



2021 DIVISION I  
**GOLF**  
**CHAMPIONSHIPS**

# ***HOST OPERATIONS***

## ***2020-21 MANUAL***

**2021 NCAA DIVISION I MEN'S and WOMEN'S GOLF CHAMPIONSHIPS**  
**HOST OPERATIONS MANUAL**  
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## Section 1 – Introduction

This manual outlines the responsibilities of an institution/conference hosting this round of an NCAA championship. It is essential that each host institution/conference staff become familiar with the information and policies included in this manual.

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

**Some responsibilities, protocols or requirements outlined in this manual (e.g., awards ceremonies, broadcast specifics, media area, medical procedures, locker rooms, etc.) may be subject to change or suspended in 2021 based on COVID-19 Return to Championships protocols; consult with NCAA championships managers for specifics related to Division I men's and women's golf.**

### Definitions

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

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

**Host Institution/Conference:** An active NCAA member institution and/or conference selected to serve as host for a championship. The host shall administer the finances of an NCAA championship in accordance with the institutional/conference championship budget, as submitted during the selection process and approved by the governing sports committee.

**Local Organizing Committee:** A local organization formed in the city where a member institution/conference proposes to host an NCAA championship, to provide to the NCAA services and assistance in connection with the various activities related to the championship. The host institution/conference must be a part of the leadership of the LOC.

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

### Role of Governing Sports Committee

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

### **Role of Host Institution/Conference**

The support, commitment and involvement of the host institution/conference, its key staff members and local media are essential elements in hosting a successful NCAA championship.

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship.

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

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

As a core value, the NCAA and its championship host institution/conference must be committed to championing diversity, equity and inclusion across its functions, staff, partners, stakeholders and communications platforms. Host institution/conference should embrace the NCAA's stated interest of sustaining a welcoming, safe and supportive culture across all dimensions of diversity, including race, age, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The host institution/conference plays a central role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events.

### **Role of NCAA**

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

The NCAA will work closely with the host institution/conference, competition venue and local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans

## Section 2 – NCAA Committee and Staff

NCAA Division I Men's Golf Committee	
Jimmy Bass Director of Athletics University of North Carolina Wilmington	Steve Bailey Head Men's Golf Coach Marquette University
Derek Freeman Head Men's Golf Coach University of California, Los Angeles	Steve Bradley Head Men's Golf Coach University of South Florida
Connie Hurlbut, chair Senior Associate Commissioner/SWA West Coast Conference	Arthur Johnson Executive Senior Associate Athletics Director University of Texas

NCAA Tournament Operations Staff for Men's Golf	
John Baldwin NCAA Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317-917-6442 Email: jbaldwin@ncaa.org	Nancy O'Hara NCAA Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317-917-6162 Email: nohara@ncaa.org

NCAA Division I Women's Golf Committee	
Sarah Adams Senior Woman Administrator Eastern Washington University	Mary Lou Mulflur Head Coach Women's Golf University of Washington
Bradford Hulburt Director of Athletics Fairleigh Dickinson University, Metropolitan Campus	Breanna Jenco Head Coach Women's Golf Xavier University
Jeff Hull Head Coach Women's Golf Furman University	Julie Manning, chair Executive Associate Athletics Director/SWA University of Minnesota, Twin Cities

NCAA Tournament Operations Staff for Women's Golf	
John Baldwin NCAA Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317-917-6442 Email: jbaldwin@ncaa.org	Zach Christopher NCAA Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317-917-6112 Email: zchristopher@ncaa.org

### Games Committee

The games committee at each regional and the championships shall consist of the members of the golf committee present at the respective regional or championships, the head rules official, the host institution's tournament director (or designee), and other individual(s) appointed by the chair of the golf committee. The games committee will make all decisions pertaining to the conduct of the tournament, including, but not limited to, pairings, golf course setup and protests.

### **Section 3 – Alcoholic Beverages and Tobacco Products**

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

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

### **Section 4 – Americans with Disabilities Act**

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

Tips for accommodating an Americans with Disabilities Act request:

- Contact course management to determine if they already have a plan for accommodating a disabled spectator as a result of a past tournament or public event at the course.
- If the course exercised a plan in the past, please forward that plan to the championships administrator for review to determine if modifications will be necessary.
- If no plan exists, work with course management and NCAA to identify the best means for accommodating requests, including the use of volunteer cart drivers, reserved seating/ placement to offer an unobstructed view, or approved motorized equipment, guide dogs, or other aids supplied by the individual.
- Accommodations should not disrupt the competition nor compromise the safety of participants or spectators and must be approved by the NCAA.

If a request is received for an accommodation, please forward that request to the NCAA championships administrator as soon as possible. An individual making a request may be required to supply proof of disability from an attending physician.

### **Section 5 – Awards**

#### **Awards Ceremony (Finals Only)**

An awards ceremony will be conducted immediately following the completion of 72 holes of stroke-play golf for the individual award winner medalist (time and weather permitting). Team awards for the women's semifinalists will be provided immediately following conclusion of each of the matches in a formal awards ceremony. Men's semifinal trophies will be sent, following the competition, to each of the

two teams that lost in the semifinal match. For both the men's and women's championships the second place and first place team awards will be presented at the completion of the national match play championship round. The plans should include team and individual awards. Please have two eight-foot tables and the awards (trophies out of the boxes) ready to present at a location near the scoreboard or other designated area. Members of the respective NCAA golf committee will organize the awards table and make the presentations. Please ensure that a PA system is available.

#### **Championship Awards (Finals Only)**

The NCAA has ordered watches, individual mini trophies and a team trophy for the national championship winning team. The NCAA has ordered mini trophies and a team trophy for the second-place team and each of the semifinalists, along with a mini trophy for the individual medalist. Awards for individual finishers two-15 will be sent to the respective athletics departments of those finishers. MTM, Inc. will send official NCAA awards to the tournament manager approximately two weeks prior to the championship. When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

#### **The men's shipment will include the following awards:**

- Regionals – one flag should be provided to each participating team (13 or 14) along with each of the individual players (5 or 10) [may be sent post-event].
- Team Champions
  - Team trophy, watches (8), individual mini trophies (8)
  - Second place team trophy and individual mini-trophies (8)
- Top 15 individual place finishers
  - Individual mini trophies (only the medalist award will be sent, places two through 15 will be sent out following the championships)
- Participant medallions (186 includes substitutes)
- Elite 90 award (1)

#### **Awards to be shipped directly to the institutions post-championship:**

- Semifinalist (2) finishers
  - Team trophy (2), individual mini trophies (16)

#### **The women's shipment will include the following awards:**

- Team Champions
  - Team trophy, watches (5), individual awards (8). Note that three additional watches will be ordered after the championship to allow for either male or female watches to be ordered.
- Second and Semifinalist (2) finishers
  - Team trophy (3), individual awards (24)

- Top 15 individual place finishers
  - Individual mini trophies (only the medalist award will be sent, places two through 15 will be sent out following the championships)
- Participant medallions (156)
- Elite 90 award (1)

In case of a tie, the NCAA national office will order additional awards. The unused awards should be returned directly to MTM, Inc. immediately following each championship.

No awards other than NCAA awards may be presented at the site of the championships unless approved by the NCAA. Please advise the NCAA national office if any group wishing to do so in conjunction with the championships contacts you. There are no awards provided by the NCAA at regional competition.

### **Women's Championship Flag Awards**

**(Regionals)** One flag should be given to each of the top six teams and to each of the three individuals advancing to the championships.

**(Finals)** At the conclusion of the championships, the national championship winning team should receive eight flags, the teams placing second through fourth should receive one flag per team and the top 15 individual finishers should each receive one flag unless they are a member of the national championship winning team.

### **Participation Awards**

**Regionals.** Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, **participation awards will NOT be permitted at regional competition.**

**Finals.** Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

### **Champions Locker Room Program**

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.



- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Event 1 for T-shirts (jared.hunt@hanes.com) or Top of the World for hats (npokorny@towlicensed.com). Please contact David Clendenin, associate director of licensing, at the NCAA national office should you have any questions, 317-917-6496.

#### **Elite 90 Award**

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

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

#### **Section 6 – Reception**

**Regionals.** Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in NCAA preliminary-round competition the same experience, **banquets or welcome events will NOT be permitted at regional competition.** Additionally, for 2021 banquets/receptions will not be permitted at the finals site.

**Officials should not be included in this or any social event including the participating coaches and student-athletes.**

#### **Section 7 – Broadcasting/Internet**

Please refer to "Television Guidelines for Site Selection" of the NCAA Broadcast Manual, which may be found on [www.ncaa.com/media](http://www.ncaa.com/media).

### Advertising

1. No advertisements shall be displayed on the golf course prior to or during the conduct of the championships.
2. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere on the golf course or within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays on the golf course proper shall be covered by the facility at its expense, as designated by the NCAA.
3. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed on the golf course during the championships, without the prior approval of the NCAA.

### Ancillary Events

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor's bureau) elect to stage such activities, the following policies shall apply:

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

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

### NCAA Corporate Champions

The NCAA administers a national corporate partner program and has established guidelines pertaining to corporate involvement by these partners and local commercial entities. Information may be found online at [Corporate Champions and Partners Program](#).

### Local Contributors

Local sponsorship programs using the NCAA's registered marks, logos, name of reference to the championship, including tournament tee time sheets, tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA. Host institutions shall submit to the NCAA championships manager, John Baldwin, any local sponsorships that the hosts would like to have the NCAA consider for approval.

### NCAA Trademarks

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

### **Official Championships/Licensee Suppliers**

The NCAA licensing program is designed to ensure the quality and consistency of all of the NCAA's Championship Event merchandise, protect the intellectual property of the NCAA and our member schools, and generate revenue to enhance programs that support NCAA student-athletes.

Any premiums and/or other merchandise that bear NCAA Marks, Brackets, Taglines or other NCAA references must be produced by an official NCAA Licensee or NCAA Official Equipment Supplier. There may be royalties or other related costs associated with such items. If the NCAA is unable to identify a current NCAA Licensee or NCAA Official Equipment Supplier to provide a specific piece of merchandise, the NCAA will work to sublicense (on a short-term basis) a company that can provide the specific item.

For a list of NCAA licensees and official equipment suppliers, please visit [ncaa.org](http://ncaa.org).

### **Temporary Promotional Displays**

Unless otherwise reviewed and approved activations from official NCAA Corporate Champions and Corporate Partners, temporary promotional displays are discouraged on property at NCAA championships. Questions related to temporary promotional displays or activity may be directed to the NCAA championships and alliances corporate relations team.

### **Preparation**

The tournament manager and NCAA staff shall review with the local law enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the game. Facility 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 players 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 facility 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 manager, John Baldwin, immediately before any decisions are made.

Interruption of Play. The officials have the authority to interrupt play. If play is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time

determined by the committee. If necessary, the remaining schedule shall be adjusted by the games committee. The committee should review the following procedures for interruption of play:

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

Student-athletes and Coaches. These individuals should proceed to the evacuation area upon notification (golf protocol) by the rules officials and the NCAA staff or committee members.

Power Source/Public Address. Facility 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. 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 play 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 players, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the facility management and the senior law enforcement officer at the site must proceed immediately to the designated evacuation area with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and rules officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA staff and game-management staff (facility manager, game management liaison and senior law enforcement officer) should assemble immediately to assess the situation.

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

Rain Delays. In the event greens become unplayable due to heavy rain, adequate squeegee-rollers, hoses, pumps and other equipment should be on site and available for quick water removal by the grounds crew. A loud siren or air horns also must be available to notify players on the course. It may be necessary to arrange for transportation of players, coaches and officials on and off the course.

Resumption of Play. The games committee shall determine the revised schedule after consultation with the committee. Also, the games committee has the authority to reschedule play or change the number of holes played.

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

## **Section 9 – Drug Testing**

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

Student-athletes who compete in these championships may be subjected to drug tests in accordance with Bylaws 18.4.1.5 and 31.2.3 and may be determined to be ineligible as a result thereof. If the championships are selected for drug testing, the coordinator of the drug-testing program from Drug Free Sport, LLC. (Drug Free Sport) will contact the drug-testing coordinator. The drug-testing coordinator will disseminate all subsequent information and materials.

All NCAA championships are subject to the drug-testing program; student-athletes will be selected for testing on the basis of place finish, playing time, position and/or random selection. The goal of the drug-testing program is to provide fair and equitable competition for student-athletes competing in NCAA championships. The program involves urine collection on specific occasions and laboratory analysis for substances on a list of banned drugs generally purported to be performance enhancing and/or potentially harmful to the health and welfare of the student-athletes. This list specifically includes psychomotor stimulants (such as amphetamines and cocaine) and anabolic steroids, as well as other drugs.

