



**2021  
ROWING  
CHAMPIONSHIPS**

# ***HOST OPERATIONS 2020-21 MANUAL***

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## Introduction

On behalf of the NCAA Divisions I, Division II and Division III Women's Rowing Committees, thank you for being an important part of the 2021 NCAA Women's Rowing Championships.

Administration of the women's rowing championships is under the direction of the divisional women's rowing committees. The hosts play an integral part in the successful administration of the championships.

The purpose of this manual is to outline the responsibilities of the regatta director and other host institution personnel for the championships. It is designed to use in conjunction with, not in place of, the divisional Women's Rowing Pre-Championships Manuals, which provide more general policies for the administration of the championships.

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

Regatta Director. This individual shall maintain ultimate responsibility for the local operation of the event. The host institution/conference shall appoint a knowledgeable person, preferably with experience in regatta administration and management, to serve in this position. The function of the regatta director is to ensure that the policies of the committees are applied. Specific responsibilities may include direction and supervision of competition site arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The regatta director will also provide the NCAA with a post-championships evaluation including suggestions for future conduct of the championships.

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

## Contact Information

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## ***SECTION 1 – Alcoholic Beverages***

### **Alcoholic Beverages.**

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

## ***SECTION 2 – Americans with Disabilities Act***

### **Americans with Disabilities Act.**

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its competition site will be in compliance as of the dates of the championships and to advise the NCAA national office by September 1 before the regional competition if it will NOT be in compliance.

## ***SECTION 3 – Awards***

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

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

Lastly, all **student-athletes** who participate in the championship will receive a participant medallion (does not include coaches). Participant medallions should be distributed by the host onsite.

### **Awards Ceremony.**

The awards ceremony should begin 30 minutes after the final race on Saturday (DIII) and Sunday (DII, then immediately followed by DI). It is customary for the announcer to serve as the emcee (or an announcer specifically hired for the ceremony) and the rowing committee, with assistance from the host, to present the awards. The NCAA will work with the host in providing the necessary awards stage, backdrop, tables, etc.

No trophies and awards other than NCAA trophies and awards may be presented at the site of the championships. For television and/or live streaming purposes, there may be “fake trophies and an awards presentation” with the trophy and the winning team at the course, after the race in order to ensure its inclusion on the broadcast. A plan will be developed by the committee and host to properly execute this.

## **SECTION 4– Band/Spirit Squads and Mascots**

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

Realizing that band/spirit squads and mascots are not commonplace at regattas; hosts should apply the general principles below based on interest from participating institutions.

### **Admission.**

A maximum of 25 band members plus the director, 12 uniformed spirit squad members plus the sponsor, and one costumed mascot will be admitted free of charge via a gate list. **Live animal mascots are not permitted.** The institution may purchase additional tickets for band members; however, no more than 30 will be permitted to play.

### **Artificial Noisemakers.**

No air horns or artificial noisemakers are allowed, and electronic effects and bands may not play when the regatta is in progress.

### **Designated Areas.**

Bands, spirit squads and mascots must remain in an area designated by the Regatta Director with the approval of the committee. Use barriers to designate the boundaries for spirit squads.

### **Electronic Amplification.**

Full bands are not permitted to use electronic amplification. Small (10 members or fewer) bands are permitted to use reasonable electronic amplification. The host institution should be prepared to assist with accommodations.

### **Location.**

Place bands so as not to interfere with spectators, photographers or participants, subject to the approval of the committee liaisons.

### **Warm-Up Tapes.**

No warm-up tapes are permissible. Only band(s) and electronic scoreboard music will be used. The host institution will select and administer the music.

## **SECTION 5– Banquets**

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

**(No Banquets for 2020-21) Finals.** A championships banquet for approximately 1050 people (Division I, 682; Division II, 126; Division III, 208; plus committees, NCAA staff and host representatives), should be arranged at the championships finals site by the host institution unless another agreeable hospitality opportunity presents itself and is accepted by the committee(s) and NCAA. The championships banquet will be held on the Thursday before the championships. The cost per person is not to exceed \$30. Participating institutions will be allowed complimentary access to the banquet for members of their official NCAA Championship travel party. The host shall make accommodations for participating institutions to purchase additional tickets onsite on a space available basis.



The area should be set with seating to hold the recommended number, with a stage at the front with a podium, four eight foot skirted tables for trophies and awards, projector and AV screens if necessary, and NCAA banners or the news conference backdrop.

The typical format for the banquet will include a welcome statement by the host institution's designees or staff, the meal, possibly a video and/or speaker and the Elite 90 award. The menu and format must be approved by the NCAA championship manager. The host should also plan to print a program for the banquet.

Host institutions are encouraged to seek sponsorship of any entertainment not allowed for in the budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment.

The NCAA, in conjunction with one or more of the committees, may decide based on feedback from the host or ideas generated by the committee not to do a banquet but to provide a different hospitality opportunity. The NCAA will work with the host in regards to expectations as well logistics.

**Officials shall NOT be included in any social event involving the participating coaches or student-athletes.**

#### **Hospitality on site.**

Hospitality should be provided for student-athletes, coaches, committee members, officials, volunteers, and media. The NCAA will work with the host in determining the best location for these areas that will require a credential to enter.

The NCAA will work with the host in determining the exact times that hospitality should be open. The recommended times for student-athlete hospitality are as follows:

Wednesday	2 – 8:30 p.m.
Thursday	6:30 a.m. – 4:30 p.m.
Friday	5:30 a.m. – 7 p.m.
Saturday	6:30 a.m. – 4:30 p.m.
Sunday	6:30 a.m. – 1 p.m.

Items that should be served in this area would include: fresh fruit, yogurt, bagels, cream cheese, peanut butter, jam, crackers, fruit snacks, granola bars, power bars, cereal bars/treats, trail mix, pretzels, water, Powerade, and other items similar to what is listed.

### ***SECTION 6 – Broadcasting/Internet***

Please log on to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights.

## **SECTION 7 – Commercialism/Contributors**

### **Commercial Identification, Signage and Official Marks.**

The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. For more information on the NCAA Corporate Champions and Partners program, please see page 30). Any permanently-affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g. TV's, computer monitors, stats monitors or displays), product/exhibit displays (e.g. car displays, branding exhibits/kiosks, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

### **NCAA Corporate Champions.**

The NCAA administers a national corporate partner program, under the direction of the NCAA branding, broadcasting and communications group and has established guidelines pertaining to corporate involvement by these partners and local commercial entities.

### **Local Contributors.**

Local sponsorship programs using the NCAA's registered marks, logos, name or reference to the championships, tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA.

## **SECTION 8 – Critical Incident Response/Emergency Plan**

Review the "[Best Practices for Venue Safety and Security](#)."

### **Preparation.**

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

Each host will be asked to provide the following:

- Develop contact lists.
  - NCAA.
  - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
  - Incident Commander (second in command).
  - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with competition site manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.

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

Interruption of the Regatta. The officials and sports committee have the authority to interrupt competition. If necessary, the remaining schedule shall be adjusted by the sports committee. The committee should review the following procedures for interruption of a regatta:

Interruption of Event. Assure that the competition in action is accurately recorded.

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

Student-Athletes and Coaches. Participants await instruction from regatta management.

Power Source/Public Address. Competition site management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

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

Communication. A senior member of the competition site management and the senior law-enforcement officer at the site must proceed immediately to regatta headquarters with means

of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Participants and regatta officials must be kept informed throughout the delay.

The committee chair, NCAA staff and regatta-management staff (competition site manager, regatta management liaison and senior law-enforcement officer) should assemble immediately in regatta headquarters to assess the situation.

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

Resumption of Competition. As soon as possible, competition shall be resumed from the point of suspension. The sports committee shall determine the revised schedule. If possible, the regatta should be resumed in the primary competition site. If necessary, the sports committee has the authority to limit attendance to credentialed individuals; other individuals designated by each institution's director of athletics and required competition site operations personnel. Also, the sports committee has the authority to reschedule the regatta or session in a nearby competition site (e.g., on campus or elsewhere in the city,) provided the alternate competition site adheres to the provisions of NCAA competition rules.

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

#### **Inclement Weather.**

Hosts should have inclement weather procedures in place before the championships. Inclement weather plans should be sent to the NCAA for review prior to the regatta. Weather Sentry Online weather system will be provided to assist the host in case of inclement weather. It is suggested having a relationship with a local meteorologist to assist in local weather prediction to use in conjunction with Weather Sentry.

### ***SECTION 9 – Drug Testing***

#### **Drug-Testing Procedures.**

The Center for Drug Free Sport (the Center) will conduct drug testing at selected championships, and the assistance of the host institution will be a vital part of the testing. Information is available on the [NCAA website](http://ncaa.org/health-and-safety/policy/drug-testing) at [ncaa.org/health-and-safety/policy/drug-testing](http://ncaa.org/health-and-safety/policy/drug-testing).

#### **Notification.**

The regatta director will be notified as much as thirty days in advance of the competition as to whether drug testing will be conducted. This information must be kept **strictly confidential**.

#### **Site Coordinator.**

The regatta director is responsible for designating an individual to serve as the site coordinator for drug testing. This individual will work closely with The Center staff; responsibilities are outlined in the drug testing site coordinator's manual. This shall be their only responsibility during the championships.

### Testing Area.

Any participating student-athlete may be tested. Accordingly, one testing area should be provided in the event drug testing is conducted.

## ***SECTION 10– Equipment, Competition Site & Space Requirements/Diagrams***

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

### Competition Equipment.

The host institution is responsible for providing the equipment required to conduct the championships. General equipment needs include the following:

Audio System Requirements. A system(s) will be provided in the following areas:

- Awards.
- Tower/Finish line area.
- Launch Area.
- Boat Announcer(s).
- Control Commission.
- Student-Athlete Area.
- Boat Storage Area.

Awards Stand. A raised awards stand needs to be available to accommodate the top award finishers.

Bleachers. An adequate amount of seating should be provided for fans in consultation with the NCAA.

Boat Storage. The storage area should have ease of access to the water for teams and a map should be provided prior to teams arriving for assigned placement of boats. An area should be designated for storing of boat trailers. Both of these areas must be secured and staffed at all times. Please see the Appendix for an outline of the boat storage area.

Bow numbers and institutional identification. The host institution shall supply bow numbers. These should be approximately 8 inches by 5 inches to ensure visibility to judges and for photo finish cameras. The number plates should have black figures painted on a white background. Boats must have an institutional name on both sides of the boat (institutions required to comply).

Clocks. An atomic clock must be displayed prominently at the start to allow crews to know when their race is due to start. Regatta time clocks shall be set up at the start, the control commission and at the weigh-in location.

