two competing institutions.

Sideline Equipment Hydration Program

The NCAA and Coca-Cola - a Corporate Champion supporting all NCAA championships - will provide drinking cups, water coolers, ice chests, water (squeeze) bottles and cooler carts for select rounds of the championship.

- o This equipment shall be used for all championship practices and games.
- o If your championship receives squeeze bottles, they should be provided to all student-athletes; competitor squeeze bottles branded with logos and graphics of a Coca-Cola competitor (e.g., Gatorade) brought by teams/student-athletes should not be allowed.
- o NCAA and Coca-Cola will provide branded (e.g., Dasani, POWERADE, vitaminwater revive) coolers and ice chests, that should be positioned in all areas, specifically on/near the team benches/sidelines and in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable).
- o On the sidelines, all product should be consumed out of the NCAA provided water cups or water (squeeze) bottles only.
- o The host institution/conference may retain the coolers, ice chests and any remaining product after the competition.

If the NCAA and Coca-Cola do not provide the equipment (as defined above), the host institution may use other items--those items, however, must be absent of any commercial marks (e.g., logos and graphics) or such marks must be covered completely (this includes all court side, media areas or any other back-of-house areas).

At all final championship sites and select preliminary-round sites, Coca-Cola will provide a bottled water product (e.g., Dasani), POWERADE powder, and when applicable, bottled isotonic products (e.g., POWERADE).

- o The above referenced products must be made available in any/all areas (e.g., in the locker rooms, in practice areas, student-athlete hospitality areas, etc.).

If a preliminary-round site does not receive Coca-Cola products via the NCAA and Coca-Cola, hosts must still use Coca-Cola products (e.g., Dasani and POWERADE) for all championship practices and games.

Competitors of NCAA Corporate Champion Coca-Cola may NOT provide beverage products (sodas, water, isotonic) for any official NCAA championship event (e.g., student-athlete banquet, committee tent/suite, etc.), even if a competitor to Coca-Cola offers product for free or at a reduced cost.

- o The championship budget will cover the purchase of Coca-Cola beverage products that are needed (please use "unbudgeted disbursements" per page 6 of the NCAA Championship Financial Report for this purpose).

Sideline Heaters

If necessary, host institutions may provide sideline heaters for both teams. The cost of the heaters can be included as a budgeted expense.

Sideline Personnel

Not more than 30 sideline passes per team shall be provided. Only the participants, coaches and those individuals in a working capacity who have performed these duties throughout the regular season shall be allowed on the sidelines. Coaches who will be in the press box during the game shall be included in the allotment of 30 sideline passes.

Statistics

Each participant's sports information contact shall update team and individual statistics after each game, and the statistics shall be reproduced and distributed at the first scheduled news conference before the team's next competition in the championship.

Strobe Lights

A maximum of three sets of strobe lights may be installed at an indoor stadium, on approval of the Division I football championship committee representatives, for media agencies requiring immediate news coverage under the following priorities:

1. The Associated Press, Reuters and the NCAA. If all agencies request strobe lighting, they shall pool one set.
2. Sports Illustrated.
3. A single pool unit for all other media agencies, installed and administered by USA Today. If USA Today does not use a strobe, the NCAA media coordinator shall coordinate the activity.
4. Should Sports Illustrated, AP, Reuters and USA Today not install strobes, the strobes shall be administered and pooled at the discretion of the NCAA media coordinator.

No single agency may install more than one set of strobes at a site, regardless of the number of units that will be used.

The pool strobe unit is not available to photographers who have been assigned feature profiles for current or future publications (e.g., a photograph of a student-athlete, coach or fan; any book on the sport, the championship, or a student-athlete, coach or fan; or a magazine desiring photographs for the next season's preview).

Any installed strobe unit may not exceed four clusters of strobe lights producing a maximum of 3,200 watt-seconds at any championship site. All strobes must flash at a duration less than 1/2,000th of a second.