The Drug-Testing Site Coordinator Manual can be found on the NCAA Web site at:

<http://www.ncaa.org/health-and-safety/policy/drug-testing>

#### **Drug Testing Expenses**

The NCAA Championship Drug Testing Proposed Budget should be completed and submitted to Drug Free Sport, International (Drug Free Sport), before the start of competition, if drug testing will occur at the site. The host institution shall submit the NCAA Drug-Testing Invoice upon completion of the championship for expenses related to drug testing. Receipts must accompany the invoice to receive reimbursement. The proposed budget and invoice are located in the championship site coordinator manual.

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the drug testing manual (NCAA.org/Student-Athlete Programs/Health and Safety)

NEW: Any collection, administrative and laboratory fees for drug tests (as requested by institutions or championship officials) that are not included in the approved championships drug testing plan will be invoiced to the institution.

#### **Drug Testing Procedures**

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

#### **Drug Testing Statement.**

The following statement must be read at the administrative meeting:

"NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

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 of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. At individual championships, drug-testing couriers will be instructed to remind selected student-athletes of such."

#### **Media Obligations**

**Individual-Team Championships.** At individual/team championships, student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing venue.

#### **Host Notification**

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

**Individual-Team Championships.** The tournament manager and site coordinator will be notified no earlier than thirty (30) days prior to the start of competition as to whether testing will be conducted.

#### **Participant Notification**

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

**Individual-Team Championships.** Couriers will notify student-athletes of their selection for drug testing.

#### **Site Coordinator Responsibilities**

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

- **Confidentiality.** Keep testing information confidential at all times.
- **Contact Information (team championships).** The site coordinator will provide official travel party and drug testing contact information to the DCO.
- **Couriers (individual/team championship).** The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the DCO.
- **Championships Drug-Testing Site Coordinator Manual.** The Championship Drug-Testing Site Coordinator Manual is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

- **Escorts (team championships only).** Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- **Fluids.** A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- **Meeting with Tournament Manager.** Meet with the tournament manager to discuss duties and budget development.
- **Second Meeting.** A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
  - **Assistance.** Assist DCO during testing as directed.
  - **Confirmation.** Confirm receipt of the NCAA drug-testing confirmation memorandum.
  - **Credentials.** Ensure that the host issues All-Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug testing, doping control, etc. If an affiliation must be listed on the credential, "Games Management" is preferred.
  - **Doping Control Officer.** Contact the Doping Control Officer (DCO) assigned to the site to discuss logistics.
  - **Meet with Doping Control Officer.** Meet with the Doping Control Officer the day prior to the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.
  - **Invoice.** Submit drug-testing invoice (with receipts) to Drug Free Sport withing 45 days after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- **Transportation/Lodging (drug-testing crew).** The drug-testing crew is responsible for arranging their own transportation and lodging but may request the assistance of the site coordinator.

#### Testing Area

**Individual-Team Championships.** Hosts must identify a room where testing will be conducted. The area must have controlled access. Only those authorized by the DCO will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. Fully-equipped restrooms must be adjacent to or in close proximity to the testing room. Separate restroom facilities are required if the championship includes both genders. These restrooms must be secure and closed to the public.

### Section 10 – Equipment

#### Powerade

##### Equipment Information

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

championships, each host site will be required to provide the NCAA with a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance.

### **Cups, Coolers and Water Bottles**

Drinking cups, water coolers, ice chests, cooler carts and water bottles should be provided for each scheduled practice or competition of any round of an NCAA championship. Participating teams shall place any premix fluid replacement in the NCAA-issued coolers and water bottles when applicable. Only cups, cans, coolers or water bottles may be used during championships that are provided by the NCAA. If applicable, the host may retain the coolers, cooler carts and ice chests after the competition. Reoccurring host sites are strongly encouraged to use the same equipment the following year unless otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

### **Hydration Program**

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

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

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite).

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

### **Use of NCAA-Provided Coolers from Previous Years**

The host may use previously supplied equipment from the NCAA, specifically POWERADE equipment with approval from the NCAA; however, unless approved by the NCAA (which is often possible), they must be used in areas not within television or photographer view [they may not be used on the sidelines or within the competition area(s)].

If you have any questions regarding any of this information, please contact John Baldwin (317-917-6442; [jbaldwin@ncaa.org](mailto:jbaldwin@ncaa.org)).

### **Practice Range Balls**

Titleist shall provide 504 dozen practice balls to each of the four women's regional sites and to the women's championships finals site. For the men's championships, Titleist will provide 408 dozen practice balls for each of the six regionals sites as well as 504 dozen to the finals. Shipping instructions will be sent to each site to be used at the conclusion of competition.



## Section 11 – Competition Site Requirements/Diagrams

### Athletic Training

An on-site training facility shall be available. This area should provide the necessary facilities for all training needs.

### Concessions

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

### Equipment

Unless otherwise noted, the host shall provide the following equipment:

- \_\_\_ Air horns. Large can (18 for regionals; 25 for finals).
- \_\_\_ Barriers. Standards or barriers to assist in providing security for the course.
- \_\_\_ Atomic Clocks. Atomic clocks must be placed at the practice areas, first tee and 10<sup>th</sup> tee. Additionally, for the both the men's and women's championships clocks should be placed at all four checkpoint locations. Rules officials should synchronize clocks daily before placing clocks in these areas. For all regionals, hosts are responsible for providing the required clocks. For the finals site, clocks are provided by the NCAA provider.
- \_\_\_ Calligrapher. Host must secure a calligrapher to prepare and update scoresheets during the event.
- \_\_\_ Comfort Stations. Comfort stations are to be strategically placed on the course. Placement and number of stations provide on and around the venue will be determined during the site visit. There must be enough public restrooms to accommodate spectators separate from those used by the players. Signs should be placed on the interior of the restroom doors "please do not let door slam shut".
- \_\_\_ Computer Equipment. A computer and high-speed printer shall be available in the games committee room for typing announcements, updates, and coaches' notifications. There should also be a dedicated computer for the weather system. It may be necessary for hosts to provide computers for scrolling scoreboard on television monitors.
- \_\_\_ Copy Machines. Two high-speed copy machines are required to reproduce results, hole location sheets and other materials necessary for the conduct of the championships. The machine should be able to reproduce 75 copies per minute. One machine must be located in the media room and one in the rules officials' room. It is the responsibility of the host to secure timely and appropriate support for the copy machine so that no delays in preparing and disseminating required information occurs.
- \_\_\_ Cups and Coolers. Finals sites will receive a supply of cups and coolers from the NCAA national office. Other cups and coolers used on the course must be free of commercial identification. The NCAA cups and coolers should be placed on the finishing holes first. Water, sports drink, soda, juices and snacks should be available at first and 10<sup>th</sup> holes. Water should be available at every hole.

Regional hosts are expected to provide cups, coolers and hydration product that are not in conflict with NCAA corporate agreements.

- Driving Range. The driving range should accommodate 30-40 players at any given time.
- First-Aid. A first-aid station shall be set up near the clubhouse. A representative of the host's athletic training department must be available at the site at all times. Additionally, a separate first-aid/emergency care station should be set up near the clubhouse to accommodate any spectator needs.
- Flags and Flagsticks. The NCAA will order and ship 36 men's/40 women's flags to each regional site and 63 men's/55 women's flags will be sent to the finals site. The flags will be printed with the championships logo in the center of the flag. Host must provide 18 flagsticks that must be uniform in height (at least seven feet) and in diameter (maximum three-fourths inch from a point three inches above the ground to the bottom of the hole).
- Golf Carts. Covered golf carts will be provided for members of the games committee and the rules officials and others authorized by the games committee. For the women's championships, electric golf carts are also assigned to each of the competing institutions for use by the designated coaches (24 regionals/36 finals). Reverse signals should be silenced for all carts. The host institution should identify the golf carts for their intended use (i.e., NCAA Committee, Rules Official, and Medical Staff). Additional carts may be needed to properly accommodate spectators with disabilities and the media.
- Hole Yardage Signs. The host shall construct yardage signs for each tee box. The recommended dimensions are indicated in Appendix B. Yardage signs are provided by the NCAA provider at the finals site.
- Marking Paint. As needed.
- Meteorologist. A meteorologist must be on site and accessible throughout the practice and competition rounds of regional and final sites.
- Paint Guns. A minimum of three paint guns. A paint sleeve should be secured for painting the inside edges of the cup. A sufficient supply of marking stakes of red, white and yellow also should be provided.
- Portable toilets. As needed, but should be an adequate number installed on the course to meet the needs of the participants and spectators.
- Public-Address System. A quality public-address system should be available for the awards ceremony (finals only) and any other activity planned in conjunction with the tournament.
- Radios. For regional sites, the host must provide a sufficient number of multi-channelled, hand-held radios (with earpieces) to be used by rules officials, the games committee, scorers and support personnel. Approximately, 20 radios should be available.

For the finals site, the host will need to provide 100 radios. [Multi-channel, hand-held radios

(with earpiece) must be in working order and will be used by each official and member of the NCAA games committee. A radio system also is necessary for support personnel (earpieces not necessary). Radios must be on site three days before tournament.]

- Ropes and Stakes. Adequate gallery ropes and stakes, especially around first and 10<sup>th</sup> tees and ninth and 18th greens, the putting green and the practice range. For the finals site only, the NCAA provider will be on site to rope and stake the course as specified during site visit.
- Scoreboard Sheets. Scoreboard sheets (approximately three feet by two feet, provided by NCAA office) must be prepared by the hosts with the names of the teams, location, individual players by position and the head coach printed by a calligrapher on the sheets prior to the championship. **(Provided by NCAA).**
- Scoring. Computer capability and laser printer provided by host for scoring, pairings, scorecards and results. The host should also provide iPads (or similar tablet) for use in the scoring tents and have staff available to assist with any issues with connecting to the Golfstat software so results can be provided in an accurate and efficient manner.
- Signs. Signs should be posted explaining policies for spectators regarding use of cameras, videotaping, tobacco and alcohol.
- Siren. A siren system audible on the entire course in the worst of conditions must be available to inform players of a suspension of play. Large can horns (18 for regionals and 25 for finals) must be provided.
- Starter Boxes. A starter's box should be provided for the first and 10<sup>th</sup> tees. Boxes should include tees, pencils, ball markers, marking pens (three colors), sunscreen, bug spray, scissors, spectator rules, course evacuation plans, hole location sheets, notice to competitors, list of conforming balls and clubs, designated coaches' identification bands and sign-in sheets, etc. For regionals, the host institutions are responsible for providing the starter boxes as described, and for the finals only, the NCAA provider will provide the boxes with the host and committee providing the various items as described
- Tables, Etc. Tables, chairs, beverages, TV, etc., for drug-testing facility. At the finals site, the NCAA will provide tablethrows for tables used in starters and scorers tents as well as the media room.
- Tee Markers. For the finals, the NCAA will provide NCAA-branded tee markers. All markers should be picked up each night after the final group finishes each hole. The host is responsible for providing one set of tee markers at regional sites.
- Tents. Scoring and starter tents (with sides) for the first and 10<sup>th</sup> tees and the ninth and 18th greens. Each tent should include a six-foot table and six chairs. A wastebasket also should be in the tent. The scoring tent should be roped off. The NCAA will provide tees for the starter's tents.
- Weather System. Weather detection devices (DTN provided by the NCAA) should be placed in a non-public area and a trained individual be assigned to monitor the system continuously. The system should be in working order and individuals trained prior to the first practice

round.

- Yardage Books/Green Books. Enough course yardage books/greens books should be available for each of the competing teams (eight per team) and individuals not on a selected team (three per individual) to purchase.

#### **Facility Availability**

**Regionals (men's and women's).** The facility must be available from 6 a.m. on the day preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing for and conducting the competition. Sunday is a practice round. Monday, Tuesday and Wednesday are competition days. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. Should a team qualify for regionals that does not play on Sunday (per NCAA bylaw 31.1.4.1), accommodations will be made to allow the team to conduct their practice round on Saturday at a time that is conducive to both the golf course and the institution.