Golf Carts. There should be a minimum of six carts available for medicine staff, NCAA committee members and officials.

Radio. The use of radio communication by senior regatta officials, whose responsibilities require mobility, is essential. At least six channels should be used:

1. NCAA committees
2. Judge/referees, control commission and dock master.
3. Each launch must have a radio on board.
4. Host institution to be determined by the championships director.
5. Medical, linking medical center, rescue launches, ambulance and chief medical officer.
6. Commentators/announcers.

Approximately 45 hand-held radios, 25 of those with either ear pieces or headsets, will be required.

At the Start. A clock or other time indicator must be displayed prominently at the start so that crews know the start time for their race.

The signal to start must be clearly visible and/or audible to all crews simultaneously including crews in warm-up area where feasible. The audible signal is most satisfactorily conveyed by a microphone and a loudspeaker system to a series of speakers, one at each start installation, or at least one between each pair of installations.

As an aid to the judge at the start, it is recommended that an extension loud speaker from the starter be installed in the aligner's hut.

The following information will be helpful to the specialized audiovisual personnel at the host institution:

1. A further aid to the judge at the start is a video monitoring system, which should be installed as follows: two video cameras mounted in the aligner's hut/spot one focused on the starter's flag, the other across the start line showing the bows of all boats. The cameras are started about ten seconds before the beginning of each race, and the two pictures are then fed into a mixer and recorded on a film with the picture of the starter's flag superimposed on the picture of the bows of the boats on the start line so that both movements may be observed easily and simultaneously on one screen. Equipment for an immediate playback is also required. It is suggested that you consult with your campus audiovisual staff in developing the system.
2. There must be a special two-way, closed-circuit intercom or dedicated radios between the starter and the judge at the start for the control and the judging of the beginning of each race.
3. There must be a one-way communication between the aligner and the start pontoons. This can be by radio or by special intercom to the stake boat personnel who must wear headsets. The precise method of adjusting the start pontoons must be decided before an intercom is designed. If radio is used, this does not matter.

### Water Equipment.

A specified amount of hydration product (water, electrolyte solution and powder), cups, coolers and ice chests will be sent to the finals site. The local Coca-Cola bottler will deliver your product approximately one week prior to the championships, and the equipment will arrive approximately two weeks prior to the championships. When the product and equipment arrives, the regatta director should inventory the supply to be sure that the correct quantities have been sent.

The provided cups are to be used in all areas in place of other cups (e.g., Coke, Powerade) during practice and competition. Generic cups (devoid of commercial identification) also should be provided in the media and hospitality areas in the event the supply of NCAA cups runs low; this can be included as a regatta expense in the budget.

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

A letter from the NCAA office outlining the specific amounts of product and equipment provided will be sent to the regatta director. You will be asked to inventory the amount of product that is left over at the conclusion of the championships. The national office will provide a form and a reminder letter. **It is important that you are as accurate as possible on your count, so that we may ensure that future championships are receiving adequate amounts of product and equipment. Hosts are also requested to provide pictures of the hydration product and equipment in use during the championships.**

<b>Equipment required for administration of race.</b>
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#### Starter:

- One flag - red with white diagonal cross - 30 inches by 20 inches on a 45-inch pole.
- One large alerting device, preferably a bell - not less than eight inches in diameter.
- One PA system with "hands free" microphone.
- One electric megaphone – reserve in case of electrical or speaker failure.
- One radio.
- One clock - to indicate elapse of time before the start of a race.
- One whiteboard and markers – to visually display to crews any alterations in the schedule.
- Two binoculars.
- One flashing yellow light, located at the side or top of the start tower in a position that is not distracting to crews who are watching the starter – to indicate the beginning of the two-minute period to the start of the race. (if possible)

- Seven yellow and seven red discs, approximately 30 cm in diameter, that can be hung behind the lane to indicate that crews have been assessed a warning (yellow) or excluded (red). When not in use, the discs must not be visible.

#### Judge at the Start:

- One red flag.\*
- One florescent green flag.\*
- One electric megaphone.\*
- Split-video equipment (if possible).
- Radios with headsets/ear pieces for silent alignments (16 plus spares).
- One radio.

#### Referees:

Each referee's launch should be equipped with:

- One red flag.\*
- One white flag.\*
- One bell.
- PFD's (ideally 9).
- One paddle.
- One electric megaphone.\*
- One radio.
- Anything else required to be in a launch by Coast Guard/local authorities.

#### Finish:

- Two air horns or electric buzzer.
- One large orange finish flag.
- Two binoculars.
- One red flag.\*
- One white flag.\*
- One radio.
- One electric megaphone.
- Two stopwatches.

\*Items to be supplied by the referees.

Rescue/First-aid Launches. Two rescue launches are required, fully equipped with life-saving equipment, scuba equipment, an electric megaphone and radio communication. These must be on the course for all practices and races (two people per boat). The most suitable rescue launch is a large inflatable rubber dinghy with an outboard motor.

Commentators' Launches. Two launches shall be provided for the announcers/WebStream cameras. A launch driver in each launch should be provided as well.

Press/Administrators' Launches. Two launches shall be provided. This is subject to change upon committee's request.

#### **Summary of Equipment:**



**Electric Megaphones**

Referee's launches  
 Starter  
 Aligner  
 Rescue/first-aid launches  
 Finish tower  
 Dock master  
 Course/crossing marshals  
 Ceremonial launches (opt.)  
 Spare

Total:

**Two-way Radios (with earpieces)\***

8 NCAA committee/NCAA staff  
 1 Officials  
 1 Regatta director  
 2 Sports information director  
 1 Athletic Training  
 1 Marshal  
 5 Dockmaster  
 2 Commentators  
 2 Finish (Timing)  
 23 Total:

10  
 24\*  
 1  
 1  
 3  
 2\*  
 1  
 3  
 1\*  
 46

*\*Battery capability for 5 hours, minimum  
 of 6 channels*

**Headsets**

Aligner  
 Stakeboat holder/finger mover  
 Spares

1  
16  
2

**Miscellaneous**

Stopwatches  
 Bow Numbers (sets)

10  
 11

**Flags and Alerting Devices**

Referee's launches  
 Starter  
 Aligner

**Alerting Device**

Eight small  
 One large  
 ---

**Red flag**

Eight small  
 One large (with white cross)  
 One large

**White flag**

Eight small  
 --  
 One large

**Launches**

Referee's  
 Announcers and video  
 Rescue/first aid  
 Course marshals  
 Press/administrators  
 Water distribution  
 (\*can be canoes/kayaks)

Total:

**Starter**

8 Radio  
 2 Clock  
 2/3 Whiteboard  
 4 Video equipment  
 2 Red discs  
 \*2 Yellow discs

1  
 1  
 1  
 1  
 7  
 7

20/21  
(\*2)

**Water and Land Installations on a Championship Course**

LOCATION	DETAIL	MEASUREMENTS
<b><u>Course basin</u></b>		
Length	At water level.	2,200 meters

Width	At water level.	135 meters
Depth (minimum)	At lowest water level.	3 meters
<b><u>Compass location</u></b>	Axis of prevailing wind.	
Embankment slope angle (Ideal)	Sides and at both ends.	1:6
Open strip of land on both sides of course, free of buildings and landscaping (except grandstands and finish tower). (Ideal)		60 yards
<b><u>Start installations</u></b>		
<b>Start tower</b>		
Location	In the center axis of course on shore, 40 meters to 50 meters behind zero line. Covered platform and control room.	
<b>LOCATION</b>	<b>DETAIL</b>	<b>MEASUREMENTS</b>
Height	Starter's platform.	Min. 3 meters, Max, 6 meters above water level
<b>Vision</b>	Unobstructed view to start pontoons and to aligners hut.	
Technical equipment	Public address system, large exterior clock (or time display) and whiteboard.	
Start pontoons	Seven floating, adjustable start pontoons.	
<b>Aligner's hut</b>		
	On the bank at the start line, weather protected, seating capacity for four persons, aligning equipment, and video equipment (optional).	0.0 meter mark at start
Repair shop at start	Mobile service truck.	
Toilet	Portable toilet.	
Mooring for rowing shells and motorboats near start	Five meters behind or before start line.	20 meters length each
Steering markers	Height and width. (No longer needed if buoys spaced at 5-meter intervals in the first 100 meters. )	9 feet by 3 feet

Vertical wire	Marking the surveyed start line, max 1 mm thick. This wire has to be fixed absolutely firmly and tight. The aligner should be able to use the wire by sighting against the start marker on the far side. Option: two vertical wires placed at a distance of 80-100 cm from each other in line with the start line.	
Number of Lanes	Seven to eight	13.5 meters per lane
Length of lane from start to finish	2,000 meters	
Length of course beyond finish line including launching docks	200 meters	
Course markings	Albano buoy system.	
<b>LOCATION</b>	<b>DETAIL</b>	<b>MEASUREMENTS</b>
<b>Finish installations</b>		
Finish tower		
Location	On the finish line of the course.	
Space Requirements	Judges staircase on weather side, unobstructed view, glassed in (if possible).	
Vertical wire	Marking the finish line, maximum 2mm thick, black color. Must be vertical and fixed absolutely firmly and tight. The judges of the finish and timing officials use the wire by sighting against the finish line marker on the far side of the course. The vertical wire must be exactly in line with the horizontal finish line.	
	Judges and announcers rooms Photo finish lab and evaluation.	100 square feet 75 square feet
	Television platform. Timing equipment. Race control office.	175 square feet 75 square feet 100 square feet
Presentation pontoon in front of main grandstand or awards presentation staging		

Motorboat moorings	Eight mooring spaces and eight motorboats.	
Launch and Recovery Area	Beach or floats with capacity to launch/recover six to seven shells.	Minimum 65 feet by 18 feet
Score board/jumbotron opposite main grandstand	Preferably on side of basin.	
Student-athlete weighing area		
Dead weight	150 pounds loose sand (dry), small trowel or shovel, heavy duty ziplock bags (50-gallon and 50-quart).	
Other	Duct tape (6 rolls with 2 rolls each of 3 different colors), test scale, official scale, clock, calibration weights, wrist bands.	
LOCATION	DETAIL	MEASUREMENTS
Competitors area		
Competitors tent	Entrance and approaches to tent must be free of spectators; walkways or even intersections with spectators.	
Competitors area must be secured	Should be isolated from public.	
Rest rooms (portable toilets acceptable)	Accessible from entrance hall, restroom facilities (toilets are necessary). One unit per 20 people in an eight-hour period.	
Dead weight	Loose sand available, small hand trowel, 50+ heavy duty Ziploc bags	100 pounds total
Medical area accessible from the exterior and with ambulances	One physician’s room and drug-testing area.	100 square feet
Changing rooms	One area should be set up to accommodate 25 people; the room size should be 300 square feet with benches.	
Massage room (if possible)	Five massage tables.	150 square feet
Garbage disposal cans	At frequent intervals.	
Spectators area		
	Must be secured.	