All hanging or installed strobes must be placed as close to the playing surface as possible, depending on the physical structure of the indoor stadium, near the corners of the playing surface. All strobes must be installed and tested at the site 24 hours before the start of the event during which the strobes will be used. The Division I football championship committee representative(s) will grant final approval relative to the installation of strobes.

If the physical structure of a facility prevents a media agency from meeting these specifications, the agency may petition the Division I football championship committee for an exception. This written request and explanation must be submitted to the committee at

least two weeks before the event.

No other strobes, including hand-carried units, are permitted in the facility, and no strobe or any other photography equipment may be placed on, or be attached to, a goal standard.

Team Benches

For all playoff contests, the visiting team's bench (between the 25-yard lines) shall not be placed in front of the home team's student section or band, unless there is a track around the playing field (or the equivalent distance between the team's bench and seating area). If the visiting team's bench is near the home team's student section, that student-section must begin at least 10 rows back from the front row of the seating area.

Television

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found on the NCAA Web site at <http://www.ncaa.com/broadcast>.

Institutions that wish to broadcast their own institutional public service announcements (PSAs) during nationally televised NCAA championship events must purchase advertising time from the network at its own expense. The NCAA agreement with ESPN does not allow for "comp" or free PSA time for participating institutions. It is recommended that institutions contact ESPN the Monday before their contest by 9 a.m. Eastern time to determine if commercial inventory is available for purchase. Contact Marty Sinicola at 860/766-4007 or marty.sinicola@espn.com.

Tickets

[Reference: Tickets in the Division I General Section and Bylaw 31.1.13 in the NCAA Manual.]

An allotment of tickets will be reserved for the competing institutions. Each competing institution will have access to 500 tickets. Not less than half of the tickets should be located between the 30-yard lines unless undue hardship is caused to season ticket holders, which must be indicated on the ticket manifest. Host institutions must reserve seats behind their opponent's bench for visiting spectators that shall be located somewhere between the 30-yard lines. Further, the seats allocated for the visiting spectators shall start with the lowest possible row to ensure that no home team spectators are located in front of the visiting spectators. See the "Team Benches" section above for additional information.

The host institution or sponsoring agency will retain 250 of the 500 tickets, and the competing institutions will be advised that they are available, if needed. Additional tickets may be purchased, but the seat locations will not be guaranteed.

Each institution shall return all money and unsold tickets, and inform the host institution or sponsoring agency of the number it will require from the 250 tickets being retained, not later than 6 p.m. Thursday before the game. If the tickets are not returned to the host institution or sponsoring agency by this time, the institution shall be responsible for all unreturned tickets at face value. Once the competing institutions release the tickets being retained, the host institution or sponsoring agency will use them for public sale.

There will no longer be a minimum ticket price, however, host institutions shall not set ticket prices lower than the regular-season ticket prices.

Trophies and Awards

[Reference: Awards in the Division I General Section and Bylaw 31.1.12 in the NCAA Manual.]

Participation awards will be provided to all student-athletes competing or in uniform in the preliminary rounds of the championship. These awards will be sent to the institution's director of athletics after the competition.

Videotapes, Films and Still Photographs

[Reference: Bylaw 31.6.4.3 in the NCAA Manual.]

Institutions are permitted to videotape championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use two cameras and may videotape only the portion of the playoffs in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space.

Each participating team is permitted to staff its respective games with a single camera crew (videotape or film). Each institution may designate one videographer to be present during competition for purposes of capturing video of the institutions participation in the event for the sole use of the institution (i.e., not to be released for commercial purposes). The location and operations of the videographer shall be determined by the NCAA and the football championship committee.

If a participating institution chooses not to film or videotape its own game, it may make other arrangements with the host institution or competing teams.

News Film. Please refer to the NCAA Broadcast Manual policies and guidelines that can be found on the NCAA Web site at www.ncaa.com/broadcast.

Web sites/Internet

Please refer to the NCAA Broadcast Manual policies and guidelines that can be found at the NCAA Web site at www.ncaa.com/broadcast. The official Web site of the NCAA Division I Football Championship is www.ncaa.com/fes.