**Regionals Course Access (men's and women's).** No competition at the collegiate level will be allowed at regional host sites within 10 days of regional competition. Furthermore, for competition venues that have multiple golf courses on site, no play is permitted by members of an institution's NCAA official travel party beginning 10 days prior to the first practice round. A waiver is provided (of the 10-day policy) to continue practice up until the day before the first practice round for the host institution's team. Allowing the host team to practice on the course the day prior to the first day of practice impedes course set-up that must be completed prior to the practice rounds and delays set-up procedures. It also provides an unfair advantage to the host.

**Women's Sites only:** Practice facilities at regional sites may be used and shall be open to all participating teams beginning with the day before the first practice round. However, the practice facility can be made available prior to the first practice round ONLY if it is available to ALL participants and approved by the golf committee and tournament manager.

**Women's Sites only:** NOTE: If a host team has "private" practice facilities, the host may determine whether the facility is "open or closed". The definitions shall be: (1) if open, practice facilities must be open to all competitors during the championship (day of practice round through the final round); and (2) if closed, the practice facilities are closed to all competitors (including the host team). If the men's program uses those practice facilities, they may practice providing the facilities are considered closed to championship participants and they receive prior approval from the committee.

**Finals (men's and women's).** The facility must be available exclusively to the NCAA from 6 a.m. on the Monday prior to the start of the women's championships through the conclusion of the final team match of the men's championships for the purpose of preparing for, practicing for and conducting the Division I Women's and Men's Golf Championships on back-to-back weeks. The format for both the women and men will result in Thursday being designated as a practice round day; with Friday through Wednesday being designated as competition days. Additionally, on the Wednesday, prior to the women's Thursday practice round an optional walk-through of the course is provided for participating institutions. During that two-week period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber.

**Course Access During Regular Season – Finals Site:** The NCAA Division I Men's and Women's Golf Committees adopted an open course access policy for the 2021, 2022 and 2023 championships.

For the 2021 championships, schools will have access to Grayhawk Golf Club from July 1, 2020 through

April 30, 2021. Effective May 1, 2021, no teams or individuals, including the host school, will be allowed at the site. The corresponding conditions and dates of July 1, 2021, until April 30, 2022, along with the May 1, 2022, date as noted above would apply for the 2022 championships. The corresponding conditions and dates of July 1, 2022, until April 30, 2023, along with the May 1, 2023, date as noted above would apply for the 2023 championships.

#### **First Aid**

A first-aid station should be set up near the clubhouse for addressing spectator needs during practice and competition as well as any additional emergency care representatives that the host would deem appropriate for the course. A representative of the host institution's athletic training department should be available at the site at all times.

#### **Locker Room**

**Teams.** A locker room with restroom facilities should be provided exclusively for participants use.

#### **Golf Course**

The following general guidelines are for the purpose of producing proper and uniform championship playing conditions. Some points may not be applicable in certain instances due to exceptional local conditions; however, if the course superintendent considers it inadvisable to follow any of them, any variances must be approved by the golf committee prior to the tournament, and to the games committee on or after Wednesday of championship week. The committee prefers that carts be utilized on cart paths only beginning seven to 10 days from the start of the first practice round.

**Courtesy Walks to Fairways.** These should be cut at a height of one and a half inches and should extend from the teeing ground to the fairways of each hole.

**Fairways.** The games committee will be looking for prime landing areas that are "fair" which provide firm, tight turf with a premium on accuracy and avoid areas with fluffy lies or areas where soft and hard spots are next to each other. Prior to the championship, fairways should be cross-cut. During competition, at least the landing areas should be cut each morning at the standard height for the men of 7/16 inch and for the women between one-half and 5/8 inch. In addition to daily cutting during the competition, fairways should be cut at specified level on each of the five days prior to the championship. For the men's championships, each fairway should be 20 to 30 yards wide depending upon hole design. Early morning dew conditions will require a method of whipping or other removal to provide a consistent test for all players.

**Flags and Flagsticks.** Flagsticks must be uniform in height (at least seven feet) in color and in diameter (maximum three-fourths inch from a point three inches above the ground to the bottom of the hole). NCAA will be responsible for flag design and order all flags. Traditionally for the men's championships, flags are given to each team and individual upon completion of the championship. For the men's and women's championships, refer to championships awards section in this manual for the distribution requirements of flags at regionals and finals sites.

**Grounds Crew.** Arrange to have the hours of work conform to the starting and finishing times for the competition. No non-emergency work may be done during play. Course markings, boundaries, tee settings and hole locations will be determined by the games committee. During the competition, a member of the crew will be assigned under direction of the games committee to cut holes the morning prior to play each day.

Hazards and Boundaries. Out of bounds should be marked with white stakes wherever possible approximately 10-15 yards apart (to 25 yards apart when well away from well-played areas) and should be clearly visible from one to another with the end stake "tied off" to signify the end of a boundary. These boundaries will be reviewed two days prior to the championship and additional stakes should be on hand if there are to be any changes necessary at that time. Penalty areas will be defined according to the *Rules of Golf*. No marking should be painted for four weeks before the championship.

The course must supply white, red and yellow paint, three marking guns and additional stakes. (Paint charges should be included in the championship budget.) The number of stakes will be indicated in the course preparation memo.

Head Rules Official Responsibility. The head rules official for each site should work with the superintendent to mark the front and back of all greens prior to the start of the first practice round.

Practice Areas. Adequate practice facilities should include grass space for a minimum of 30 players to hit every shot including the driver. There should be a separate sand practice area, at least one putting green and a chipping green. If a pitching green is not available, a suitable target area should be developed. There also should be target and/or distance flags on the practice area the same height as the flag sticks on the course. Titleist will provide all range balls for the event. **Practice areas should be roped off and only appropriate credentialed persons shall be admitted to these designated practice areas.**

Professional Staff. It is expected that the golf course will be in exemplary condition to host an NCAA regional or national championship. This event should be viewed by the host course and grounds crew as a "peak" event highlighting the golf course and talents of the finest amateur golfers in the nation; and should not be preceded immediately by any major competition unless approved by the NCAA.

Putting Greens. Greens should be cut each morning of the competition and each day for at least 10 days prior to the event. Greens should not be cut or rolled to a point where a ball could gain speed in putting down all but the most severe slopes. The speed of greens and hole locations will be discussed during the site visit for the event and set by the head rules official in consultation with the games committee.

Watering should be adequate to provide a firm but resilient surface but not a slippery one. Greens should not hold easily for a poorly played approach shot, but all well-played shots should hold.

Greens must be completely free of all aeration and verticutting marks. The practice putting green should be of the same character and receive the same maintenance as all the greens on the course. It should have the same stipmeter reading as the greens on the course.

The head rules official will select all hole locations for the championship. Hole locations are not to be marked until after the completion of the practice rounds. For the three days prior to the championship, hole locations should be either generally toward center or in non-championship positions. Collars and approaches around the green should be 1/4 to 3/8 inch in height.

Hole In White. The course should have a paint sleeve or hole in white for painting the inside edges of the cup if there is going to be webcast/television coverage at the site.

Paint Sleeve. The course should have a paint sleeve for painting the inside edges of the cup.

Rain Delays. In the event greens become unplayable due to heavy rain, adequate squeegee-rollers, hoses, pumps and other equipment should be on site and available for quick water removal by the grounds crew. A loud siren or large can horns (18 for regionals, 25 for finals) must be provided to notify players on the course. It may be necessary to arrange for transportation of players, coaches and rules officials on and off the course.

Ropes and Stakes. The first and 10<sup>th</sup> tees and the ninth and 18<sup>th</sup> greens must be roped off. The scoreboard and any other congestion points should be roped off. The entrance to the scoring tents shall be roped off. Practice areas should also be roped off. Additional areas may be roped off after consultation with the head rules officials and games committee. The NCAA has arranged for the NCAA provider to handle all roping in conjunction with the course superintendent at the finals only. Regional hosts are responsible for roping and staking required areas at their respective sites.

Rough.

**For the men's championships,** the first cut of primary rough should be cut daily, if possible, to a maximum height of two and a half inches for common or hybrid bermuda and three and a half inches for cold season grasses such as rye grass or Kentucky Bluegrass and should extend out approximately 20 feet on both sides of the intermediate rough. A second cut of primary rough of four and a half inches should extend out from the first cut of primary rough. The objective is a uniformly difficult recovery for the player who has made an inaccurate shot. The rough should not be so deep as to make a recovery impossible or to increase prospects of lost balls. Heavy poa annua seed heads should be topped off.

Intermediate rough should be five to six feet wide depending upon equipment and cut to a height of one and a half inches next to the fairway and green to provide definition and fairness. This cut should be developed early to eliminate need for a large amount of "topping" at championship time.

**For the women's championships,** no standard height of cut is recommended because of the varied nature of grass cover. The objective is a uniformly difficult recovery for the player who has made an inaccurate shot. The rough should not be so deep as to make a recovery impossible or to increase prospects of lost balls. Heavy poa annua seed heads should be topped off.

A six-foot intermediate cut of rough should be developed next to the fairway to provide definition and fairness. This cut should be developed early to eliminate need for a large amount of "topping" at tournament time. In addition, when rough is dense and close to the putting surface it is essential to have adequate collar width mowing of 30 inches.

Sand. Bunkers should have a "lip" to clearly delineate boundaries and eliminate possibilities of putting out, by raking sand away from present lip instead of edging out a new, sharp delineation. Extensive new sand that has not settled should be avoided. Sand should be free of rocks and obstructions and raked daily. The USGA recommendation of placing rakes outside bunkers, as far away from the bunkers as is practical and in positions where they will be least likely to affect play, should be observed.

Scoreboard. An adequate surface must be provided to post a minimum of 36 three-foot-by-two-foot high scoresheets along with space for leaderboards summary sheets for competitors. A covering should be available in case of inclement weather and attached to the scoreboard for ease and immediate use if needed.

Tees. Teeing ground including the practice tee should be firm and cut daily at a height of 1/4 to 3/8 inch or as determined during the site visit. Single color tee markers should be used from the first practice day. Tees where irons will be used should be covered during practice rounds in the area to be used in competition. The golf course staff should work in conjunction with the games committee to ensure that the course is set to championship specifications beginning with the first practice round. Prime areas on the tee boxes should be covered during the practice round and saved for rounds of competition.

### **NCAA Space Requirements**

The facility shall provide the space listed below:

Backdrop (finals only). The NCAA will provide a back-drop with the NCAA logos to be hung behind the podium if requested.

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

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances (i.e., media, ticket sales, volunteer check in).

NCAA Equipment Provider (finals only). An area should be set aside for approximately four individuals. Areas should include space for radio setup and a work area. High speed wireless access is required.

Gathering Area for Family Members. A space reserved on designated days by the NCAA for providing a hospitality area for attending family members of participants.

Golfstat Scoring Area (finals only). An area should be set aside for approximately one to three individuals to facilitate scoring. High speed wireless access is required.

Hospitality (participant). A hospitality area shall be reserved for student-athletes and coaches. This area should include tables and chairs away from public areas.

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

Interview. Post-round interviews may be conducted near the 18th green or in a designated interview room at the completion of a round. If necessary, a media room should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and cameramen at the back of the room; and (e) providing a sound system (if deemed necessary by media demand).

Interview Area. An area shall be set aside to accommodate approximately 20 persons. Sight lines should be unobstructed. A stage area should be set to accommodate seating for six persons including microphones. The host media coordinator shall oversee this area.

Locker Rooms. A locker room with restroom facilities should be provided exclusively for participants use.

Media Area Location. The areas used for the media workroom and post-round interviews should be in close proximity to one another in order to facilitate the media's work and access for coaches and players.



The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area.

Media Work Area. The facility shall provide work areas for approximately 20 (regionals) and 100-125 (finals) working press. Complimentary wireless internet access with sufficient bandwidth and copy machines shall be made available to the working media. The host media coordinator shall oversee this area.

NCAA Committee Room. A room shall be designated on the course premises for meetings of the NCAA golf committee with seating for at least 10 people with adequate table space and storage space for golf committee briefcases, radios, cameras, etc. The room should be equipped with a computer, high-quality laser printer, a phone line, high-speed computer lines, wireless access and electricity.

NCAA Rules Officials Room. A room shall be designated on the course premises for meetings of the NCAA rules officials with seating for at least 25 people with adequate table space and storage space for briefcases, radios, cameras, etc. A phone line, high-speed computer lines, wireless access and electricity must be available.

Official Scorer Tents. The official scoring area should not be accessible to media or the general public.

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

Security. Security personnel should be stationed near ticket sales.

Signage. No ornamentation or signage is allowed on or in the starters or scoring tents.

Signs. Signs should be posted to identify the teams' and officials' rooms.