Since an institution may not be able to meet the stipulated standards in all areas, an institution should describe in its bid what substitutions will be made and how these will accommodate each particular situation.

## **Scales.**

Boat weigh-in. An area with a flat, concrete or blacktop surface should be secured, along with (2) three-sided 60x60 tents to cover the entire weigh-in area. Note: A building can be used instead of tents if specifications are met. Two calibrated scales should be provided for this purpose. A technician should be onsite during weigh-in days from the company where the scales were rented to deal with any issues. Scales should be bolted to the ground and a calibrated weight should be kept onsite for the duration of the championships.

Coxswain weigh-in. An area with a flat, concrete or blacktop surface should be secured, along with (1) three-sided 10x10 tent to cover the entire weigh-in area. Note: A building can be used instead of tents if specifications are met. A weigh-in machine independently certified for accuracy must be made available. An adequate supply of dead weight (e.g., 150 lbs) must be supplied in the form of dry, loose sand. A small hand trowel and 50+ heavy duty Ziploc bags (both quart- and gallon-size) are to be provided by the host. The bags must be securely sealed with duct tape (grey, with outer marking in bright color of the day). Any dead weight shall be placed in the boat as close to the torso of the coxswain as possible. It is specifically forbidden to distribute dead weight throughout the boat.

A coxswain shall weigh at least 110 lbs. The weight of the coxswain shall be determined once each day, no less than one hour and no more than two hours before the scheduled time of the first race in which the weight is relevant. The competitor shall be weighed dry (including hair) in racing uniform, without shoes or other foot gear. A weight certificate should be produced for each coxswain. See Appendix G.

Shell Repair. An experienced rigger must be available in the boat storage area to deal with any minor boat repairs to shells. Their contact information and hours should be posted in the participant manual.

## **Course Specifications.**

Water. Current must be less than one meter per minute, and it must be possible to control the water at a constant level. In addition, use of the watercourse must be restricted and controlled.

Wind. Normal wind and weather records for May and June should be obtained from the National Weather Service for the past five years to ensure, so far as is possible, that unfair or unrowable conditions on the water are unlikely to occur.

Direction of Course. As a precaution against unfair conditions being caused by cross winds, it is recommended that the course run along the axis of the prevailing wind. When a course is to be made on an existing lake, wind and water conditions must be observed and assessed beforehand, and meteorological records for the past five years should be collected.

Construction of Course. It must be possible to construct all the course installations without too much difficulty. Expense for temporary construction necessary to the conduct of the event may be claimed as an expense on your financial report; however, expense for construction of permanent facilities is not reimbursable. The wires of the "Albano" buoy system, both

longitudinal and lateral, must be anchored at both ends. The start installations must be firmly anchored, preferably with easy access to the bank. The finish end of the course must be in a position as near as possible to an area on the bank where a finish tower can be built and adequate spectator accommodation can be provided.

Length. The course must be 2,000 meters – straight and unobstructed – plus 100 meters (200 meters is recommended) minimum of clear water beyond the finish.

Width. The course must have at least seven lanes, each a minimum width of 12.5 meters (41.6 feet), a maximum width of 15 meters (50 feet), with a recommended width of 13.5 meters (45 feet). On each side, there must be at least five meters of clear water between the outside lane and the bank or any permanent structure. The ideal minimum total width of a course is approximately 120 meters (400 feet) with a maximum of 135 meters (450 feet).

Depth. The water shall be at least three meters deep throughout the course; recommended depth is 3.5 meters.

Obstructions. Fixed obstructions (e.g., pylons, island) are not permitted on the course.

#### **Course Markings.**

All course markings, including warm-up buoys, must be in place prior to the first practice session.

Albano System. The outside of each lane must be clearly marked with a straight line of buoys from start to finish. The buoys should be placed not more than 12.5 meters apart but ten meters is preferable. It is recommended that the buoys be spherical and have a maximum diameter of six inches. Buoys of the same color should be used throughout except the first 100 meters and each 250 meters, which should be marked with a row of different colored buoys. It is recommended that yellow buoys (generally) should be used, with bright red buoys to mark the intermediate distances. It is also recommended that all buoys in the first 100 meters and the last 250 meters be red or of a different color. On some courses, however, the color of the surrounding countryside is such that it is better to reverse the use of the red and yellow buoys. The system of buoys that is preferred by the NCAA is generally known as the Albano system.

Distance Markers. On each side of the course, markers should be placed clearly indicating the distances at each 250 meters. These markers may be signboards (six feet by three feet) on the banks of an artificial course or on large buoys (three feet cube) or other structures when the course is on a lake. Figures should be painted black on a white or yellow background. Markers should be a minimum of 5 meters away from the outside lanes.

Start: A sight maker fixed as close as possible to the water's edge on the opposite side of the course to the aligner's hut exactly on the start line. The marker should be painted in two vertical halves, one bright yellow (direction of start) and one black (direction of finish). The precise vertical position where the color changes from black to yellow shall be the start line. The line where this color change occurs shall be exactly vertical down its full height and shall be consistent with the official survey of the course.

Finish. The finish should be marked by a red flag, mounted on a white buoy, approximately 16

inches in diameter, on each side of the course at least 15 feet from the outside limits of the course. There should be no other buoys on the finish line. The red flag may be placed on the bank if necessary. There should also be fixed sight markers on each side of the course for use by the judges and for photography at the finish. One of these markers (a thin wire) should be firmly fixed in a vertical position on the finish tower in front of the judges and the other on the opposite bank. If the bank is too far away, a structure must be very firmly anchored or fixed in the water; otherwise use of a “double-wire” marking system is required. (The double-wire system is preferred.) A sight marker if fixed on the opposite side of the course to the finish tower, exactly on the finish line. The recommended maximum distance is 50 meters. The marker (150-200 cm height, 100-150 cm wide) should be painted in two vertical halves, one bright yellow (direction of start) and one black (direction of finish). Where the color changes from black to yellow shall be the finish line. The line where this color change occurs shall be exactly vertical down its full height and shall be consistent with the official survey of the course.

#### **Course Availability.**

The race course must be available beginning on Wednesday afternoon during the week of the championships. The course must be staffed with security and officials prior to any participants being allowed on the water for practice. Practice times should be communicated to all coaches through the participant manual.

#### **Staging Area.**

Launching Area. The docking area must have the ability to launch/retrieve seven, 8-oared boats simultaneously. An additional docking area must be available for the launches. These docks may be fixed or floating, depending on construction or water level, but in either case, the top of the dock should be no higher than six inches above the surface of the water.

Safety/Rescue launches. Two to three safety launches must be on the water for all practice sessions and must have scuba equipment available.

Water launches. Two adequate launches for water distribution at the finish line.

Launch for non-officials. Two wakeless launches must be available for non-officials (e.g., media). The regatta director must designate one individual to control access to the launches.

Referees launches. At least eight referee launches should be provided. These launches must be constructed with a design and speed so that the judge/referee can carry out his/her duties properly. The launches should be capable of a speed of not less than 24 knots with rapid acceleration, good maneuverability and with as little as possible wash created. The catamaran type of hull design gives the best results as far as wash is concerned, keeping the stern waves more nearly parallel than any other. The launches must be stable at all speeds and have sufficient space beside the driver for the umpire to stand comfortably with his or her flags, electric megaphone and an alerting device easily accessible. It must be possible to place the bell in a secure place so that it cannot fall over and ring unintentionally. It is convenient for the umpire if a clipboard is provided for papers.

Course Marshals launch. Four launches must be available for the course marshals as determined by the chief referee.

Announcers launch. Two wakeless launches shall be provided for the announcers.

Broadcast launch. One launch shall be provided for NCAA webstream partner. This may be combined with the announcer launches.

#### **Additional Needs.**

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

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed in the spectator areas, except before the regatta begins. During competition, selling is restricted to the established selling locations.

#### **Decorating and Advertising.**

The NCAA will work with the host in designing and placement of all signage.

Covering. The competition site shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the competition area, including the video board, during the championships session or practices, other than those specified by the NCAA. No local/school radio banners are allowed.

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

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

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

#### **NCAA Space Requirements.**

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media and student-athlete credentials).

Student-Athlete Guest Entrance. A gate must be identified to admit patrons holding student-athlete guest tickets (arranged by participating institutions).

Team Personnel Entrance. An entrance must be identified for all student-athletes and coaches.



Media Areas. The areas used for the media workroom/tent should be in close proximity to the course in order to facilitate the media's work.

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

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

Backdrop. The NCAA will provide a back-drop with the NCAA logos to be used for media interviews.

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

Parking. Parking for the teams should be communicated within the participant manual. Team bus and van parking should be provided in close proximity to the race course. A bus and van drop off area should be provided. Host should also provide for boat trailer parking. Additionally, a plan for fan parking should be prepared.

Portable Restrooms. Portable restrooms should be available to accommodate the student-athletes at the boat storage/ student-athlete areas (NCAA will consult with host regarding appropriate number). Restrooms will need to also be available for fans to include individuals with disabilities.

Tents. Tents for athletic trainer stations, sports committees, student-athlete area/hospitality, coaches, media and officials should be provided.

## ***SECTION 11– Personnel***

### **Announcer.**

The announcers should be asked to: prepare information beforehand; learn correct name pronunciation of all rowers, coxswains, coaches, institutional personnel, officials and NCAA representatives involved; possess team statistics, general rowing information, as well as race results on hand for easy reference; and maintain an unbiased stature. The host institution will send a profile sheet to each institution in the first participant mailing and ask for a completed profile to be turned in during registration.

### **Control Commission.**

The Chief Referee appoints the control commission. Its composition depends on the regatta program and the number of competitors, but its senior member must be in possession of a valid referee's license. The control commission is under the supervision of the NCAA committee and Chief Referee for the regatta. The control commission carries out its duties in the staging area

and in particular at the embarkation and the disembarkation stages. The principal task of the control commission is to ensure safety and that all crews compete in their races in accordance with the U.S. Rowing Rules of Rowing. This duty includes checking the following points:

1. Change in crew members before the race. (See Appendix)
2. Change in crew members during the race, due to illness. (Note: the rowing committee must approve all substitutions).
3. The weight of coxswains.
4. Any dead weight carried by the coxswains before and after the race.
5. Boats and equipment:
  - a. The minimum weight of the boats.
  - b. Lane numbers.
  - c. Boat is fitted with a white and/or yellow bow ball, or that is constructed in such a way that a ball is not required.
  - d. Possible use of prohibited aids such as an apparatus for wireless communication and water soluble chemicals intended to reduce frictional resistance. GPS systems will be allowed as long as there is no direct communication with the coaches on the land.
  - e. Size of institution names on the boats and oars (2-inch minimum).
  - f. Painting of oar blades.
  - g. Provision of quick release safety mechanism for stretchers or shoes.
  - h. Minimum thickness of blades or oars.
  - i. Unauthorized use of any substance, such as, prefabricated plastic film on the outer skin of the boat to improve its performance.
6. Uniformed clothing of competitors in its conformity with the Rules regarding logos.
7. Staff the weigh-in area at all certification times.