Appendix C

Automatic Qualifying Conferences

BIG SKY CONFERENCE

California State University, Sacramento	Northern Arizona University
Eastern Washington University	University of Northern Colorado
Idaho State University	Portland State University
University of Montana	Weber State University
Montana State University-Bozeman	

BIG SOUTH CONFERENCE

Charleston Southern University	Presbyterian College
Coastal Carolina University	Stony Brook University
Gardner-Webb University	Virginia Military Institute
Liberty University	

COLONIAL ATHLETIC ASSOCIATION

University of Delaware	University of Rhode Island
James Madison University	University of Richmond
University of Maine, Orono	Towson University
University of Massachusetts, Amherst	Villanova University
University of New Hampshire	College of William and Mary
Old Dominion University	

MID-EASTERN ATHLETIC CONFERENCE

Bethune-Cookman University	Norfolk State University
Delaware State University	North Carolina A&T State University
Florida A&M University	North Carolina Central University
Hampton University	Savannah State University
Howard University	South Carolina State University
Morgan State University	

MISSOURI VALLEY FOOTBALL CONFERENCE

Illinois State University	South Dakota State University
Indiana State University	Southern Illinois University at Carbondale
Missouri State University	Western Illinois University
North Dakota State University	Youngstown State University
University of Northern Iowa	

NORTHEAST CONFERENCE

University at Albany	Robert Morris University
Central Connecticut State University	Sacred Heart University
Duquesne University	St. Francis University (Pennsylvania)
Monmouth University	Wagner College

OHIO VALLEY CONFERENCE

Austin Peay State University	Southeast Missouri State University
Eastern Illinois University	University of Tennessee at Martin
Eastern Kentucky University	Tennessee State University
Jacksonville State University	Tennessee Technological University
Murray State University	

PATRIOT LEAGUE

Bucknell University	College of the Holy Cross
Colgate University	Lafayette College
Fordham University	Lehigh University
Georgetown University	

SOUTHERN CONFERENCE

Appalachian State University	Samford University
The Citadel	University of Tennessee at Chattanooga
Elon University	Western Carolina University
Furman University	Wofford College
Georgia Southern University	

SOUTHLAND CONFERENCE

University of Central Arkansas	Northwestern State University
Lamar University	Sam Houston State University
McNeese State University	Southeastern Louisiana University
Nicholls State University	Stephen F. Austin State University

Appendix D

At-Large Institutions

CENTRAL REGION

Butler University
Campbell University
Davidson College
University of Dayton
Drake University

Jacksonville University
Marist College
Morehead State University
University of San Diego
Valparaiso University

EAST REGION

Brown University
Columbia University
Cornell University
Dartmouth College

Harvard University
University of Pennsylvania
Princeton University
Yale University

SOUTH REGION

Alabama A&M University
Alabama State University
Alcorn State University
University of Arkansas, Pine Bluff
Georgia State University
Grambling State University

Jackson State University
Mississippi Valley State University
Prairie View A&M University
University of South Alabama
Southern University, Baton Rouge
Texas Southern University

WEST REGION

California Polytechnic State University
University of California, Davis

Appendix E

Checklist

This is a checklist for administrative teleconferences between two competing teams' directors of athletics, coaches and sports information contacts and NCAA national office and football committee representatives.