Training Room. An on-site training facility shall be available. This area should provide the necessary facilities for all training needs and be staffed with the appropriate personnel prior to and during practice and competition rounds.

#### **Parking**

- Officials – The host shall provide the rules officials with reserved parking spaces.
- NCAA – The host shall provide the NCAA (and television partner Golf Channel) with reserved parking spaces.
- LOC – The host shall provide the LOC with parking spaces including an area for volunteers to park.
- Participant – For the men's championships, the host shall provide 36 spaces for regionals/66 for the finals. For the women's championships, the host shall provide two spaces for each participating institution (48 spaces for regionals/72 for the finals).
- Spectator – The host shall provide an area to meet the competition needs.

#### **Scoreboards**

Host should provide a scoreboard for posting the 3'x2' scoresheets provided by the NCAA. The scoreboard should be large enough to hold for the men's championships, 15 scoresheets for regionals and 36

scoresheets at the finals; and for the women's championships, 24 scoresheets for regionals and 36 scoresheets for the finals. At the finals site, hosts should also prepare a bracket with the eight teams that advance to match play for both weeks of the championships.

### Signage

The following signs are recommended for the championships:

QTY	MESSAGE	PLACEMENT	DIMENS	MATERIAL
2	NCAA Committee	NCAA office	18x12	coroplast
2	Rules Officials Headquarters	Rules Officials office	18x12	coroplast
2	NCAA Registration	Headquarters Hotel	18x12	coroplast
2	NCAA Registration (right arrow)	Headquarters Hotel	18x12	coroplast
2	NCAA Registration (left arrow)	Headquarters Hotel	18x12	coroplast
1	Scoring Central	Scoring office	18x12	coroplast
1	Championships Headquarters		18x12	coroplast
2	Media Center (Media/Coaches Only)		18x12	coroplast
3	Players, Coaches and Rules Officials Only		18x12	coroplast
2	Pro Shop Open to Public		18x12	coroplast
1	Restaurant Open to Public		18x12	coroplast
2	Scoring Tent Players and Rules Officials Only	9 <sup>th</sup> and 18 <sup>th</sup> greens	18x12	coroplast
1	Volunteer Check-In		18x12	coroplast
1	Reserved (Host Athletics Director)	Parking Lot	18x12	coroplast w/stand
1	Reserved (Tournament Manager)	Parking Lot	18x12	coroplast w/stand
1	Reserved (Championships Committee)	Parking Lot	18x12	coroplast w/stand
8	Reserved NCAA	Parking Lot	18x12	coroplast w/stand
12	Reserved Rules Officials	Parking Lot	18x12	coroplast w/stand
12	Players and Coaches Only	Putt green and range	18x12	coroplast w/stand
4	Check Point Hole	Four Check Point Holes	Varies	coroplast
tbd	NCAA Parking Permit Only	Parking Lot Entrance	realty size	Komatex
tbd	NCAA Public Parking (right arrow)	streets leading to parking lot entrance	realty size	Komatex
tbd	NCAA Public Parking (left arrow)	streets leading to parking lot entrance	realty size	Komatex
tbd	Permit Parking Employees and Volunteers	Parking Lot Entrance	realty size	Komatex
tbd	Daily Ticket \$x.xx Weekly Ticket \$x.xx Official Program \$x.xx	Parking Lot Entrance	realty size	Komatex
tbd	Parking Permit Players, Coaches, VIP and Media	Parking Lot Entrance	realty size	Komatex
tbd	VIP Passes Only		realty size	Komatex
tbd	NCAA Parking		realty size	Komatex

	<b>ONE WEEK PRIOR TO CHAMPIONSHIPS</b>			
<b>Men</b> Finals-60 R'gals-30	Team Signs	parking and driving range	18x12	coroplast w/stand
<b>Women</b> Finals-72 R'gals-54	Team Signs	parking (2 spots and driving range (1)	18x12	coroplast w/stands
<b>Men</b> Finals-12 R'gals-20/per site	Individual Names	parking and driving range	18x12	coroplast w/stand
<b>Women</b> Finals-36 R'gals-18	Individual Names	Parking (2 spots) and driving range (1)	18x12	coroplast w/stands

#### **Tobacco**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

### **Section 12 – Financial Administration**

#### **Audit**

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

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

#### **Proposed Budget**

**Regionals.** Hosts will be provided with a \$23,667 stipend for the men's championships and a \$28,000 stipend for the women's championships to conduct their respective regional sites.

**Finals.** As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. The NCAA will cover all reasonable expenses incurred in hosting the championship, as approved by the NCAA following the bid process.

#### **Financial Report**

**Finals.** Host institutions must complete the online financial report, including payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. A fine may be assessed for each day that a host institution fails to submit its financial report and payment after the deadline. Financial reports showing net receipts are not considered complete until payment is received at the national office.

#### **Gross Receipts**

Gross receipts shall be all revenues derived from the championships, including sale of tickets and parking fees, **(finals only)**, and any other income derived from the operation of the championships except concessions (excluding the NCAA Experience), which shall accrue to the host institution. Gross receipts shall first be used to pay for game expenses.

The NCAA reserves the right to sell items developed through the NCAA marketing program at the site of the championships. Arrangements will be made with a local vendor to merchandise non-food and non-drink items (see Merchandising section). Vendor commissions from these sales shall not be included in the gross receipts.

#### **Game Expenses**

Game expenses shall be those actual costs directly related to printing, police, building and grounds expenses, printing of tournament materials, promotion of the competition, reasonable entertainment and any other out-of-pocket expenses directly related to the administration and conduct of the championships.

The cost of permanent equipment, local transportation for participants and on-campus facility rental charges are not permissible items of game expense. Athletics department staff members of the host institution (e.g., director of athletics, assistant director of athletics, business manager, ticket manager, sports information director) may not be paid a fee or honorarium from receipts of an NCAA championship, unless such payment is made from the host institution's share of the net receipts. Any exception to this definition must be approved in advance by the NCAA Executive Committee.

#### **Lodging/Per Diem Expenses**

**NCAA Affiliates.** Will be responsible for their own expenses.

**NCAA Staff.** Will be responsible for their own expenses.

**NCAA Representative/Committee.** Room and tax shall be direct billed to the host and submitted, along with a receipt, on the financial report. NCAA representatives/committee will be responsible for their own incidentals. The NCAA will be responsible for all other committee expenses.

**Officials.** Room and tax shall be direct billed to the host and submitted, along with a receipt, on the financial report. The officials will be responsible for their own incidentals. The officials should be housed in the same hotel as the NCAA representatives and may not be housed with the teams.

The NCAA will pay the rules officials directly for transportation (not to exceed 400 miles one way/800 miles round trip or round-trip coach airfare, whichever is less) and per diem (\$45/day).

#### **Participating Institutions' Expense Forms (Finals Only)**

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation, unless otherwise allowed under NCAA policy. Once the championship is completed, participating institutions should submit online expense forms via the Travel Expense System (TES) to the travel group at the NCAA national office within 30 days of the competition. Please note, that if you host a championship, the submission of per diem and/or transportation reimbursement is a separate process and submission from completing the host budgeting and approval process defined above

#### **Section 13 – Game/Meet Management**

**NOTE – Finals site: Per NCAA Bylaw 31.1.4.1, the Division I Men's and Women's Golf Committees will adjust accordingly the competition schedule along with the pairings and tee times in order to accommodate a team/individual(s) representing a school that has a written policy against competition on a particular day for religious reasons.**

#### **Men's Championships Format**

**Regionals.** Six 54-hole regional tournaments will be conducted to determine the 30 qualifying teams and six individuals not on those qualifying teams who will compete in the finals.

Thirteen teams and 10 individuals not on those teams will compete at each of three regionals while the other three regionals will have 14 teams and five individuals not on those teams. The low five teams and the low individual not on those teams will advance to the finals. Playoffs and tiebreakers will be used, if necessary, to determine advancement to the finals. The games committee will do everything possible to complete 54 holes within the scheduled three-day period.

If a minimum of 36 holes cannot be completed, the games committee will select the regionals' representatives to the finals, taking into consideration 18-hole scores and other selection criteria.

**Finals.** All 30 teams and six individuals will complete 54 holes of stroke play. (Following 54 holes of competition, the top 15 teams along with the top nine individuals not on an advancing team will continue on for one additional day of stroke play to determine the eight teams for match play and the 72-hole individual champion. The top eight teams after 72 holes of play will be placed into a bracket with the number one seed playing the number eight seed, the number two seed versus the number seven seed, the number three seed versus the number six seed and the number four seed versus the number five seed competing in match play. Ties for the top eight will be broken by a sudden-death playoff or, if necessary, by the non-sudden-death tiebreaking procedure set forth in this manual.

## **Women's Championships Format**

**Regionals.** Four, 54-hole competitions will be conducted to determine the participants in the championships finals. Eighteen teams and six individuals, not on those teams, will compete at each regional. The low six teams and the low three individuals, not on one of those teams, will advance to the finals. Tie-breakers and playoffs will be used to determine advancement to the finals.

**Finals.** All 24 teams and 12 individuals will complete 54 holes of stroke-play. (Following 54 holes of competition, the top 15 teams along with the top nine individuals not on an advancing team will advance for one additional day of stroke play to determine the top eight teams for match play competition and the 72-hole stroke play individual champion). The top eight teams after 72 holes of play will be placed into a bracket with the No. 1 seed playing the No. 8 seed, the No. 2 seed playing the No. 7 seed, the No. 3 seed playing the No. 6 seed and the No. 4 seed playing the No. 5 seed in match play.

For both the men's and women's championships during the team match play portion, a total of five points will be available with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. The first team to win three points within the team match will advance, or in the case of the final match be declared the national champion. Once a team has won three individual matches, any remaining individual matches will be halted at that point with the individual match recorded as it currently stood.

The Division I Men's and Women's Golf Committees will determine lineups for the match play portion of the championships using the same method employed at the President's Cup matches. The higher seeded team (as determined through the 72-hole stroke-play portion) "Team 1" will have the first choice of putting a player on the board for Match #1. The opposing team "Team 2" will then name its player for Match #1. Team 2 will then name its player for Match #2, and Team 1 will name its player for Match #2. The process will continue in an "S" curve until the players for all five matches are named. However, Team 1 may defer in the selection process and permit Team 2 to begin the overall selection process.

Pairings for the quarterfinals will be determined following the completion of the 72-hole stroke-play competition and the crowning of the individual champion. Pairings for the semifinals and finals will be determined following the completion of the previous round.

### **Communication**

The host should establish a text messaging system for head coaches prior to the first practice round, as well as, a listing of coach's cell phone and hotel room numbers for the committee. This is especially helpful when communications (especially delays or changes) need to be communicated in a quick and thorough manner.

## Competition Times

**NOTE:** For a specific schedule of events, inclusive of tee times, for each of the men's and women's regional sites as well as for the finals site hosts should refer to each of the participant manuals that are posted on [www.ncaa.org](http://www.ncaa.org) for each of the host sites. The information below is provided as a guide but should not be considered as final.

### **WOMEN'S REGIONALS**

#### Sunday, May 9

6:30 a.m.	Practice Facilities open
7:30 a.m.	Practice Round
4 p.m.	Coaches Administrative/Rules Meeting

#### Monday, May 10

6:15 a.m.	Practice Facilities open
7:30 a.m.	First Round of Tournament Competition

#### Tuesday, May 11

6:15 a.m.	Practice Facilities open
7:30 a.m.	Second Round of Tournament Competition

#### Wednesday, May 12

6:15 a.m.	Practice Facilities open
7:30 a.m.	Final Round of Tournament Competition

### **MEN'S REGIONALS**

#### Sunday, May 16

8 a.m.	Practice Facilities open Coaches Meeting
9 a.m.	Practice Round (shotgun start)

#### Monday, May 17

6 a.m.	Practice Facilities open
7:30 a.m.	First Round of Tournament Competition

#### Tuesday, May 18

6:30 a.m.	Practice Facilities open
7:30 a.m.	Second Round of Tournament Competition

#### Wednesday, May 19

6:30 a.m.	Practice Facilities open
7:30 a.m.	Final Round of Tournament Competition

### **WOMEN'S FINALS**

#### Wednesday, May 19

Noon to 5 p.m.	Coaches/players may walk the course.
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#### Thursday, May 20

8 a.m.	Range Opens/Coaches Meeting
9 a.m.	Shotgun practice round begins

Friday, May 21

5:30 a.m. Range opens  
6:30 a.m. First round of stroke-play competition

Saturday, May 22

5:30 a.m. Range opens  
6:30 a.m. Second round of stroke-play competition

Sunday, May 23

5:30 a.m. Range opens  
6:30 a.m. Third round of stroke-play competition

Monday, May 24

9 a.m. Range opens  
10 a.m. Final round of stroke-play competition (time approximate).