Please refer to the Appendix for control commission check sheet.

#### **Host Personnel.**

The regatta director is responsible for recruiting personnel to assist in the hosting efforts. The personnel may vary depending on the facility.

The following personnel play a key role in the regatta success:

- Regatta Director
- Start Communication and Timing
- Site Manager
- Maintenance
- Launch
- Regatta information
- Media Coordinator
- Medical Staff
- Rigger
- Hotel contact.

### **Photographers.**

First and foremost the location of photographers and/or camera crews should take into consideration the student-athlete safety. Under no circumstances should these individuals be allowed on the course without permission from the rowing committee and/or NCAA manager. If permitted on the course, they are subject to the direction of US Rowing Officials/and or the media coordinator should assign an individual to monitor this situation.

### **Scuba Divers.**

Four scuba divers are to be employed throughout all racing and practices. Two individuals should be stationed at the starting line and two should be stationed at the finish line. The host is responsible for securing these individuals.

## ***SECTION 12– Financial Administration***

### **Championships Budget.**

Periodically review your approved budget to make sure it has not been exceeded. Stay in touch with the NCAA championship manager. You must receive prior approval for any adjustments to your budget. If you do not receive prior approval, you will be responsible for all excess expenses.

The host institution must file, within 60 days after the competition, the "Financial Report" section of the proposed budget/financial report form. The rowing committee may assess a financial penalty against the host institution for failure to submit the financial report within 60 days after the conclusion of the competition. Your timely cooperation is greatly appreciated. The proposed budget/financial report is available on the NCAA website at:

<https://championships.ncaa.org/admin/main>.

The host institution will *not* be responsible for payment of expenses incurred by committee. They will be reimbursed by the national office. However, the host is responsible for covering hotel expenses (see Lodging Expenses).

### **Drug-Testing Expenses.**

The budget should be completed only if you have been notified that there is drug testing and returned to The Center for Drug Free Sport. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form can be found in the [NCAA Drug-Testing Programs Site Coordinator Manual](#).

### **Lodging Expenses.**

Room and tax shall be direct billed to the host institution and be reimbursed via the final financial report for the lodging of the 24 key regatta officials, timing company and the NCAA rowing committees.

Officials. Room and tax shall be direct billed. Will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their lodging and incidental expenses.

NCAA Staff. Will be responsible for their lodging and incidental expenses.

NCAA Rowing committee. Room and tax shall be direct billed. Committee members will be responsible for their own incidentals.

#### **Officials.**

The NCAA and the rowing committees select the officials for the championships (24 total). The officials' fees and travel costs will be handled by the NCAA.

### ***SECTION 13 – Regatta Management***

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

#### **Apparel.**

The host in conjunction with the NCAA will order volunteer, official and staff apparel. The NCAA Championships Manager will initiate this order.

#### **Committee Arrangements.**

Committee space should be at the headquarters hotel and space should be provided at the championship location. There should not be a charge for the use of this space.

#### **Meetings.**

NCAA Committee and Host Regatta Management. This meeting is held Tuesday afternoon. The chairs of the NCAA rowing committees will conduct this meeting which includes, the host regatta committee, regatta director and chief referee. The purpose of the meeting is to review regatta preparations. An agenda will be provided by the NCAA. This meeting date and time may be adjusted by the committee.

Head Coaches/Administrators Meeting. This meeting will be held Thursday of race week and will be conducted by the committee chair and regatta director. The purpose of this meeting is to review policies and procedures governing the conduct of the championships and to introduce the games committee. The head coach is required to attend this meeting. It is also expected that an administrator and the sports information representative attend. The chief referee should also be in attendance. An agenda will be provided by the NCAA.

Judge/Referees Meeting. After the coach/administrator meeting, an officials meeting shall be conducted to review NCAA policies and procedures; to coordinate assignments and responsibilities; to review rules modifications; and to review expenses and reimbursement procedures. Ideally, this meeting should be conducted on Thursday. An agenda will be provided by the NCAA.

Referee/Coxswain Meeting. This meeting will be held five times (four times on Wednesday and once on Thursday, if necessary). A coxswain must attend one of them before allowed on the water. Exact location and times will be communicated in the participant manual.

#### **National Anthem.**

The national anthem shall be sung or played just prior to the first race of the championships on each day of competition.

### **Schedule of Events.**

The rowing committee will approve the schedule of events prior to the championships.

### **Medical Procedures.**

On practice days and during competition, the following is required: (1) the on-site presence of a person(s) qualified and delegated to render emergency care to a stricken participant; (2) a physician should be on site beginning one hour prior to first race and remain on site until races have concluded for the day; (3) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (4) access to a working telephone or other telecommunications device; and (5) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championship. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

Copies of the medical substitution form must be available in the medical tent. (See Appendix)

During the championship the following is required:

1. At least one rescue launch should be located at the finish line and one rescue launch at the start line. Each boat should be staffed by a minimum of two people. One should be a qualified life saver, using scuba gear and the other should have medical qualifications. The most suitable launch is a large inflatable, rubber, dinghy with an outboard motor. This boat should carry oxygen and scuba equipment. Drinking water should be available on all launches and distributed to athletes at the end of their race upon request.
2. A medical center or at least a first aid post should be established adjacent to a pontoon suitable for a rescue launch to land an injured person. An ambulance should also be made available at all times. Ideally, all medical services should be adjacent to the staging area and should be staffed throughout all training and race hours. A list of on-call doctors should be distributed to each head coach via the participant manual.

### **Practice.**

The participant manual should include the following:

- Dates and times the course will be open for training.
- Facilities that are available.

- Rules for circulation of traffic on water.
- Any other restrictions.

A sample practice schedule is as follows, but changes may be warranted due to adjustments in schedule. The course will be open for training 2-7 p.m. on Wednesday; 7-9:30 a.m. and 3-7 p.m. on Thursday; 6:30-7:30 a.m. and 5:30 -7 p.m. on Friday; 6:30-7:30 a.m. and 3-5 p.m. on Saturday; 6:30-7:30 a.m. on Sunday.

The first 30 minutes of practice sessions, all docks are used for launching crews. The last 30 minutes of practice session, all docks are used for retrieving crews except when the launch docks are in use for racing crews. On competition days, shells must be off the water, defined by the hull out of the water, at least one hour prior to all racing sessions.

Coaching from motor launches shall not be allowed. Crews must practice in uniform attire as specified in the Pre-Championships Manual and Bylaw 12.5.3.

In order to ensure the traffic rules are observed properly during training, a minimum of two course marshals must be on the water for enforcement. The course marshal must promote safe water conditions by redirecting misguided crews and maintaining "no wake" speed. Traffic rules must be displayed on two boards close to the landing stages where the crews embark. They should be at least three feet high and six feet wide. Special traffic rules must be outlined for the racing period, particularly during racing, for crews that want to warm up. It is absolutely essential that these traffic rules are strictly observed to prevent collision and injury.

It is recommended that the host produce several small laminated traffic pattern maps that can be provided to each coxswain.

#### **Protests.**

All protests involving the conduct of a race will be administered according to the current U.S. Rowing Rules. Protest forms should be made available at the control commission. Please see the appendix of this manual for a copy of the protest form. The protest committee shall be comprised of the chief referee and the appropriate divisional committee.

#### **Regatta Announcements.**

Other than commentary on student-athlete performances, regatta proceedings announcements are limited to (a) those of an emergency nature; e.g., paging a doctor; (b) those of a "practical" nature; e.g., announcing that a car has left its lights on; (c) announcements that NCAA souvenir merchandise, game programs and concessions are on sale; (d) announcements of scores from another NCAA competition site; and (e) the paid attendance figure. It is not appropriate for the public-address announcer to introduce VIPs or regatta officials, or to provide information pertinent only to the host institution's activities unrelated to the regatta. The NCAA championships administrator will provide public address scripts as appropriate.

#### **Registration Packet.**

This information shall be prepared by the host and given to each team at registration. All members of the national committee should also receive a copy of the packet at the hotel when

they arrive. The packet should include the following:

- Team Parking Pass.
- Banquet tickets (if applicable).
- Credentials.
- Tickets (if applicable).
- Last minute notes.
- Printed schedule.
- Course/facility map.

### **Results Posting.**

The steps for results posting are as follows:

- The results are taken from the timer and must be confirmed by the chief judge before publication. This requires the chief judge to sign.
- The photo finish record, after inspection by the chief judge, is passed to timing control.
- Following completion and signature by the chief judge, the results sheet is photo copied and copies are dispatched to race control, commentary, results reproduction services, etc. for immediate action where possible.
  - All results (crew, lane assignments, time, and placement) should be posted on results board immediately following verification of final results by the chief judge.
  - The announcer is provided intermediate time information visually from the results board.
  - The race results secretary receive all intermediate orders and times and the final results with the wind speed (if possible). For immediate issue of the race results sheet for publication.
  - Results must be posted in the student-athletes areas by division and order of events.

### **Reporting Results.**

During the championships and at the conclusion of the competition, the host sports information contact is responsible for reporting official results to the NCAA. Copies of results should be sent to [ncaa-content@turner.com](mailto:ncaa-content@turner.com), [mwatsky@ncaa.org](mailto:mwatsky@ncaa.org), [kwhitaker@ncaa.org](mailto:kwhitaker@ncaa.org), and [mbedics@ncaa.org](mailto:mbedics@ncaa.org) and should be submitted in the following manner:

- Send the information to the individuals listed above.
- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an e-mail **or** send e-mail as an attachment in an MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the e-mail.
- **The results must be provided per the instructions above no later than 30 minutes following the protest period.**

### **Timing/Data Crew.**

The NCAA will hire the crew responsible for timing the championships. The NCAA will be responsible for securing sleeping rooms for the timing/results group. The host may be asked for assistance in securing rooms, if needed.