1. Date and time.
2. Footballs.
3. Uniforms.
4. Sports information directors' arrival at game site.
5. Agreement and explanation on the exchange of in-season film. All exchange films will be complete films. Teams shall exchange film of all games played during the current season.
6. Filming of game.
7. Will institutions bring their bands for halftime performance?
8. Roster—each institution should submit a completed roster form listing 60 squad members at the pregame meeting.
9. A list with the names of the 30 individuals receiving sideline passes (including coaches) due at the pregame meeting.
10. Arranging for lodging (at the expense of the team).
11. Arranging for transportation to and from practice and game (at the expense of the team).
12. Establishing practice schedule and coordinating with scheduled activities sponsored by the sponsoring agency or host institution.
13. Press box arrangements. Equal number of field communication phones, space for coaches, duplicating machines, etc.
14. Medical service and assistance available. (Refer to Medical Arrangements in Division I General Section.)
15. Explain squad size, limitation, per diem, etc.
16. Warm-up area.
17. Ball boys/girls for both teams must be secured by the host team.
18. Review tiebreaker procedure (refer to handbook).
19. Review tentative transportation plans (bus, charter, etc.).
20. Press party and/or special activities for teams (time, site, etc.).
21. Arrangements for VIPs and name of official institution representative at game.
22. Note that the handbook states no complimentary tickets will be issued. Review arrangements and number of tickets available for competing teams. Discuss deadline to return unused tickets.
23. Remind teams that expense forms must be presented to the NCAA.
24. Officials expenses (game fee, per diem, travel, etc.) will be paid by the NCAA via RefPay.

25. Host institution is responsible for reserving and paying for hotel lodging of the on-field officials.
24. No television under any circumstances without approval from the NCAA office.
25. Radio rights are established and can be determined by calling the NCAA national office. Find out if either team has a radio station covering the game.
26. Arrange for any promotional request by the game management such as coaches on radio, television, etc.
27. Adhere to all NCAA policies regarding signage, advertising and promotions before and during the game.
28. Sideline Hydration Equipment and Product (quarterfinal and semifinal rounds only).
29. A script of all in-game events/announcements, if used, must be provided to the NCAA representative at the pregame meeting.
29. Host institutions are encouraged to extend the utmost courtesy to the competing teams. Remind institutions of the misconduct statement, which will be reviewed at the pregame meeting, and the crowd control policy.
30. Host for ensuing game will be announced on the Sunday following the game.

Appendix F

Pregame Schedule Example

10:30 a.m.	Field available for teams.
11:00 a.m.	Officials' meeting with timer, ball persons and chain gang.
11:45 a.m.	Teams leave field.
11:45 a.m.	Pregame activities begin. <ol style="list-style-type: none"> a. Bands. b. National anthem.
11:55 a.m.	Officials notify teams in locker rooms.
11:57 a.m.	Actual coin toss.
11:58 a.m.	Introduction of players.
Noon	Kickoff.

It is understood this schedule could be modified to accommodate television or special activities associated with the game.