Tuesday, May 25

5 a.m. Range opens  
6:20 a.m. Match #1 and Match #2 begin (1<sup>st</sup> and 10<sup>th</sup> tees)  
Quarterfinals  
7:10 a.m. Match #3 and Match #4 begin (1<sup>st</sup> and 10<sup>th</sup> tees)  
Quarterfinals  
12:45 p.m. Semifinals Match # 5 begins (winner Match #1 vs. winner of Match #2) 1<sup>st</sup> tee  
1:35 p.m. Semifinals Match #6 begins (winner Match #3 vs. winner of Match #4) 1<sup>st</sup> tee

Wednesday, May 26

11 a.m. Range opens  
1:35 p.m. Championship Match begins (winner Match #5 vs. winner of Match #6)

**MEN'S FINALS**

Thursday, May 27

7 a.m. Range Opens/Coaches Meeting  
8 a.m. Shotgun practice round begins

Friday, May 28

5:15 a.m. Range opens  
6:10 a.m. First round of stroke-play competition

Saturday, May 29

5:15a.m. Range opens  
6:10 a.m. Second round of stroke-play competition

Sunday, May 30

5:15 a.m. Range opens  
6:10 a.m. Third round of stroke-play competition

Monday, May 31

9 a.m. Range opens  
10:00 a.m. Final round of stroke-play competition (time approximate)



#### Tuesday, June 1

5:15 a.m.	Range opens
6:20 a.m.	Match #1 and Match #2 begin (1 <sup>st</sup> and 10 <sup>th</sup> tees)
7:10 a.m.	Match #3 and Match #4 begin (1 <sup>st</sup> and 10 <sup>th</sup> tees)
12:45p.m.	Match #5 begins (winner Match #1 vs. winner of Match #2) 1 <sup>st</sup> tee
1:35p.m.	Match # 6 begins (winner Match #3 vs. winner of Match #4) 1 <sup>st</sup> tee

#### Wednesday, June 2

Noon	Range opens
1:35 p.m.	Championship Match begins (winner Match #5 vs. winner of Match #6)

### **Decorating and Advertising**

Signage. There may be no commercial advertising, signs or displays of any kind, including those of the NCAA corporate partners, hung, posted or displayed anywhere within the competition site proper (i.e., any area which can be seen from the competition area, including the scoreboard) during any session of the championships.

Exceptions. The following are exceptions to this policy: approved NCAA and radio/television banners and permanent, previously existing contracted advertising displays that were accepted by the NCAA at the time the site was selected. However, such displays shall not be illuminated and should be covered if at all possible.

Alcohol, Tobacco and Gambling. No advertising denoting, publicizing or promoting the sale of alcoholic beverages, tobacco products, gambling publications and services, or any professional sports organization shall be hung, installed or displayed anywhere within the competition area during the championship, unless the host is obligated to do so under contract(s) entered into prior to submitting its bid proposal to the NCAA.

Electronic Messages. No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Turner/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

Spectator Responsibilities. Signage regarding the spectator rules and the prohibition of cameras/videos should be displayed at the entrance of the facility.

### **Evaluations**

All evaluations will be sent from the NCAA at the conclusion of play for regional and final site competition specific to each championship.

### **Golf Carts/Pull Carts**

**Men's Championships.** Golf carts will be provided for members of the games committee and selected tournament officials at both regionals and finals. Additional carts may need to be available to assist with disabled spectators depending upon the plan to accommodate disabled spectators.

Participants may not use caddies or motorized pull carts/golf carts during the championship rounds. Non-motorized push/pull carts may be used by any participant at the regionals or finals. It is up to the institution to secure the non-motorized push/pull cart.

**Women's Championships.** Golf carts will be provided for members of the tournament committee and selected tournament officials. Each competing institution may use one cart. Only a credentialed institutional representative (a non-athlete) may drive or ride in the assigned golf cart for that institution during the tournament round. Reverse signals should be silenced.

The host institution should identify the golf carts for their intended use (i.e., NCAA Committee, Official, Institution's Name, Medical Staff, Media and Television).

NOTE: The number of carts indicated below are minimums and hosts are encouraged to have additional carts on hand to meet any unexpected needs at the venue to accommodate key groups central to the championships. The host institution will need to minimally secure the following golf carts (electric):

**(Regionals)** Participating institutions (18 teams and six individuals); NCAA committee (two); officials (20); media (three); and volunteers (15 – minimally, and may need more depending on volunteer needs and hosts plan for accommodating disabled spectators).

**(Finals)** Participating institutions (24 teams and 12 individuals); NCAA committee/NCAA staff (nine); officials (30); media (six); volunteers (15 – minimally, and may need more depending on volunteer needs and hosts plan for accommodating disabled spectators); NCAA equipment provider (three or four flatbed cargo carts) and Golfstat (one).

**Pull Carts.** The use of non-motorized pull carts is allowed in both the men's and women's golf championships.

### Hospitality

Fruit and snacks, along with Dasani water should be available to the student-athletes and coaches on the first and 10<sup>th</sup> tees and various holes around the course. Sideline product (Dasani water, POWERADE) and equipment (coolers, ice chests, cups) will only be provided by the NCAA at the finals site.

### Medical Procedures

Host institutions must designate a tournament physician who will be on duty, or readily accessible, during the conduct of the championships.

The head trainer should establish a location at the golf course to act as a temporary training room. Basic treatments should be available for the student-athletes during practice rounds as well as all competition rounds. The training room must open a minimum of one hour before all practices and competition rounds and remain open at least an hour after the conclusion of play each day.

The golf courses and host institution also must provide a first-aid area at the course during competition days and establish a medical policy in the case that a spectator or participant is hurt while on the golf course.

Each scheduled practice and competition round competition requires (a) the on-site presence of a person qualified and delegated to render emergency care to a stricken participant; (b) planned access to a physician for prompt medical evaluation of the situation, when warranted; (c) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (d) access to a working telephone or other telecommunications device; and (e) a thorough understanding by all parties, including the leadership of the participating 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.

#### **Concussions.**

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

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

#### **Meetings**

**Administrative Meeting.** The coaches' pre-championships rules meeting will be conducted Thursday morning (finals) or Sunday for (regionals) of the practice round day. Please note the coaches meeting at the men's regionals will occur at 8 a.m. which will be prior to the shotgun practice round beginning at 9 a.m. The purpose of this meeting is to review policies and procedures governing the conduct of the championships and local rules and procedures regarding the course. The NCAA golf committee chair will conduct the meeting in conjunction with presentations from the head rules official and championships administration. A PowerPoint presentation will be provided to use for the administrative meeting. The presentation will need to be edited on site by the host tournament manager, the NCAA site rep and the head rules official.

The head coach of each team/individual **MUST** be present. Other institutional representatives (i.e., director of athletics, trainer, sports information director) may attend. The sign-in sheet should be sent by the host tournament manager to the NCAA manager after the conclusion of the meeting.

**Host Committee Meeting.** A meeting with representatives from each of the departments/areas involved with the administration of the championships and the NCAA golf committee will be conducted during championships week as set forth in the championship management checklist. The purpose of this meeting is to review the schedule of events and policies and procedures of the championships.

**Rules Officials' Meeting.** The director of course and rules administration will conduct a meeting prior to the start of the first competition round to review course setup, local rules and potential ruling areas.

## **Personnel**

The following provides a general description of the personnel needed to conduct the championships. In some cases, one person can assume responsibilities; however, both golf committees recommend that the tasks be delegated as provided in this operations manual. Below is a general outline of the various areas of responsibilities that must be met. Unless otherwise noted, the host shall provide the following personnel.

**Athletic Trainers.** An adequate number of athletic trainers are needed to provide treatment before and after rounds of competition and practice.

**Computer Operator.**

**Regionals.** The NCAA has contracted with Golfstat to provide a software system to develop pairings, compile results and provide statistical information. The host will hire an individual to operate the software system. This individual will be the official scorer.

**Finals.** The NCAA has a contract with Golfstat for these services. Golfstat staff members help the committee on site to develop pairings, compile results and provide statistical information.

**Computer/Clerical Assistants.** Several individuals should be available to process the daily results and assist in the preparation of the tee times and pairings during competition.

**Couriers.** Approximately five individuals (e.g., student trainers) to escort student-athletes to drug-testing site (if selected for drug testing).

**Course Maintenance.** A sufficient number of individuals to have the course properly prepared before each round of practice and competition. The maintenance supervisor should check with the games committee chair and tournament manager each day to ensure that the course is prepared according to NCAA guidelines.

**Course Superintendent.** Ensures that the course is prepared according to each of the NCAA golf committees' specifications prior to the arrival of the games committee. Assists the games committee in the marking of the course, if necessary, and assists in the determination of the hole locations and tee markers during the conduct of the championships. Must be available to work with the golf committee members and head rules official assigned to set the course for competition. Secures all necessary equipment for the conduct of the championships.

**Drivers for Evacuation Vans (if applicable).** There shall be one driver for each 15-passenger evacuation van who does not have any additional responsibilities. These drivers shall be available to drive the vans anytime players are on the course. All assigned vans should be tested daily and keys should remain in the vehicle during competition.

**Drug-Testing Site Coordinator.** Preferably a physician or athletic trainer. Responsible for assigning couriers, setting up drug-testing facility, purchasing supplies and, if assigned, handling financial responsibilities. Works closely with NCAA national office and games committee. This individual cannot

have any other responsibilities at the championships.

Financial Officer. The financial officer is responsible for the preparation of the proposed budget and approval of all expenditures. Proper control over expenditures shall be maintained since proposed budgeting procedures will be followed to the letter. Within 60 days after the championship, it is the responsibility of the host to complete and forward to the NCAA national office the financial report for the championships.

If desirable, the financial officer may also handle the drug-testing budget and financial report.

Forecaddies and Spotters. A sufficient number of individuals to assist on difficult holes to ensure a proper pace of play.

Walking Scorers. Individuals will be needed to communicate with scoring central to report and update the score of each individual. They will be responsible for the recording of scores of each player in each group after it has finished the hole. After recording the scores, you will be asked to communicate these scores to scoring central using a two-way radio or cell phone. Walking scorers must be provided for each group for both regionals and finals.

Grounds Crew. Arrange to have the hours of work conform to the starting and finishing times for the competition. No non-emergency work may be done during play. The superintendent should assign a member of the crew to assist the NCAA in marking the course beginning two days prior to the championships. The games committee and rules officials will determine course markings, boundaries, tee settings and hole locations.

During the competition, a member of the crew will be assigned under the direction of the games committee to set tees and pins the morning prior to play each day.

Hospitality Coordinator. Oversees and plans all hospitality activities according to NCAA guidelines. Plans any pre-championship banquets, receptions including contributions to offset the cost, and any other social activities for the players, coaches and rules officials. The hospitality coordinator should also be responsible for the setup of awards ceremony.

Hospitality Staff. These individuals will monitor the entrance to the tents. Only individuals with the appropriate credentials should be provided access to these areas.

Marshals. A sufficient number of individuals are needed to assist in controlling the galleries. The number can be determined dependent upon the expected crowds. Policies regarding spectator controls should be posted and included on the tickets, credentials, signage at No. 1 and No. 10 tees and the scoreboard.

Media Coordinator. Handles pre-championship publicity. Prepares press kits for members of the media and coordinates all press passes. Organizes the pressroom and prepares summary of daily team and individual results. Organizes all press conferences. Assists television personnel in the telecast of the event.

Merchandising/Concessions. Appropriate number of individuals to handle expected crowds. Ensure NCAA merchandising policies and procedures are followed.

Meteorologist. The host must provide a local A.M.S. meteorologist to assist the games committee during all practice and competition rounds.

Miscellaneous. At the discretion of the tournament manager, additional personnel may be needed to adequately conduct the championship.

Professional Staff. It is expected that the golf course will be in exemplary condition to host a national championship. This event should be viewed by the host course and grounds crew as a "peak" event highlighting the golf course and talents of the finest amateur golfers in the nation and should not be preceded immediately by any major competition unless approved by the NCAA.

Registration Workers. Three to four clerical, golf-oriented workers to organize and run the registration desk prior to the championships. Please refer to No. 4 under the Policies and Procedures section.