## **SECTION 14 – Insurance**

### **Insurance Certificate.**

NCAA regulations (Bylaw 31.7.4 of the NCAA Manual) require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage. Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage). Institutions that are covered by state tort laws should provide a statement on institutional letterhead detailing the coverage provided, including limits.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

(Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours before the championship.)

Participating institutions are responsible for insuring all of their own equipment.

## **SECTION 15 – Lodging**

The NCAA is responsible for communicating and monitoring the hotel block for the participating teams. The NCAA will secure lodging at a headquarters hotel for the officials, drug testing crew, NCAA committee and staff rooms. NCAA staff will communicate to teams which property they have been assigned. The host will need to set up a direct-bill with the headquarters hotel. The host should be prepared to assist with media requests and may be asked for assistance by the NCAA if additional lodging needs should arise.

## **SECTION 16– Marketing/Promotions/Branding/Fan Engagement**

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

The NCAA will continue with online promotional assistance for championship hosts. As a host institution, you will not receive any promotional materials, e.g., posters, flyers and print ads from the national office. You may, however, customize and download all the necessary artwork for the championships from the promotions website. Television and radio spots may be available through the website, depending on the championship and round of competition.

Each NCAA championship host promotions/marketing contact and regatta director will receive an email with the promotional materials website address, username, password and specific promotional budget allocated for the championships you are hosting. **The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions**



through the championship bid process. Please contact The NCAA at [ncaachampspromotions@ncaa.org](mailto:ncaachampspromotions@ncaa.org) if you are unable to locate this e-mail.

#### Promotional Products.

No cost downloadable artwork items available on the website include:

- Poster
- Flyer
- Print Ad
- E-mail blast
- Banner
- Web Banner
- Billboard
- Table Tent

#### Radio Ticket Spot- Finals only.

The online promotional website allows championship hosts to download a radio spot for immediate use. There are several file options to choose from which will cover a variety of needs. The radio spot can be easily uploaded to websites, burned onto discs, used on video boards, or sent via e-mail.

#### :30 Radio Spot

- The radio spots can be used on radio stations, websites, burned onto discs or e-mailed.
- The file format available for download is .wav.

#### Championship Logo.

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](http://www.NCAAlogos.com). Please contact David Lovell at 317-917-6835 to obtain a password or to answer any questions concerning the NCAA logo library.

#### Signage.

Each 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 championships representative. Materials containing NCAA marks and logos may not be sold.

### **Host Responsibilities.**

The NCAA championships promotions assistance program is designed to help host institutions generate awareness and promote the NCAA championships. The materials from the NCAA are by no means intended to be used as the sole promotion for the championships. They are to be implemented as part of the host institution's championship promotions program.

### **Banners.**

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

### **Materials Sent to High Schools.**

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

## ***SECTION 17 – Media Coordination/Credentials***

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

### **Credentials.**

The NCAA will print and send to the host institution all credentials for participating teams and individuals, coaches and administrators, media, NCAA committee members, regatta officials and other regatta personnel, as necessary. Credentials are not transferable.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association's enforcement procedures if the media coordinator disregards this policy.

Issuance of Credentials. Working credentials shall not be mailed. The media coordinator shall issue credentials individually. Credentials may be issued to the following:

NCAA Committee/Staff. Credentials will be issued to all NCAA committee and staff at the championships.

Officials. All officials working the championships should receive an appropriate credential.

### Participating Teams.

1. The NCAA will print color-coded credentials for media, committee representatives, race officials and other personnel, as necessary. The members of each official traveling party (Division I - 31; Division II – 21; Division II at-large – 14; Division III – 26) will receive wristbands. Appropriate credentials are required for all secured areas (e.g., launching area, competitors' area, etc.). Each participating institution may request up to five (for 2021) additional credentials onsite for institutional personnel (EXCLUDING ADDITIONAL

STUDENT-ATHLETES). An all-session ticket must be purchased for each credential. Additional credentials must be requested through the on-site ticket office. The host will be responsible for tracking to ensure that each institution is not allowed to purchase more than the stated maximum of four credentials. Institutions that abuse this policy will be subject to NCAA misconduct penalties.

2. One credential should be provided for the office personnel of each member conference.
3. Complimentary tickets are not allowed. Credentials should be given to only participating teams, media and championship workers.
4. The use of commercial sponsors is prohibited for ticket fronts; the NCAA national office must approve use of them on the back of tickets. If special tickets are printed for the championships, the ticket-back language (see Appendix) should be printed on the back of each ticket. If special tickets are NOT printed, then the information should be posted for the general public to read as they enter the facility.

Parking. A parking area for the participating teams and tournament officials (e.g., key regatta personnel, NCAA representative and officials) should be designated. Parking passes should be provided.

Drug-Testing Team. In the event of drug testing, credential should be issued for the drug-testing team (e.g. “event management” – a distinct credential type noting “doping control” or the like shall not be issued”). Individuals serving in this capacity will be identified for the regatta director at each site by the national office staff.

Media. Media credentials shall be issued according to the press criteria printed in the 2017-18 NCAA Media Coordination Manual.

Regatta Personnel. Each host SID is responsible for organizing workers to assist in the press operation of the championships. The number of workers will depend upon the media demand for the regatta at the site. Communication with the media coordinator and the SID's knowledge of the area media will help with advance planning. Such duties as press runners, quote takers, stat crews, copy machine personnel, fax machine operators, etc., should all be coordinated with the regatta director and media coordinator.

Printing. The NCAA will produce credential boards, print photography policies, news film and mini-camera policies, and the following types of credentials:

- |                              |                      |
|------------------------------|----------------------|
| 1. All Access                | 7. Medical           |
| 2. Media                     | 8. Volunteer         |
| 3. Television                | 9. Administrator     |
| 4. Photo and armbands        | 10. Manager          |
| 5. Student-athlete and coach | 11. NCAA             |
| 6. Official                  | 12. Event Management |

*\*Types of credentials can be adjusted based on competition site/host needs.*

Photography. Refer to the appendix for the print photography policies.

Press. Questions regarding press credentials should be directed to the host institution's designated sports information contact.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

#### **Hospitality.**

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

#### **Live Results.**

Refer to the NCAA Broadcast Manual on the NCAA website at [ncaa.com/media](http://ncaa.com/media).

#### **Mini-Cams and News Film.**

If a regatta is televised, only the station that has purchased rights may film action. Media coordinators shall designate an area where video distribution facilities will be placed. For mini-cam and news film photography policies, refer to the NCAA Broadcast Manual.

#### **Media Conferences.**

The media coordinator shall have the authority to designate and require any student-athlete to attend a post-regatta news conference and/or those scheduled before any round of competition in the national championships.

- Pre-race interview. Interviews prior to the competition must be arranged through the host media coordinator.
- Post-race interview. The post race interview area should be "dressed" appropriately to reflect the prestige of the event by placing NCAA logos on the walls; using draping on the tables and other areas as necessary; utilizing a platform for the interviewees and moderator; providing a riser for cameras at the back of the room; and providing a sound and light system if necessary.
- Post competition interviews. Should be held immediately after each session of racing. All head coaches and designated student-athletes shall be available for interviews. Each institution is responsible for insuring the presence of the head coach and student-athletes at the press conference. See [media coordination manual](#).

Obligation of Coach. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the regatta. The coach cannot delay a post-regatta interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the

regatta, the coach and student-athletes may participate in a special interview.

**Staffing.** The media coordinator shall appoint a moderator for the news conference. The media coordinator must monitor the schedules closely to ensure success. The media coordinator shall identify a moderator. Individuals also shall be assigned to escort the coach and student-athletes to the interview room to ensure that all representatives arrive at each news conference at the scheduled time.

#### **Parking.**

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

#### **Security.**

Security personnel should be instructed to protect the press conferences and working press areas, and to limit access in all restricted areas to individuals wearing credentials.

#### **Final Race Results.**

Final race results shall be provided for the media.

#### **Working Press Room/Tent.**

The media coordinator is responsible for the working pressroom at the competition site.

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

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

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

**Wireless/Computer Ethernet.** At each site there should be a minimum of two Ethernet connections or wireless (preferred) access.

## ***SECTION 18– Merchandise***

#### **Exclusive Rights.**

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA

championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA.

#### **Participant Orders.**

Once participants are selected, a memorandum will be sent to each institution with information on how to pre-order championships apparel. Orders will be shipped directly to the institution.

### ***SECTION 19– Neutrality***

#### **Neutrality.**

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as host institutional signage should not be used to create a "home" atmosphere.

All officials and announcers must refrain from cheering for any participant or from wearing institutional attire; they are considered "neutral" and must behave in such a manner.

### ***SECTION 20 – Participant Manual***

Host will be provided a template participant manual that they must use. We ask that you complete the information in the template and send back for approval by April 1. The participant manual and all other information relevant to the championships will be posted to the NCAA website.

### ***SECTION 21 – Security***

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

#### **Crowd Control.**

The regatta director must review crowd control policies with the committee liaisons and is responsible for strict enforcement of these policies. The following crowd control statement should be read by the public address announcer prior to the start of the event:

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

Emergency Plans. Competition site management must have specific written policies and procedures outlining the competition site's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and regatta director should meet with security personnel to discuss existing security procedures and review potential security threats, review the competition site to determine potential security problems, and discuss the emergency/evacuation plan. Please see "[Best Practices for Safety and](#)

Security” under the Division I Championships Resources section on [ncaa.org](http://ncaa.org).

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

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

#### **Security.**

1. An adequate number of uniformed security personnel must be provided for the teams and officials areas, press areas, post-race interviews area and any other area for which a credential is required.
2. Security must be provided beginning at noon Wednesday and ending Sunday and should be 24 hours each day. Shell security must be available Wednesday morning through Sunday afternoon.
3. The committee representatives and championships director will meet with security personnel to discuss existing security procedures, review potential security threats, review the race site and determine potential security problems.
4. Secure areas require credentials (e.g., launching area, boat-storage area, start and finish lines, competitor’s area, media and interview areas).
5. No dogs allowed in participant area. Signage should be posted.

#### **Non-permissible Items.**

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

#### **Distribution of Materials.**

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

### ***SECTION 22– Tickets/Seating***

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

#### **Ticket Backs.**

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

commercial entity.

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

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

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

#### **Ticket Blocks.**

Student-Athlete Guest Tickets. Participating institutions may purchase tickets for their student-athletes in accordance with the regulations specified in Bylaw 16.2. A pass gate should be established at the venue to administer the student-athletes’ tickets. A designated individual from each participating institution will be responsible for submitting the names of the individuals who will use those tickets to the Regatta Director (or his or her designee).

Public. Any spectator entering the competition site must have a ticket (children age two and under are admitted free with a paying adult) for the point during competition at which he or she arrives.