Pregame Warm-Up Areas

Appendix G

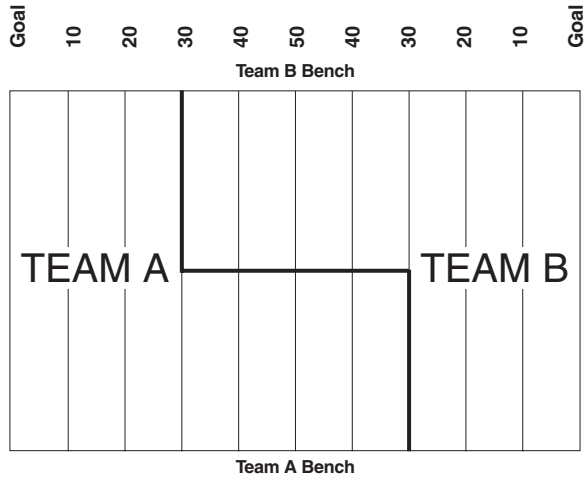
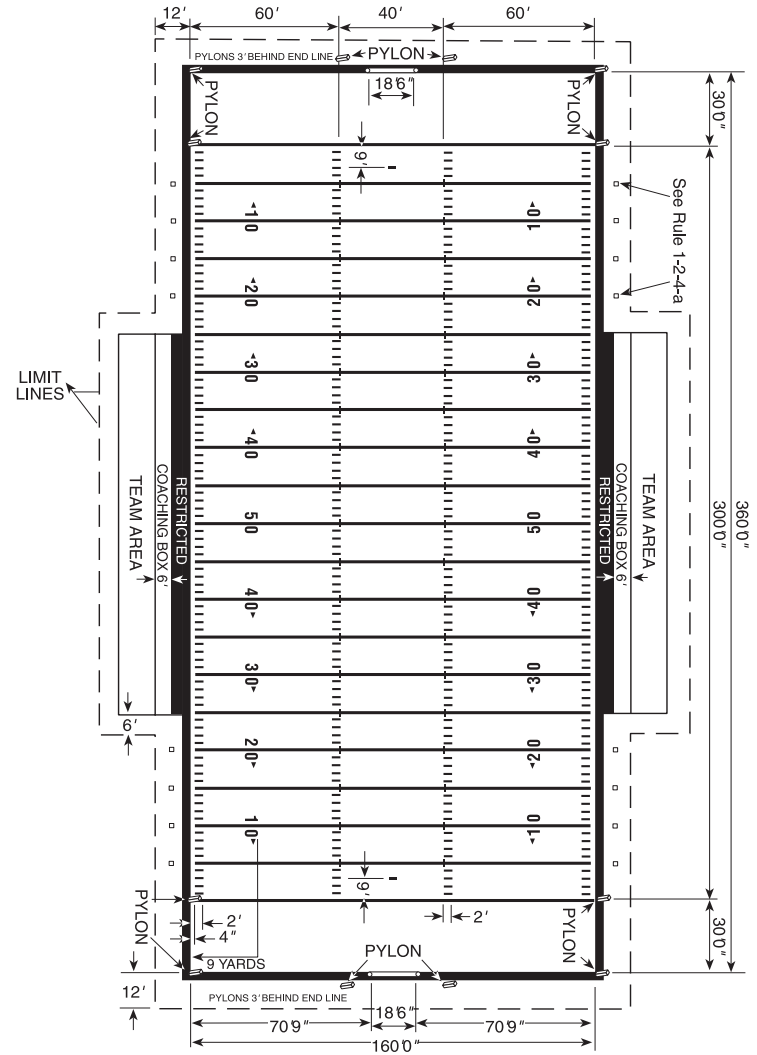
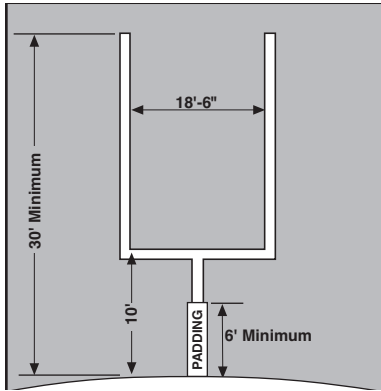


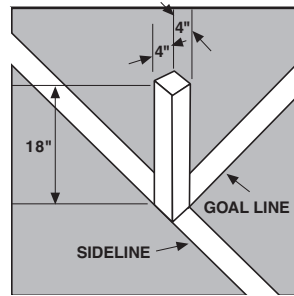
DIAGRAM OF FIELD



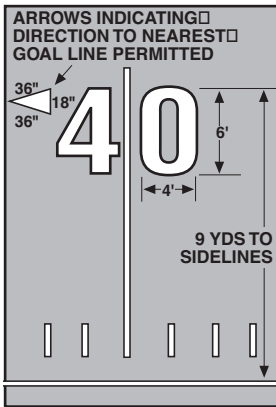
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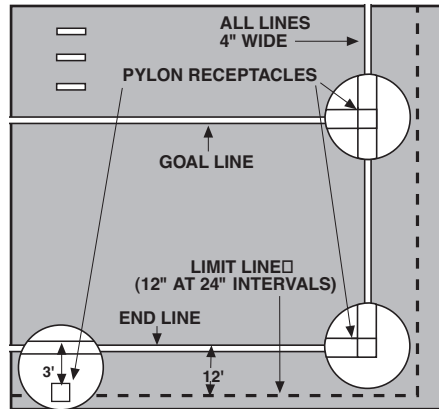
GOAL POST DETAIL



PYLON DETAIL



RECOMMENDED YARD-LINE NUMBERING



END ZONE DETAIL