Rovers for Scoring and Leaderboard Operators. These individuals will perform the duties mentioned above when providing breaks for the walking scorers and the leaderboard operators.

Rules Officials. The director of rules and course administration will coordinate with the local golf governing body for rules officials. The rules officials' hotel room and tax will be placed on a direct bill to the host.

Runners. Students or volunteers who assist in any capacity needed to effectively operate the championships.

Scoreboard and Scoring. Supervises the scoreboard and the scoring procedures between the scoreboard, scorer's table, scoring central and the media.

A calligrapher should be secured by the host to prepare all scoreboard material. Prepares all scoreboard material (scoresheet provided by NCAA office), including listing of teams, daily scores and any other information on the board. To avoid changes, names should not be printed on the championship scoresheets until lineups have been submitted by the coaches in person. A plastic covering should be ready and easily hung in case of rain.

Scoring Central Assistants. Five individuals to assist with computerized scoring operations. These individuals will take scores from greenside reporters via phone or radio and enter them into the computer.

Scorers. Walking scorers (32) or greenside scorers will be used depending on the location of the championships. **Require walking scorers (25) for men's regionals (highly preferred for women's regionals). Walking scorers required for both men's and women's finals.**

Scoring Runner. As players finish the ninth and 18th holes (players will be starting on both the first and 10<sup>th</sup> tees), it will be the runner's responsibility to record each player's total score at that point and report it to the main scoreboard.

Security. Adequate security should be planned according to the expected crowd. If parking is a problem, security should be planned in this area. A security person also should be assigned to drug-testing site.

Spotter. Several holes on the course may require a fairway spotter to aid the players in locating errant tee shots. It will be this person's job to position himself/herself in the driving area in order to assist the players to find such errant shots.

Standard Bearers. Individuals will be assigned to all groups to carry the portable standard, keep track of the contestants score and update the standard after each hole for each day of the match play, as well as the final day of stroke play. Twenty-eight (28) for final day of stroke play, twenty (20) individuals will be needed for the quarterfinals, 10 for the semifinals and five for the championships (finals only.)

Starters. Starters shall be assigned for the first and 10<sup>th</sup> tees. The director of rules and course administration will provide starters for all rounds of competition at the finals. For regional sites, the head rules official and NCAA site representative will work with the host tournament manager to secure starters. Starters will be provided for both genders at the finals.

Shuttle Drivers. Volunteers to drive disabled spectators to viewing areas and to drive members of the media with heavy equipment. Some courses may require player shuttles as determined during the course setup.

Ticket Takers (finals only). Enough individuals to handle the various accesses to the course. In addition, someone should walk the course to check for tickets or participant passes.

Tournament Manager. The tournament manager is responsible for overall conduct of the championship. All internal subcommittee chairs should report to the tournament manager. Serves as the liaison with each of the golf committees and NCAA national office staff representatives.

### **Playing Rules**

Both men's and women's championships shall be conducted according to the *Rules of Golf* with certain modifications as noted in their respective current Golf Pre-Championships Manuals.

### **Practice**

**Men's championships.** Practice facilities must be available during the regionals and championships, and those competing will be advised of the dates and times when the facilities will be available. Contestants and coaches will not be allowed to play or walk the competition course before the first practice round or use the practice facilities. The practice facilities shall remain open until 7:30 p.m. each day. If the venue is a multi-course facility, participants and coaches shall not play or practice on either the competition course or any other course at the facility.

For the regionals, one practice round shall be scheduled. The practice round will be a shotgun beginning at 9 a.m. with starting holes assigned by the committee. For the finals, one practice round will be scheduled with the practice round being a shotgun start at 9 a.m. Golf course personnel must work in conjunction with the rules officials' association and the NCAA men's golf committee members to ensure

the course is properly set for the practice round. Groups of six are permissible (if substitute player is on site) during practice rounds; however, coaches are not allowed to play.

Following the practice round or any competition round, coaches and/or players may only go back on the golf course as spectators. They will not be permitted to go onto the greens or within 20 feet of any green. Coaches that are in violation of this policy will not be permitted to coach the following day and the number of permissible coaches for that team for the next day will be reduced by the number of offending coaches. Coaches may walk the golf course prior to their tee time on the day of competition in preparation for play.

**Women's Championships.** Practice facilities must be available during the tournaments, and those competing will be advised of the dates and times when the facilities will be available. If possible, the practice facilities (range, putting green, etc.) should be open the day before the practice round (regionals only). Contestants and coaches will not be allowed to play or walk the course before the first practice round at regional sites but will be allowed to walk the course during a designated timeframe at the finals site the day prior to the practice round (championships).

One practice round will be scheduled before the start of regionals and before the championship finals. The committee will assign practice times. Golf course personnel must work in conjunction with the officials' association and the golf committee officials to ensure the course is properly set for practice rounds. **Groups of six (if substitute player is on site) are permissible during practice rounds; however, coaches are not allowed to play, including putting and chipping on the course.**

#### **Printed Material**

Conditions to Competitors. (OFFICIALS) The "hard card" containing the conditions to competitors will be prepared by the rules officials and be made available on the first and 10<sup>th</sup> tees.

Hole Location Sheets and Pace of Play. (OFFICIALS) The games committee will review hole-location sheets and should provide sufficient number of sheets color-coded by day at the first and 10<sup>th</sup> tees each day of the championship. The host must order four different colors of paper on which hole locations will be run. (Evacuation plans may be copied onto the back of the hole-location sheets.)

Local Rules Sheets. (OFFICIALS) All local rules should be printed and distributed to all participants and coaches. A sufficient number should be available at the starters table each day and at championships headquarters. The games committee will review the local rules sheet.

Pairing Brochures. (HOST) The host will produce a daily pairing brochure to be distributed to spectators, officials, coaches and players. The host will be responsible for assigning a volunteer to coordinate the printing of the brochures each night. Practice-round pairings will be provided to the host and will be available at registration. Pairings for competition rounds will be generated by the official scorer and printed by the host. Provide sufficient number for coaches, media and rules officials. Distribute at headquarters hotel. Volunteers who are serving as markers should also receive a copy each morning.

Scorecards. (NCAA/HOST) Scorecards will be provided by the NCAA. The host institution will need to print the backside of the scorecards for each day of competition. A laser printer will be needed. Scorecards should be printed with only the name of the championships, name of course and host on them. Par and yardage for each hole as it will be played in the championships must be printed on the card (Golfstat Software).



Scoresheets. (NCAA) Are received from the NCAA office and placed on the scoreboard. Should be appropriately marked to identify the championships, year and host. Name of institution, location, head coach and each player by position should be hand lettered on the sheet. Scoresheets should be placed on the scoreboard in alphabetical order. They are three feet wide and two feet high.

Summary Sheets for Scoreboard. (NCAA) The NCAA will provide results of 18-, 36-, 54- and 72-hole total for teams and individuals. These sheets cannot have any commercial identification on them. The NCAA will send extra scoresheets, the back of which can be used for summary sheets. The host institution from the finals will need to develop a bracket board for each of the men's and women's team's match-play competition. The NCAA will final approve each bracket signage.

Tee Signs. For regionals, signs shall be made by regional hosts for each hole with the yardage and par for championships play. Refer to Appendix B. For the finals, NCAA equipment provider will supply.

Tickets (finals only). (HOST) The NCAA national office should approve all copy and information should include the dates of the championships, location, sponsored by the NCAA and host institution name.

Yardage Books/Greens Books. (CLUB/HOST) A minimum of 200 yardage books/greens books per each championships event should be available and complimentary or for purchase by participants for each of the championships. It is preferred that a yardage book/greens books be provided or available for purchase at each of the men's and women's regional sites.

## Registration

The information in this section outlines the procedures that institutions must follow to register student-athletes in the men's and women's championships respectively to ensure that this aspect of the championships operates efficiently.

### Men's Championships.

Schedule. Registration shall be open from noon to 6 p.m. Saturday (golf course) for regionals and 2 p.m. to 8 p.m. Wednesday (hotel) and 8 a.m. to 6 p.m. Thursday (golf course), if needed, for the finals.

Staff. The registration desk shall be located at the headquarters hotel or the golf course and should be staffed by **golf-oriented people**. Registration constitutes the formal beginning of the events. Every possible question regarding the championship week must be anticipated and be answered accurately when registration opens.

Materials. Registration material should include, but is not limited to, maps of the area, names of popular restaurants, championships programs and suggestions of "things to do and see" in the area.

Procedures. Registration personnel should give each coach a packet including general information as well as identification badges for the coach and players, a parking pass, championship scorecard, reception tickets for the coach and players, etc. An institutional representative must accompany each player. The team travel party is eight.

Registration. During registration, the head coach must submit his or her lineup according to playing position. The five contestants from each institution must be determined by the conclusion of registration. A player may be substituted before the first tee time of his team of the first round of the championships, if the head coach notifies the games committee before the first tee time. The substitute must assume the position of the replaced player.

Coaches must submit the team lineup (see Appendix A), including the sixth player, if applicable, prior to the teams use of the practice facilities or participating in the practice round. If a sixth player is added later, he must be registered prior to using the practice facilities or starting a round.

Prior to a championship round (stroke play or match play), a team may substitute a sixth player for any member of the team, provided that:

- a. The NCAA Golf Committee or the NCAA Rules Committee is notified of the substitution at least 10 minutes prior to that team member's starting time.
- b. The sixth player is an eligible member of the institution's team.

**Note 1:** When a team has substituted a sixth player, the substitution becomes final 10 minutes prior to that team member's starting time and no further changes may be made by the team for that round. However, prior to the 10 minute mark, the team may withdraw the substitution by notifying the NCAA Golf Committee or the NCAA Rules Committee and may substitute for another player as provided above.

The team member that was substituted for, becomes the sixth player and the team is limited to that player, if the team wishes to substitute a player prior to any subsequent Championship round.

**Note 2:** Unless a team chooses to substitute a sixth player prior to a match play draw, the team's five players that played in the previous round will be used for the draw.

### **Women's Championships.**

The registration desk shall be located at the headquarters hotel and/or the golf course, and golf-oriented people should staff it. Registration constitutes the formal beginning of the regionals/final site events. Every possible question regarding the championship week must be anticipated and be answered accurately when registration opens.

Registration materials should include, but is not limited to, maps of the area, names of popular restaurants, tournament programs and suggestions of "things to do and see" in the area.

Copies of each day's practice round starting times will be in circulation, and that will be at the registration desk. On the morning of each practice day, a pairing sheet for that day shall be delivered to the starter.

Registration personnel should give each coach a packet including general information as well as identification badges for the coach and players, a parking pass, championship scorecard, yardage books, etc. For individual competitors, an institutional representative must accompany each player. For the finals, the team travel party is eight and individual party is up to three attendees per school represented. An institutional representative must accompany competitors to the championships.

During registration, the head coach must submit their team lineups (including designating their sixth player, if applicable) according to player position. The five contestants from each institution must be determined and submitted to the tournament manager by 6 p.m. local time on the day prior to the first practice round. The tournament manager must collect the lineups and give them to the official scorer, who will use them to complete pairings sheets. A team may be assessed a penalty of \$500 for not meeting the required deadline.

A player may be substituted before the first tee time of her team of the first round of the championships, if the head coach notifies the games committee before the first tee time per the stipulations outlined below in the policy. The substitute must assume the position of the replaced player.

Coaches must submit the team lineup (see Appendix A), including the sixth player, if applicable, prior to the teams use of the practice facilities or participating in the practice round. If a sixth player is added later, she must be registered prior to using the practice facilities or starting a round (practice or competition).

**Terms of Competition – Player Substitution: Regionals and Finals for Stroke Play and Match Play Competition**  
**Regional Championships**

Prior to a Regional Championship round, a team may substitute a sixth player for any member of the team, provided that:

- a. The NCAA Division I Women's Golf Committee or the NCAA Rules Committee is notified of the substitution at least 10 minutes prior to that team member's starting time.
- b. The sixth player is an eligible member of the institution's team.

**Note:** When a team has substituted a sixth player, the substitution becomes final 10 minutes prior to that team member's starting time and no further changes may be made by the team for that round. However, prior to the 10-minute mark, the team may withdraw the substitution by notifying the NCAA Division I Women's Golf Committee or NCAA Rules Committee and may substitute for another player as provided above.

The team member that was substituted for, becomes the sixth player and the team is limited to that player, if the team wishes to substitute a player prior to any subsequent Regional Championship round.