#### **Ticket Sales.**

Inasmuch as all members of the general public must have a ticket in order to enter the competition site, a minimum number of ticket windows must remain open until the conclusion of the event.

Special Ticket Plans. Any special ticket plans (e.g., local contributor/sponsorship packages) must be approved in advance by the NCAA national office.

Ticket Prices. Ticket pricing structure shall be determined in working with the championship manager. Pricing will be determined based on such factors as local market and inventory of reserved seats.

### ***SECTION 23 – Volunteers***

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

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

#### **Recognition.**

Upon receipt of a list of key volunteers (maximum of 50 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC’s list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.



**Waivers.**

Each volunteer must sign a waiver of liability before the start of the championships (see Appendix). After the championship is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference.

**DIVISIONS I, II AND III ROWING CHAMPIONSHIPS**

**ANNOUNCER'S INSTRUCTIONS**

**Prerace Protocol**

(Sample script is attached)

1. Welcome.
2. Introduction of teams.
  - a. Regional affiliation.
  - b. Season highlights.
  - c. Location of institution.
  - d. Number of times in the rowing championship.
3. Introduction of team personnel (official travel party, starting with lane one).
  - a. Alternates in alphabetical order.
  - b. Racing lineups from bow to coxswain.
  - c. Support staff.
  - d. Coaching staff (head coach last).
4. Introduction of officials for the race by position.

**Racing Commentary**

1. Document start of race.
2. 500-meter position of crews.
3. Changes in crew positioning in the field.
4. 1,000-meter position of crews.
5. Changes, developments in positioning.
6. 1,500-meter position of crews.
7. **1,750-meter position of crews.**
8. Finish.

Note: The on-water announcers should call the entire race, if possible. If not possible, the on-shore announcer will call the action in the last 500 meters.

**End-of-Competition Announcements**

1. Lane assignments and times for the next races.
2. Racing results.
3. Individual profiles.
4. Significant victories.
5. Concessions and merchandise opportunities (see following announcement). “Don’t forget to stop by the official NCAA merchandise stand. Capture the excitement of NCAA championships with official championship merchandise.”

## Sample Introduction Script

Welcome to \_\_\_\_\_ and the 2021 Division \_\_\_\_ Women's Rowing Championship. This race features \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. Now introducing Lane 1, \_\_\_\_\_, University of \_\_\_\_\_ from \_\_\_\_\_ enters this race with a \_\_\_\_\_ record. The \_\_\_\_\_ are making their \_\_\_\_\_ appearance in the Division \_\_\_\_ Women's Rowing Championship.

Now introducing the \_\_\_\_\_ alternates.

POSITION	NAME
	Port
	Starboard

Now the starting line up for the \_\_\_\_\_ from bow to coxswain.

POSITION	NAME
Bow	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
Coxswain	_____

The \_\_\_\_\_ support staff includes \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_. The assistant coaches are \_\_\_\_\_ and \_\_\_\_\_. The head coach is \_\_\_\_\_.

[Announce all teams, and then read this once.]

The officials for today's racing include:

Chief referee \_\_\_\_\_

Starter \_\_\_\_\_

Aligner \_\_\_\_\_

Officials on the water:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Finish line officials:

1. \_\_\_\_\_
2. \_\_\_\_\_

### **Awards Ceremony**

The awards script will be supplied by the NCAA staff or committee chair.

## PUBLIC ADDRESS SYSTEM

A public-address system should be installed at the launch and finish of the course to cover all the spectator, boathouse and student-athlete areas. It should include the following:

1. It must be possible to switch it off when not needed.
2. The system must be controlled from the commentary box in the finish tower.
3. Facilities should also be available in the commentary box for playing recorded music, etc., over the public address system.
4. Extension facilities must also be available for relaying the awards presentation from presentation raft or platform in front of the grandstand.
5. A facility should be provided to enable the operator to switch the starter or intermediate commentary line into the system.
6. There should be a facility for the site manager to cut out the public address commentary in the staging area, competitors' changing and rest areas, and switch in his/her own instructions to crews.
7. The running commentary is best given by an announcer in a launch following alongside each race and relayed by radio to a receiver in the commentary box.
8. The announcer will make all the usual announcements and feed in the running commentary. He or she will do the commentary until completion of the race.
9. Quality radio equipment is required in order to give good reproduction direct over the public address system.
10. The results board should also be regarded as part of the public address system. Preferably an electronic board should be used. If a permanent installation is not available, sectional ones can be hired. The board should be able to show the running time and elapsed time to 1/100th second, together with the name of the event, abbreviated names of crews competing and one set of times taken over any given distance. A minimum of six lines with ten digits each is required; in addition to the running time display with ten digits each is required, in addition to the running time display.

## BOAT STORAGE AREA

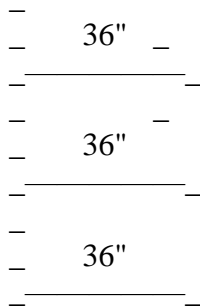
Racks (if used) must be set up and leveled prior to the arrival of the first boats. This area must have controlled access. Only student-athletes and the coaches should be allowed in this area. Steps need to be taken to ensure that barriers are in place as well as a system to check credentials. Host should also plan for security.

Many different forms of boat racks exist, but generally speaking the simpler the construction the better. Temporary ones are best made with tubular scaffolding or 2 by 4's, while permanent ones are best made with steel in channel section. The cross members have the channel facing upward and pieces of wood are fitted into the channel. The wood protrudes above the metal sides of the channel and reduces the possibility of damage to the boats. The end of the cross members should also be protected.

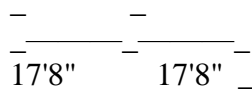
If boat racks are not available, shells may be placed directly on a lawn area. (36 I Eights, 30 II Eights and 26 Fours.)

### Boat Rack Measurements

1. Eights - Provide three arms for the eights to rest on. These arms need to be 36 inches long, spaced 17 feet 8 inches apart and 27 inches high.
2. Fours - Provide two arms for the fours to rest on. These arms must be 36 inches long and spaced 17 feet 8 inches apart.
3. Example:



End View



Plan View

# SAMPLE CONTROL COMMISSION CHECKLIST

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Preliminaries \_\_\_\_ Time of Event

\_\_\_\_ Repechages

\_\_\_\_ Event

\_\_\_\_ Semifinals

\_\_\_\_ Finals

Team \_\_\_\_\_

Name of Boat \_\_\_\_\_

Manufacturer \_\_\_\_\_

\_\_\_\_ Ball on bow

\_\_\_\_ Lane number

\_\_\_\_ Electronic devices

\_\_\_\_ Weight

\_\_\_\_ Thickness of blades

\_\_\_\_ Advertising

\_\_\_\_ Painting of blades

\_\_\_\_ Name of institution on boats

\_\_\_\_ Uniforms

\_\_\_\_ Quick release stretchers

\_\_\_\_ Coxswain's position

\_\_\_\_ Paint work on hull

\_\_\_\_ Boat weigh-in verification

\_\_\_\_ Other

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Control Commission Signature

Date

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

**Weighing Boats.** All boats used at NCAA championships shall be of the following minimum weights (boats shall be weighed with the fittings essential for their use; in particular with riggers, stretchers, slides and loudspeakers, if used).

Type of boat	4+	8+
Weight in kilograms	51	96
Weight in pounds	112.44	211.64

The control commission will supervise the weighing of all boats, but the general arrangements are the responsibility of the organizing committee. The weighing of the majority of boats must take place at an early stage in the regatta. The weighing area should be ready so that weighing can begin two days before racing starts. All shells must be weighed in prior to the first launch (practice or racing).

**Weighing Area.** It is necessary to designate a special area for the weighing of the boats. The weighing facility should be covered (indoor is preferred or an enclosed tent to cover the length of the boat) to minimize any wind effects on the scales. The area needs to be at least 18 meters long by five meters wide. Consideration should also be given to the movement of the boats on to and away from the weighing scales in order to allow the smooth and rapid weighing of a number of boats consecutively. Officials will keep the log of all boat weights.

**Weighing Rig.** Slings or trestles should be fixed on each scale to hold the boat during weighing. The two scales should be connected to a digital display screen showing the weight.

**Scales.** The boat scales should be capable of reading increments of 0.1 kilogram. The weighing scales used should be of a high quality and should be officially calibrated prior to the championships. The organizing committee must retain the official certificate of calibration. The organizing committee should make a contract with the company providing the weighing scales for at least two further calibration tests to be made during the championships. The timing of these further tests is to be determined by the control commission. A scale technician should be on-site during boat certification and on-call within fifteen minutes during racing.

**Weighing Responsibilities and Availability.** To enable the principle of the crew being responsible for its own boat's weight to work fairly under regatta conditions the following conditions must be met:

1. It is the responsibility of the organizing committee to ensure that the weighing scales are in place, calibrated correctly, operating and available at least two days before the start of the first race. Should a crew discover that its boat is underweight, it is then its own responsibility to install a fixed additional weight to bring it up to the limit.



2. Officials will keep a log book of boats weighed in and the location of any deadweight added.
3. During the racing days, the control commission will supervise the official weighing of any boats as necessary. Typically, boats will be compared to the photos from boat certification but a boat may be reweighed on the scales at any time during the regatta when requested by a referee.

### **BOAT WEIGHING ARRANGEMENT**

FISA Materials Commission

Installations of the scales in a tent with the minimum inside measurements:

(It is preferred that scales are bolted to the ground.)

Length: L - 18 meters

Width: B - 5 meters

Height: H - 2.8 meters

Floor: solid surface, level horizontally

## TECHNICAL INFORMATION ON COURSE EQUIPMENT

**Lane Wires.** Four-millimeter, single-strand wire is adequate and inexpensive, although great care must be taken when laying out the system, or taking it up, so as not to allow a kink to become formed in the wire. Alternatively, high tensile, multi-stranded wire may be used. This is easier to handle but more expensive. The wire is best stored on large drums that can be mounted on a winding gear on the work barge.

Wires must be fixed securely at each end. The best method is to build a small concrete block or post into the ground and set a steel hook or ring into it. Alternatively, a strong iron stake will suffice. A tensioning device must be installed at one end of each wire (a simple winch that is adequate and easiest to use). Tension required is 600 to 800 pounds (300 to 400 kilograms).

In order to keep the longitudinal wires straight in a side wind, it is necessary to install cross wires linked to the longitudinal wires at every 500 meters. This system is much better than trying to keep the longitudinal wires straight by increasing the tension. The wires should be at a depth of not less than one meter, and the buoys will hold the wires at this depth if the tail wires are cut to the correct length.

