

## 2020 NCAA DIVISION I FOOTBALL CHAMPIONSHIP

### Virtual Administrative Meeting Checklist – Preliminary Rounds

1. Welcome participants.

2. Introductions.

Visiting Head Coach	_____	Home Head Coach	_____
Visiting Dir. of Ath.	_____	Home Dir. of Ath.	_____

3. Thank host institution.

4. Establish games committee (two athletics directors and NCAA site representative).

5. COVID-19 protocols and code of conduct.

6. Read drug-testing statement.

***NCAA drug-testing is a possibility at any and all NCAA championship rounds and sites. However, as a best practice, the NCAA will not announce whether or not drug testing will occur at any specific venue.***

***Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.***

***Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative from your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site.***

7. Misconduct.

- Review of misconduct statement (NCAA Bylaw 31.02.4) and penalties for misconduct (NCAA Bylaw 31.1.10.3).

8. Traveling party and squad sizes.

- a. Squad size of 64 and official traveling party of 130 (submit roster form).
- b. Team expense forms.
- c. Sideline personnel list (not including cheerleaders, mascot or ball crew) of 36.

9. Officials.

a. Conference

(1) Referee

(2) Umpire

(3) Line judge

(4) Field judge

(5) Side judge

(6) Back judge

(7) Head linesman

(8) Alternate official

(9) Instant Replay

(10) Communicator

(11) TV Liaison

b. Arrival time at stadium.

c. 110-minute meeting.

d. Field microphone.

e. Distribute officials' patches.

10. Instant Replay.

11. Broadcast information.

12. Review pregame schedule.

a. Warm-ups – area.

b. Officials meeting.

- c. National Anthem.
  - d. Official's notification to teams in locker rooms.
  - e. Captains on field.
  - f. Introduction of student-athletes.
  - g. Kickoff time.
13. Halftime schedule.
- a. Review of halftime intermission policy.
  - b. Bands and other activities.
  - c. Officials' notification to teams in locker rooms.
14. Review of game balls (Wilson F1001, F1003, F1004, F1005 or F1103-GST Prime).
15. Confirm uniforms.
16. Filming/videotaping arrangements.
17. Coaching communication devices (e.g, headsets, etc.) must follow the limitations in Playing Rule 1-4-12.
18. Postgame virtual interview policy and procedure to be used (i.e., visiting team first; separate interview area and dressing rooms).
19. Crowd control/championship environment.
20. Scheduled in-game public address (PA) announcements and promotions; script provided by the NCAA/Van Wagner Sports & Entertainment shall be used.
21. Questions for officials.
22. Tobacco use.
23. Inclement weather monitoring/emergency evacuation plans (if necessary).
24. Other business.
25. Adjournment.