**Championship Finals**

Prior to a Championship Finals round (stroke play or match play), a team may substitute a sixth player for any member of the team, provided that:

- a. The NCAA Division I Women's Golf Committee or the NCAA Rules Committee is notified of the substitution at least 10 minutes prior to that team member's starting time.
- b. The sixth player is an eligible member of the institution's team.

**Note 1:** When a team has substituted a sixth player, the substitution becomes final 10 minutes prior to that team member's starting time and no further changes may be made by the team for that round. However, prior to the 10-minute mark, the team may withdraw the substitution by notifying the NCAA Division I Women's Golf Committee or the NCAA Rules Committee and may substitute for another player as provided above.

The team member that was substituted for, becomes the sixth player and the team is limited to that player, if the team wishes to substitute a player prior to any subsequent Championship round.

**Note 2:** Unless a team chooses to substitute a sixth player prior to a match play draw, the team's five players that played in the previous round will be used for the draw.

#### **Player Substitutions Conditions.**

- Coaches would be allowed to bring one additional student-athlete to the regionals and finals site during the championships.
- The additional student-athlete would be accounted for within the current NCAA Official Travel Party of eight (provides for six student-athletes and two non-student-athletes).
- The additional player could use the practice facilities and would be allowed to participate in the team's practice round at both the regional and finals (**coaches are not allowed to play during any practice round**).
- Substitutions would be permitted at the coach's discretion (injury, illness, coach's decision, etc.).
- Coaches would be allowed one substitution per stipulated round.
- The additional player would not be permitted to provide advice at any time.
- Coaches may substitute a player at least 10 minutes prior to that team member's starting time.
- Substitutes are not permitted during a stroke play round and/or a match once competition in a player's round has started.
- Team lineups for match play will be set using the five players that completed the previous round (stroke play or match play).

#### **Results**

At the end of each day of competition at the championship, an electronic copy of the results for all regional/championship competition must be sent to Rick Nixon ([rnixon@ncaa.org](mailto:rnixon@ncaa.org)) at the NCAA national office. A complete set of results should also be sent immediately following the end of the competition as well.

#### **Scoring**

USGA rules for stroke play (and match play for the final eight), plus any local rules implemented by the NCAA Men's and/or Women's Golf Committees, will govern the respective championship.

A daily team score is computed totaling the lowest scores of four of the five team members. The final team score is determined by totaling each daily score. Sudden-death playoffs will be used for breaking ties for individual championships, as well as for advancement to the team match play. See appendixes in the respective pre-championships manual for playoff procedure.

Scoring Procedure. Golfstat will be on-site at the finals and shall compute the scoring for teams and

individuals. For regionals, Golfstat will provide the software to the host SID to use for scoring purposes.

Scorecards. The NCAA will provide the scorecard shells to be used during all rounds. The host institution is responsible for printing the scorecards for all practice and competition rounds. All yardage information will be determined after consultation with the golf committee.

Team Scoresheets. The NCAA will send the host 50/men and 55/women (finals) or 30/men and 50/women (regionals) team scoresheets for the main leaderboard. The size of each sheet is 3' x 2'.

Scoring. Scorecards for all championships shall be kept in strict accordance with rules of the *Rules of Golf* "Scoring in Stroke Play." Their card should be submitted to an official in the designated scoring area.

Results. Daily summaries should be provided with the top teams listed with their totals. In addition, a separate summary of the individuals should be prepared with their daily totals listed. A sufficient number of summaries should be available for the coaches and media.

Pairing Sheets. Pairings sheets for the second and third rounds should include (by use of parentheses) each player's previous score and each team's previous score.

## **Spectators**

Spectators must remain on cart paths or in the rough and approximately 15 yards from the players at all times (including all designated practice areas). There may be NO communication between players and spectators that could be deemed as advice of any nature for the duration of the 18 holes. All institutional personnel, with the exception of the designated coach(es), are considered spectators. Ringers on electronic devices must be turned off. Carts will not be provided for spectators.

Since all NCAA championships are considered smoke-free, spectators will be asked to refrain from smoking except in designated areas. Failure to adhere to these policies could result in removal from the course.

### Violation/Penalties:

First – Warning

Second – Spectator will be removed from the course for the remainder of the day

Third – Spectators will be removed from course for the remainder of the competition

Disabled Spectators. Carts are not provided to fans watching the golf tournament. However, if spectators need the use of a cart, the individual must provide medical documentation from the individual's physician requesting the use of a cart. Information should be provided in advance, if possible, or on site to the NCAA site rep. If approved, spectators will be permitted to rent a cart that will be driven by a host volunteer, if possible.

Physically Disabled Spectators. The host institution should designate various appropriate areas to provide a viewing area for disabled spectators. Volunteers should be available to assist disabled spectators (via cart/shuttle, if necessary) to the viewing area and transport them from one area to another as needed. It is recommended that at least one viewing area be established on each of the front and back nine.

**Women's Championships only** – Disabled Parents of Participating Student-Athletes. The committee recognizes the unique circumstances surrounding a disabled parent's opportunity to see his or her student-athlete compete. The committee discussed the feasibility of allowing disabled spectators the use

of carts and the following protocol has been established to assist hosts in dealing with these circumstances:

1. Immediate family (parents, siblings, grandparents) of players only.
2. Arrangements must be made with the tournament manager prior to arriving at the site.
3. Each request will be forwarded to the women's golf committee for approval.
4. If the committee approves the use of a cart, only a volunteer will be authorized to drive.
5. The host, in consultation with the committee, may charge a daily fee for use of a cart for accommodating a disabled spectator.

#### **Participant Information**

The NCAA will provide a template to each host to update site specific information into the manual. Templates will be provided to hosts in December (women's) and in February (men's).

#### **Host Personnel**

**Tournament Director.** This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director.

**Tournament Manager.** The tournament director shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

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

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

#### **Squad Size**

Participating teams are limited to a squad size of five eligible student-athletes.

#### **Weather Policy**

The NCAA will provide a weather detection system for the regionals/championships and will make arrangements for the system to be on site. For the men's and women's regionals, the games committee will do everything possible to complete 54 holes. Play will not extend past Wednesday. If 54 holes cannot be completed, the committee will advance teams and individuals by: 1) 36-hole scores; 2) 18-hole scores; and 3) criteria used for selection to the championships. This may include making an administrative cut to the field. For the finals, the men's and women's games committees will do everything possible to complete 72 holes and each match during the match play portion of the championships. The committee reserves the right to modify pairings for weather.

The host will need to provide a computer in the NCAA committee area with high-speed connection.

It is the responsibility of the host to provide:

1. An area in which the weather system may be set up and monitored. This area should be close to the NCAA committee area and out of public traffic patterns.
2. Qualified personnel to be trained on the weather system and available throughout practice and competition rounds to monitor the system. It is recommended that the personnel have a background in meteorology.

Weather Evacuation Plan. The host institution is responsible for creating an evacuation plan in case of severe weather. This plan must be included in the participant manual and distributed to all participants, coaches, officials and staff. This plan should include the appropriate means and staff to provide a safe haven for all on course players and personnel, as well as a spectator plan.

#### **Television/Webcasting**

**(THE FOLLOWING PROCEDURES ARE NECESSARY TO SUPPORT THE LIVE TELEVISION COVERAGE PROVIDED BY THE GOLF CHANNEL )**

The final three days of competition for both the men's and women's championships are televised live during back-to-back weeks. A member of the NCAA broadcast services staff will attend the championships and work as a liaison with the television crews.

1. Compound.
  - a. Size: 250'x190' space on level ground.
  - b. Parking: 100 parking spaces in addition to above space located next to compound.
  - c. Area needs to be able to access phone lines and high speed internet.
  - d. Able to support , five --- 80,000 lb tractor trailers.
  - e. Asphalt area preferred (many facilities use the maintenance area).
  - f. Need host course to provide and pay for 24/7 security for the compound area.
  - g. Broadcaster to provide porta-johns for both compound and booth/stage area.
2. Announce Booth. The booth is a 12x50 trailer and needs to be driven to the site typically near the 18<sup>th</sup> green/hole. This trailer is pulled by a 1 ton pick up truck, and needs at least 14' high clearance to reach the designated parking spot on the course.
3. Studio set.
  - a. Footprint needed is 30'x30' on level ground for open air booth/set. Broadcaster will provide and place a/c units under the stage.
  - b. Additional 30' long by 10' wide space is needed for trailer that carries the generators (supplied by Broadcaster). This space should be on level ground.
  - c. Ideal location- the view behind our set should showcase the venue and atmosphere of the NCAA Championship; near clubhouse may be preferred
4. Production Set Up/Tear Down Access.
  - a. Fiber the course three days prior to air or the start of competition.

- b. All cameras platforms, lifts and/or scaffolding will be built out two days prior to air.
  - c. Power/lighting will be supplied by Broadcaster.
  - d. After completion of the event/final broadcast, tear down would be completed by 3 p.m. the following day.
  - e. All trucks would depart by Thursday afternoon.
  - f. Office trailers would be removed by Friday.
5. Clubhouse.
- a. Additional 20'x30' space for the studio crew's office and "Rain Room". Area needs to be quiet with locking door.
  - b. Parking for select Broadcast staff and guests.
  - c. The tournament will need a 20' x 15' room , to videotape player's head shots during the entire tournament week. Set up for this room would start on the Saturday before our Monday tournament coverage window.
6. Hotel Rooms. Broadcast partner will require up to 35 rooms, at the Headquarter hotel, over the three week championship period.
7. Radios. Broadcast partner supplies its own radios but would need two radios from NCAA game management.
8. Scoring/Pairings.
- a. Access to 12 computers that have the "real time" GolfStat or NCAA official provider feed for use by Broadcast production and talent.
  - b. Access to manual or electronic board during coaches picks for press room and ability to move to stage on Tuesday afternoon.
9. Site Survey. Broadcast production personnel will require a site visit (possibly two) to verify placement for production compound, camera towers, cranes, rain room, booth, etc.
- a. Studio show will conduct a site survey, possibly different from the tournament survey, to secure a space for set and other camera locations.
  - b. Either the director of Operations Manager will conduct a second "stage spot survey" with staging vendor before it is built.
10. Broadcast partner agrees to restore or cause to be restored the tournament courses to the same conditions as they were before the installation, construction, operation, maintenance or removal of Broadcast production equipment, structures or facilities, reasonable wear and tear accepted.

\*Pending site location, Broadcast partner may have additional needs and will work with the NCAA championships staff along with each location as required.

#### **Section 14 – Insurance**

NCAA regulations 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 public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage).

Therefore, it will be necessary for your institution to provide the national office with the appropriate certificate of insurance or documentation of self-insurance with your proposed budget before you will be considered as a host site.

The NCAA no longer requires that it be listed as an additional insured, but the NCAA must be listed as the certificate holder. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

Note: If you must purchase a special event insurance policy, please submit confirmation in writing along with your proposed budget. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours prior to the championship.

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## Section 15 – Lodging

### Contracts

***Anthony Travel is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants.***

### Reservations

Rooms will be reserved for the night prior to the first practice round. It is possible that a team/individual may not arrive until the day of the practice round or arrive two days prior to the first practice round and the hotel should be informed of this situation.

### Headquarters Hotel

**NCAA.** Room expenses, excluding incidentals, for the NCAA men's and women's golf committee members/representatives should be direct billed to the host institution. These expenses should be included on the financial report sent to the NCAA (finals only).

The NCAA national office staff member(s) attending the championships will pay all their expenses.

**Officials.** Anthony Travel will be responsible for reserving room blocks. Room expenses, excluding incidentals, for the rules officials should be direct billed to the host institution. These expenses should be included on the financial report sent to the NCAA (finals only).

The rules officials who fly to the host city will arrange their own transportation to and from the airport and, possibly, the championship golf course.

### Headquarters Hotel

When the rules officials are determined, the tournament manager will be provided the rooming list to the hotel. It is recommended to lodge the officials in the same hotel as the NCAA committee representatives.

**(Regionals)** A total of 12 rooms for both the men's and women's regionals should be reserved – one for each official (unless local) and one or two for the NCAA site representatives.

**(Finals)** Twenty-one single rooms will be reserved for the officials at a hotel separate from the team hotels (generally at the NCAA headquarters hotel).

**Room and Tax.** The NCAA championships manager will work with the tournament manager to arrange for the officials, NCAA committee hotel room and tax to be master-billed to the institution. This expense should be included on the financial report form. Officials are responsible for their incidental charges.