It can be very helpful to make use of the Albano system wires to anchor the start launching docks. Extra lateral wires are needed and greater tension on some of the wires, but it is an easy way of ensuring that the start installations in the middle of a large lake are not only in exactly the correct position but are also held steady in that position.

**Start.** The only markers at the start should be the aligner's sight markers - a thin wire fixed vertically in front of the aligner's hut and a vertical marker on the opposite side of the course. The marker should be painted in two vertical halves, one bright yellow (direction of start) and one black (direction of finish). The precise vertical position where the color changes from black to yellow shall be the start line. There should be no buoys on the start line.

**Steering Markers (may be at the finish and 1,000-meter mark).** Large steering markers in the center of each lane and visible over the first 1,000 meters of the course should be placed behind the start. Lane one should be nearest to the finish tower. Overhead lane markers may be placed at intervals (e.g., each 500 meters) along the course. These overhead markers must be placed so that the umpire cannot hit them with his/her flag raised to the full height. Steering markers must be placed on all floating or intermediate starts if there are no overhead markers. (See below for technical details.)

**Directional Signs.** It is convenient to have available a number of road-traffic directional signs for controlling traffic on the water and, in particular, some "No Entry" signs. These can be hung on the overhead lane markers, fixed to the boat launching docks or to posts on the bank. The proper control of boat traffic on and off the water is a most important safety measure.

**Buoys.** Generally, the most satisfactory and durable type of course marker buoy is spherical, made of a strong plastic material, maximum dimension six inches and with a fixing ring molded into the material. These are obtainable in various different colors. Alternatively, small square polystyrene buoys can be cut from a large block of polystyrene. Such buoys should be about four inches by four inches by eight inches. The tail wire then has to be threaded through the length of the buoy and fastened securely at each end with some form of washer to stop the buoy from pulling off.

Polystyrene buoys are less expensive than the plastic marine buoys, but they are easily damaged by motorboat propellers and oar blades. More time will be spent in the maintenance of them.

The buoys are joined to the main wires by tail wires, approximately one yard in length and made either of two-millimeter diameter flexible-stranded wire or of strong nylon cord.

Ferrules are crimped on to the longitudinal wires at 10- or 12.5-meter intervals in order to space out the buoys correctly. A simple clip attached to the tail wires can then be fixed to the main wire and kept in place by the ferrule.

There are many other more sophisticated and more expensive ways of attaching the buoys to the longitudinal wire, such as using specially-designed quick-release nylon clips, but in all cases some device must be attached firmly to the longitudinal wire to keep the buoys spaced correctly and allow for the buoys to be released quickly.

Two larger buoys are required at the finish - 12- to 18-inch cube. These are best made of polystyrene.

If the course is on a lake and distance markers need to be on the water rather than on land, large polystyrene buoys, three-feet cube, should be used.

At most championships, there is usually a need for extra marker buoys to enforce traffic regulations. These should be larger than the course marker, buoys, say 12-inch diameter, and should be able to be fixed either to special wires or anchored to a concrete block on the bottom of the course.

Details of the colors of buoys to be used are given in the main specification or "Marking of the Course".

### **Start Installations**

**Starting Platforms.** Boats must be held securely by the stern at the start. This is usually done by a person lying on a floating platform that is firmly fixed in the center of each lane, but it can be moved forwards and backwards so that the boats may be properly aligned.

**Start Tower.** This should be placed on the center line of the course at a distance behind the start line of 40 to 50 meters to enable the starter to observe all crews without difficulty. Suitable equipment must be installed to enable the starter to communicate his/her orders to

all crews simultaneously up to 500 meters. The starter should be standing on a platform a minimum of 3 meters, maximum of 6 meters above water level, and he or she must also be clearly visible to all competitors. In the case of a floating start tower, a height of ten feet is usually sufficient. The starter should be equipped with a red flag having a white diagonal cross superimposed on it and a large bell used to attract the attention of crews when necessary.

**Aligner's Hut.** The aligner's hut should be a fixed structure placed exactly on the start line, not less than 15 meters from the outside of lane number one and as near water level as possible. It should be constructed so that the judge at the start and the aligner can stand or sit one behind the other. Both must have a clear view of the bows of all the boats on the start line. The judge at the start must also have a clear view of the starter and must be able to communicate verbally with him or her. The aligner must be able to communicate verbally with those who are manning each start pontoon. The roof of the aligner's hut should be load bearing so as to carry television or video-monitoring cameras and an operator.

### **The Finish Tower**

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

This must be a substantial structure constructed exactly opposite the finish line. If possible, together with the grandstand, the finish tower should be placed on whichever bank provides its front with shelter from the sun for the greater part of the day, usually the south bank. It should also be placed approximately 90 feet from the outside of the racing lanes. If it is much less than 90 feet, there will be difficulties with the focus of the photo-finish camera. If it is more than 100 feet, there may be difficulties for the judges to sight the crews accurately. Although the structural design of the finish tower must be left to the architect and engineers, the following requirements should be met as much as possible.

**Referees.** The tower must have space for at least six referees and volunteers to sit opposite the finish line. Each must have a clear view of all lanes and the sight marker on the far bank from behind the vertical wire.

**Photo Finish.** A suitable camera must be installed in the tower on the finish line to make a video record of each boat as it crosses the line.

**Audible Signal.** Some instrument, such as an electric horn, must be installed on the tower to give a sound signal to crews as they cross the finish line. This signal will be linked to the judges' timing equipment and sound off as the timing button is pressed.

**Timing Equipment.** Timing equipment must also be installed in the tower. It will be installed together in the same room as the photo-finish cameras.

**Communications.** The finish tower is also the focal point for race administration and should be the nerve center of the race control communications. It should be linked to each of the radio circuits, the "hot line" telephone system and the general, internal telephone

system. A fully equipped finish tower will have at least five telephone extensions installed in it on the various levels.

**Commentary.** The commentary is best made from the finish tower, and for this purpose, the public-address system should be installed at the level with the best view of the course.

**Results Board.** With the judging, photo finish and timing operations all being carried out in the finish tower, it is also convenient for the scoreboard operating equipment to be installed here.

**Cameras.** For good publicity it is essential that it be possible for television cameras to be installed on top of the finish tower. This is the prime site for any media camera.

**First Aid.** The ground floor of the finish tower may serve as an excellent site for a first-aid post, particularly for a competitor who has been rescued from the water.

**Security.** It is very important to enforce very strict security and limit access to those people with certain specific functions at the finish tower because of the important operations being performed there.

To summarize the functions of the finish tower, the following operations must or may be performed here:

**Required**

Judging at the finish  
Photo finish or video  
Timing  
Audible signal  
Race control

**Optional**

Commentary  
Results board  
Television cameras  
First-aid post

**2020-21 STANDARD TICKET BACK DISCLAIMER LANGUAGE++**

The NCAA's standard ticket back language is posted online at [www.NCAA.com/ticket-terms](http://www.NCAA.com/ticket-terms).

The ticket back language should be placed on the back of all ticket stubs, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

## **WEIGHT CERTIFICATION FOR COXSWAIN**

### **Coxswain Weight Rules**

1. A coxswain shall weigh at least 110 pounds.
2. Coxswains who do not comply with subsection No. 1 shall carry deadweight such as sand or other ballast, in order to achieve the minimum weight. Any such deadweight shall be placed in the boat as close to the torso of the coxswain as possible; it is specifically forbidden to distribute deadweight throughout the boat.
3. Excess clothing, equipment, electronic systems, tools or other utilitarian devices germane to competition shall not be considered part of the coxswain's and shall not be included as part of any deadweight required under subsection No. 2.
4. The weight of a coxswain shall be determined no later than one hour before the first race on each day the coxswain competes.
5. Coxswains should be weighed dry (including hair) in racing uniform, without shoes or other foot gear.

### **Sample Identification Information**

TEAM: \_\_\_\_\_

COXSWAIN: \_\_\_\_\_

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

WEIGHT: \_\_\_\_\_

AMOUNT OF DEADWEIGHT (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Coxswain Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Weigh-in Monitor Signature

\_\_\_\_\_  
Date

## ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

Event: \_\_\_\_\_ (the “Event”)

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

Participant’s Age: \_\_\_\_\_

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

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

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

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

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

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

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



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

---

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

---

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

---

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

### **MARKETING AND PROMOTIONAL IDEAS**

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

Following are ideas to stimulate host institutions' thoughts in planning their promotional strategies to generate community awareness and support:

Advertising. Plan an advertising campaign to be implemented during the final weeks prior to the championships, with increased advertising during the final few days. Give consideration to the following media:

\*Newspapers. Alternate morning and evening papers in the metropolitan area as well as surrounding communities. Be sure to include specific information about how to obtain tickets.

\*Radio and Television. If your budget prohibits purchasing, attempt to solicit promotional messages as free public service announcements.

\*Banners. Hang at key intersections of the city and on your campus.

\*Billboards. Display throughout the city if they are considered to be an effective advertising medium in your area.

\*Electronic Message Boards. Run championship information on electronic message boards on campus and around town.

\*"Buddy" System. Encourage booster and/or alumni groups on campus not only to purchase tickets for themselves, but also to sponsor another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children, etc.).

\*Conference Office Involvement. Make sure ticket order forms and information are available through the nearest conference office and enlist its assistance in promoting the championships through its releases, newsletters, clinics, conference, etc.

\*Corporate Sales. Establish a program to solicit corporate ticket sales. A committee could be set up to personally solicit each business in the city to encourage the purchase of blocks of tickets for employees, underprivileged children or other citizens.

\*Fax Cover Page. Include championship information on your athletics department's fax cover page.

\*Fliers. Send ticket fliers and cover letters to the following:

- \* Booster club members.
- \* Season ticket holders.
- \* Previous year's postseason competition ticket holders, if applicable.
- \* Local chamber of commerce and merchants.
- \* Faculty, staff and students.
- \* Local youth clubs.
- \* State high school and junior college coaches associations.

\* Conference offices.

\*Grade School Involvement. Plan activities to involve grade school students in the promotion of the championships (e.g., conduct an art contest welcoming the championships and display the art in the airport the week of the championships; award two tickets to the winning artist).

\*Internet. Provide championships information on your institution's page on the Internet.

\*Mailings to Ticket Holders. Include notice of the championships on all lists and mailings to your institution's regular-season events (both athletics and general) and on athletics department answering service recordings.

\*NCAA Corporate Partners. Enlist the cooperation and support of the affiliates of NCAA corporate partners in the area to purchase tickets to be used for promotion of the championship.

\*"NCAA Week". Request your community to declare "NCAA Championship Week" prior to the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.

\*Promotion at Home Events. Promote the championship at all home men's and women's athletics events on the scoreboard/message board and public-address system. Use PSAs on local radio broadcasts and telecasts of other institutional sporting events

\*Public Speaking. Establish community support by the following:

1. Obtaining the support of key political and corporate leaders.
2. Arranging speaking engagements by coaches and athletic department personnel at chamber of commerce, booster-club, etc.
3. Arranging radio and television appearances by campus or local "personalities" to promote the championship.

\*Radio/Television Promotions. Purchase tickets to be used as trade-outs for promotional spots on local radio and television stations.

\*Speaker's Bureau. Establish a speaker's bureau through the chamber of commerce through which leaders of service organizations would be encouraged to invite someone from the athletics department to speak about the championship.

\*Street-Pole Banners. The NCAA will offer the opportunity, on request, to its corporate partners to include their logos on the official street-pole banners and will coordinate this activity with the organizing committee and partners.

\*Student Involvement. Direct promotional efforts to student organizations on campus and faculty and staff; enlist student organizations to help sell ticket blocks. Visit dormitories, fraternities and sororities and organize a contest among them to sell tickets.

\*Ticket Donations. Distribute a mailing to the parks and recreation department participants in the city soliciting donations for the purchase of tickets for children who participate in the recreational programs.



## NCAA Championships Photo Terms & Conditions

Clarkson Creative is the official championships photographer for the NCAA, providing photography services for all 90 NCAA championships. Getty Images are the NCAA's exclusive agent to market, promote, license and distribute all analog and digitized photographs of NCAA events. Photos from the NCAA's championships are available to the general public via Getty Images at <http://on.ncaa.com/NCAAonGetty>.

### License Terms and Conditions:

1. A photographer to whom the NCAA has issued a credential will have a limited, nonexclusive, and non-transferable license to take photographs of the Events, and to allow the media outlet or other news entity that engaged the photographer, to use such photographs for news coverage of the Events (including magazine stories) and other editorial purposes; provided, however, that not such use may create the impression, or otherwise suggest, that the photographer is sponsored or endorsed by, or are associated or affiliated with, the NCAA. An authorized photographer may not claim any relationship to, or endorsement by the NCAA, and may not use the NCAA's name, logos and marks, or any other proprietary designations thereof, in any manner and for any purpose, without the prior express written approval of the NCAA.
2. Neither the photographer nor the entity that engaged the photographer may sell photos (including digital copies) taken at the Events, whether for commercial or editorial purposes without the NCAA's prior express written consent.
3. A credentialed photographer may take any number of photos on-site at the Event competition venue, provided that he/she does not interfere with play or related activities. From time to time, before or during the Event, the NCAA may impose additional restrictions regarding the time, manner, and place in which authorized photographers may take photographs during an Event.
4. An authorized photographer may not use Event photographs to market or advertise the photographer's services.
5. The NCAA may modify these terms and conditions at any time in its sole discretion. The NCAA shall provide notice of any such modifications to authorized photographers, and following notice, such modifications shall be binding upon all authorized photographers.
6. The NCAA may revoke a photographer's right to take photographs at an Event and/or to sell Event photographs at any time and for any reason, including failure to abide by these terms and conditions.
7. Photographers understand the inherent risk of taking photographs and otherwise being in close proximity to athletic contests and irrevocably waive any and all liability stemming from injury and/or property damage in conjunction with his/her attendance at an Event.
8. Photographer agrees to indemnify, defend and hold NCAA and its affiliates, officers, employees, successors and assigns harmless from and against any and all claims, demands, suits, liability, losses or damages, including amounts paid in settlement, judgments, costs and expenses, including reasonable counsel fees and disbursements, which may be made against or suffered or incurred by each such party as a result of any

use of any photographs and otherwise with respect to the photographer's activities at an Event and the results and proceeds thereof.

9. Photographer agrees to indemnify, defend and hold NCAA and its affiliates, officers, employees, successors and assigns harmless from and against any and all claims, demands, suits, liability, losses or damages, including amounts paid in settlement, judgments, costs and expenses, including reasonable counsel fees and disbursements, which may be made against or suffered or incurred by each such party as a result of any use of any photographs and otherwise with respect to the photographer's activities at an Event and the results and proceeds thereof.

You may direct questions or concerns regarding NCAA Championship photography to Nate Flannery, Director of Championships and Alliances, Digital and Social Media at [nflannery@ncaa.org](mailto:nflannery@ncaa.org) or by phone at 317-917-6222.



## **NCAA Championships**

### Digital Highlight and Footage Use Policy for Participating Member Institutions and Conferences

As the NCAA's digital rights holder, Turner Sports owns the right to license digital highlights from NCAA Championships. Turner has partnered with Wazee Digital to manage these rights. This policy applies to NCAA member college and university institutions and conferences ("Member Institutions").

Please visit the following link on NCAA.com for more information on Digital Highlight and Footage Use Policies.

<https://www.ncaa.com/media-center/digital-social-media>



**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

## TEAM VIDEOGRAPHER

### TEAM VIDEOGRAPHER

Each participating institution may designate one individual as the team videographer. The team videographer will be provided a credential and a TEAM VIDEOGRAPHER or TEAM PERSONNEL armband/vest and will be permitted to film their race ONLY from a designated area(s) which serves all still photographers. During the race, the videographer should follow all rules that apply to still photographers. In addition, the team videographer can shoot from any area that a still photographer has access to (e.g. concourse).

*NOTE:* The team videographer for the winning team will be allowed in the competition area to film the postgame celebration and awards ceremony, if applicable.

**(NOTE: This section may be altered during the planning process to best fit the Return to Championships guidelines document for the sport of rowing).**

## **Section 7: Championships Marketing**

### **7.1 Contacts.**

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

### **7.2 Expectations.**

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

### **7.3 Marketing Plan.**

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA Championship Marketing contact. All marketing plans, marketing budgets and collateral must be approved by the Championship Marketing contact prior to implementation.

### **7.4 Marketing collateral.**

#### **NCAA Championships Online Marketing Website.**

The NCAA Championships Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship.

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



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

Customizable artwork templates available on the marketing website include:

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

If you have needs for artwork outside of what is available on the NCAA Championships Online Marketing Website, you may contact Sean Ward ([sward@ncaa.org](mailto:sward@ncaa.org)) for assistance.

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

Collateral should not be created outside of the NCAA Championship marketing online resource unless directly provided by the NCAA Championships Marketing contact.

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

### **Television/Video and Radio Ticket Spots.**

The marketing website allows hosts of select predetermined championship sites to download video and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championship Marketing contact.

#### **:30 Video/Television Spot**

- The NCAA creates TV-Video Spots for select championship sites and a limited number of predetermined regional rounds.
- All spots are available for download via the NCAA Online Marketing Website.
- Spots may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
  - HD: apple ProRes LT (104 mbps)
  - SD: dv25(25 mbps)
  - Web proxy: .mp4 (1.5 mbps)

#### **:30 Radio Spot**

- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

## 7.5 Social Media Guidelines.

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

## 7.6 Applicable Marketing Bylaws.

**12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (*Adopted: 8/7/03*)

**12.5.1.8 Promotion of NCAA and Conference Championships.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (*Adopted: 1/11/89, Revised: 8/7/03*)

**12.6.1.1.1 Exception—Sports Other Than Football and Men's Basketball.** In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (*Adopted: 4/29/04 effective 8/1/04*)

**13.4.3.2 NCAA or Conference Championship Posters.** An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (*Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05*)

**13.4.3.2.1 NCAA or Conference Championship Promotional Materials.** The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (*Adopted: 1/10/05*)

- (a) Are solely for the purpose of promoting the championship event rather than the host institution, and use factual information (e.g., date, time, location, identification of host school/conference, ticket information, photos of previous championships);
- (b) Are not sent exclusively to prospective student-athletes;

- (c) Are available to the general public; and
- (d) Do not promote the institution's athletics program.

**13.1.8.4 NCAA Promotional Activities Exception.** An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (*Adopted: 4/28/05*)

## **7.7 Additional Marketing Considerations.**

All Championship Marketing efforts must adhere to the guidelines established in the NCAA Host Operations Manual. The following sections should be referenced and followed when formulating and implementing the championship marketing plan.

- Local contributor guidelines.
- NCAA Licensing Info (ordering, licensee list, guidelines, etc.).
- National Governing Body/coaching association guidelines.
- Premiums guidelines.

**NCAA DIVISIONS I, II AND III WOMEN'S ROWING  
Protest Form**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RACE NO.: \_\_\_\_\_ HEAT: \_\_\_\_\_ REPECHAGE: \_\_\_\_\_ SEMIFINALS: \_\_\_\_\_ FINALS: \_\_\_\_\_

RACE:

LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7

TEAM PROTESTING: \_\_\_\_\_

RESULTS:

1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>	5 <sup>TH</sup>	6 <sup>TH</sup>	7 <sup>TH</sup>

WHAT RELIEF ARE YOU SEEKING: \_\_\_\_\_

DESCRIPTION OF SITUATION:

\_\_\_\_\_

Protesting Competitor's Signature

\_\_\_\_\_

Date

RESOLUTION:

\_\_\_\_\_

Chief Referee's Signature

\_\_\_\_\_

Date

All Jury decisions are final. Rule 2-608 as well as the USRowing Grievance procedure will not be honored.

**NCAA DIVISIONS I, II AND III WOMEN'S ROWING**  
**Change in Lineup Form / Medical Substitution**

EVENT: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME OF EVENT: \_\_\_\_\_ RACE NO.: \_\_\_\_\_

TEAM: \_\_\_\_\_ LANE: \_\_\_\_\_

PRELIMINARIES \_\_\_\_\_ REPS \_\_\_\_\_ SEMI \_\_\_\_\_ FINALS \_\_\_\_\_

COACH: \_\_\_\_\_

ORIGINAL LINEUP

	<u>LAST NAME</u>	<u>FIRST NAME</u>
BOW	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
COXSWAIN	_____	_____

NEW LINEUP

	<u>LAST NAME</u>	<u>FIRST NAME</u>
BOW	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
COXSWAIN	_____	_____

REASON FOR CHANGE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 HOST PHYSICIAN SIGNATURE DATE

By signing, I, \_\_\_\_\_ verify that the above named student-athlete  
 (Physician Print Name)  
 has an injury or illness that will prevent them from competing.

\_\_\_\_\_  
 COACH SIGNATURE DATE

\_\_\_\_\_  
 ADMINISTRATOR SIGNATURE CELL PHONE

\_\_\_\_\_  
 NCAA SIGNATURE DATE

ONLY THOSE STUDENT ATHLETES NAMED ON THE ENTRY FORM ARE ALLOWED TO REPLACE THE  
 INJURED/ILL DESIGNATED COMPETITOR.