Lodging changes for the regionals for rules officials and NCAA site representative should be paid from the stipend provided to each host by the NCAA.

#### **Team Hotel**

Anthony Travel will assist with securing team hotels of comparable quality, rates and proximity to the facility. Hotels should be as close to the facility as possible, but not be more than 30 minutes from the facility. The NCAA and Anthony Travel will designate a headquarters hotel and reserving an adequate number of rooms (double/double) for participants:

**(Regionals)** Minimum of five per team (24 women and 13 or 14 men); minimum of three for each of the six (six women and five or 10 men) institutions that have individuals competing; NCAA committee members/representatives (two); and officials (12 women and seven men).

**(Finals)** Minimum of six (six women, seven men) per team (24 women, 30 men); minimum of two for each of the six institutions for the men and three for each of the 12 institutions for the women that have individuals competing; their travel party; NCAA committee members (six); NCAA staff representatives (no more than three); and officials (21).

The host and NCAA will advise participating institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists with the advance mailing.

**Institutional Responsibility.** Each institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at a designated property; however, it is their financial responsible for canceling its reservations and then securing its own accommodations. If an institution wants to stay at another hotel, it must (a) obtain a release for the rooms (in writing) from the hotel manager; or (b) use the rooms for persons accompanying the official travel party. If an institution fails to make satisfactory arrangements for use of the rooms with the hotel, full charges for the rooms will be billed to the institution.

**Reservations.** Rooms should be reserved for the night prior to the first practice round. It is possible that a team/individual may not arrive until the day of the practice round or arrive two days prior to the first practice round, and the hotel should be informed of this situation.

**Room Rate.** Anthony Travel will work on behalf of the NCAA to secure properties and room rates at each of the regional and finals site locations.

## Section 16 – Championships Presentation/Fan Engagement

### Ancillary Events

The NCAA prohibits host institutions/conferences from conducting special ancillary entertainment activities for fans in conjunction with the championship. Should another entity (e.g., convention and visitor's bureau) elect to stage such activities, the following policies shall apply:

- All plans must be approved in advance by the NCAA.
- NCAA marks, logos, name or references to the championship or tickets may not be used.
- No activity connected with the championship may be sponsored by an entity that is not an NCAA Corporate Champion/Corporate Partner (CC/P).
- Such an activity may not take place on property controlled by the competition venue.

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

### Military Involvement.

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

### Decorating and Advertising

**CC/P Signage Requirements.** NCAA Corporate Champion and/or Partner banners should be displayed on the concourse (for indoor championships) or at the entrance (for outdoor championships) at eye level, preferably. Two of the banners recognize the Corporate Champions and two recognize all NCAA CC/Ps. Each banner is approximately four feet high and 12 feet long and include grommets for hanging.

### 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.

### Logos

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in trademark advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

### Planning and Promoting Fan Enhancements

Fan enhancement should be coordinated with and approved by NCAA staff prior to execution. The promotion of fan enhancement, including giveaways and ancillary events, are subject to the established Championships Marketing and Commercialism/Contributors guidelines outlined in the Host Operations Manual. Fan enhancement marketing should be included in the overall championship marketing plan with priority given to championship ticket sales and attendance.

## Promotional Ideas

Following are ideas to stimulate host institution's 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 championship, 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 championship through its releases, newsletters, clinics, conference meetings, 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.

Flyers. Send ticket flyers and cover letters to:

- \* Booster club members.
- \* Season ticket holders.
- \* Previous year's post-season competition ticket holders, if applicable.
- \* Local chamber of commerce and merchants.
- \* Faculty, staff and students.
- \* 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 championship (e.g., conduct an art contest welcoming the championship and display the art in the airport the week of the championship; award two match tickets to the winning artist).

Internet. Provide championship information on your institution's page on the Internet.

Mailings to Ticket Holders. Include notice of the championship 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:

- \* Obtaining the support of key political and corporate leaders.
- \* Arranging speaking engagements by coaches and athletics department personnel at chamber of commerce meetings, booster club meetings, etc.
- \* 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.

(Finals) 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.

#### **Promotions Assistance**

The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The NCAA Online Marketing Website can be accessed at [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).

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

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

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 Championships marketing contact.

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

- The NCAA creates TV-Video Spots for select championship sites and a limited number of predetermined regional rounds.
- The TV-Video spots obtained on the promotions website can be easily uploaded to websites, burned onto discs, used on video boards or sent via email.
- The file format available for download is .MOV.
- Files downloaded from the promotions website are not television quality. If you would like to order a television broadcast quality version of your spot, please contact Sean Ward via email at [sward@ncaa.org](mailto:sward@ncaa.org) or telephone 317-917-6915. Please be sure to provide your name, telephone number and physical shipping address. Note: The NCAA will provide one complimentary BETA tape; hosts are responsible for making duplicate copies.

### **: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 .WAV.

### **Host-Produced TV or Radio Spots**

TV and radio spots, subject to NCAA approval, may be created by the championship host at its expense to promote the championship. The NCAA must approve all scripts, footage and end slates before production begins. All files may be sent to Sean Ward via email at [sward@ncaa.org](mailto:sward@ncaa.org). If the files are large, please call Sean at 317-917-6915 to discuss delivery options.

**NCAA Logos.** The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship.

All NCAA logos are available online at [www.ncaalogos.com](http://www.ncaalogos.com) to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use. Please contact John Baldwin at [jbaldwin@ncaa.org](mailto:jbaldwin@ncaa.org) with any questions concerning the NCAA Digital Library.

**Signage.** Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners and decals 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.

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

<b>Media</b>
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The host institution is responsible for setting up an area for the working press. Be prepared to accommodate (regionals – approximately 20; finals – approximately 100-125) media representatives. Provide a strict policing area if necessary to ensure that only representatives of the media with credentials are allowed in the area.

The media coordinator should have a complete understanding of NCAA media policies and is responsible for monitoring the media area as well as the reporters and photographers while on the course. The

coordinator should ensure there are areas where photographers can cover the tournament and not interfere with competition. In addition, interview and working media areas shall be available. Additional information can be found at [www.ncaa.com/media](http://www.ncaa.com/media).

**Cameras/Videos.** Each institution is allowed one video camera. Signage regarding use by spectators of cameras/videos should be posted at the entrance of the facility.

**Distribution of Results.** The coordinator should establish procedures for distribution of results to the media. At the end of each day of competition at the championship, an electronic copy of the results for all regional/championship competition must be sent to the NCAA Statistics Department ([ncaastats@ncaa.org](mailto:ncaastats@ncaa.org)) at the NCAA national office. A complete set of results should also be sent immediately following the end of the competition as well. If you have any questions, please do not hesitate to contact a member of the Statistics Department.

**Hospitality.** Arrange for a press hospitality room/area for personnel with the appropriate credentials.

**Photographers.** Photographers must have a media credential to receive course access. In most cases photographers will be restricted to the spectator rules. If course is roped, photographers will be allowed inside ropes, but must maintain an arm's length distance to the ropes while taking photos.

**Carts.** Photographers seeking use of carts will adhere to the following criteria:

1. The on-site media coordinator will be assigned three or four carts for media use at both regionals/finals sites.
2. Photographers should request to be shuttled out on the course by the media coordinator.
3. The media coordinator will have the authority to assign a volunteer to escort the photographers via golf cart. The media coordinator will have the authority to approve the use of carts by photographers.
4. If approved, host media personnel or volunteer must escort the photographer.
5. No photographer will be allowed to drive his/her own cart unless authorized by the NCAA.

### **News Conferences**

The media coordinator shall have the authority to designate and require any student-athlete to attend news conferences and/or those scheduled during any round of competition in the regional championship. Each participating institution shall make student-athletes available at all scheduled news conferences

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

**Student-athletes and Coach.** The SID representing each participant shall escort the coach and student-athletes to the interview area.



**Quotes.** Typed quotes shall be distributed to the media immediately following each news conference. It is recommended that one person be assigned to each team so that news conferences are covered in their entirety.

**"Selected Media" Policy.** Should a coach permit any single media agency to have access before the cooling-off period has expired, the player access shall be opened to all other media representatives desiring access to the student-athletes.

## Credentials

### Men's and Women's Championships.

**(Regionals)** The host institutions will be responsible for developing and providing credentials to all designated groups (participants, coaches/administrators, working personnel). The look of the credential for the regional sites must receive approval from the NCAA prior to finalizing.

**(Finals)** The NCAA is responsible for producing credentials. The NCAA will provide working credentials (**finals only**) to essential working personnel, including media representatives and officials. Participant credentials may be distributed to student-athletes competing in the championships, athletic trainer and members of the participating institutions travel parties.

### Team Allocations.

An issued credential may not be given to another team member or individual. The maximum numbers of credentials are as follows:

- Five – participating student-athletes (will provide additional one if substitute player brought along)
- Six – institutional representatives (e.g., coaches, trainers/physician; administrator, SID)

### Individuals Allocation.

- One – participating student-athletes
- Four – institutional representatives (e.g., coaches, trainers/physician; administrator, SID).

Working passes may be issued to essential working personnel (including media representatives) and participation passes may be provided to student-athletes competing in the championships, as well as their coaches. The following credentials shall be used:

Participant*	Media
All Access	Rules Officials
Event Staff	Television
Designated Coach	VIP
Team Administration (assistant coaches, administrators, trainers)	

\* Participant money clips (men and women) shall serve as participant credentials (**finals only**).

If the host determines that other credentials are necessary, they should contact the NCAA liaison immediately.

**Security.** The host institution shall make available, on request, a list of all credentials that have been issued. The committee emphasizes that tight security should be established in this area. With regard to the issuance of credentials, the following policy has been established:

1. One for each participant that has been selected to participate in the championships.
2. Two for each designated coach.
3. Four for an assistant coach, athletic trainer and/or administrator, if requested during registration.
4. One for each member of the NCAA golf committee, officials and NCAA representatives in attendance.
5. Members of the media to be administered by the media coordinator according to media guidelines policy.

**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:

**Conference Offices.** Two all-access credentials may be issued to full-time members of the host institution's conference office and to each conference office who has a team participating at the site. Staff members from other conferences shall not receive credentials unless they are serving as volunteer assistants for the host.

**Credentials List.** During the administrative meeting, the media coordinator must submit a listing of all individuals receiving credentials to the committee representative.

**Drug-Testing Team.** In the event of drug testing, plastic credential badges will be issued for the drug-testing team by the Drug Free Sport staff. Individuals serving in this capacity will be identified for the tournament manager at each site by the national office staff.

**Official Team Travel Party.** The official team traveling party for the championship is eight (five student-athletes and three non-athletes).

**Participant Media.** Media credentials shall be issued according to the press criteria printed in the 2021 NCAA Men's and Women's Golf Participant Manuals.

**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. 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, etc., should all be coordinated with the tournament manager and media coordinator.

**Television** A total of 175-200 credentials shall be provided to the Golf Channel who will be televising the designated competition days. These will be given to the production manager on site upon arrival.

**NCAA Staff/Committee.** Representatives of the golf committee should be issued a credential that gives them total access to the facility.

**Volunteers.** It is not permissible to issue credentials to volunteer workers except for those directly

involved in event management.

**Printing (Finals Only).** The NCAA will distribute up to 20 credential boards (if necessary), print photography policies, news film and mini-camera policies, and the following types of credentials (**final site only**):

- |                            |                        |
|----------------------------|------------------------|
| 1. All Access              | 7. Event Support       |
| 2. Media                   | 8. Designated Coach    |
| 3. Television              | 9. Team Administration |
| 4. Participant money clips | 10. Photo              |
| 5. Event Management        | 11. Officials          |
| 6. Volunteer               | 12. Golf Channel       |

#### **Hospitality**

Arrange for a press hospitality room/area for personnel with the appropriate credentials.

#### **Photography**

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, for each championship, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace (<http://www.wazeedigital.com/ncaa-photo-marketplace/>). Photo sales on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special NCAA-subsidized rate of \$15 per image and are bound by the following rights:

"For official NCAA member institution athletics department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing."

Please email Clarkson-Creative at [info@ncaaphotos.com](mailto:info@ncaaphotos.com) with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos.

Anyone, with the exception of the NCAA membership, seeking a championship event photo must license it through Wazee Digital. To license an NCAA championship event photo, please visit <http://www.wazeedigital.com/ncaa-photo-marketplace/>.

For additional questions regarding championship photography, please contact the Digital and Social Media group at 317-917-6222.

### Results Distribution

Daily summaries should be provided with the top teams listed with their totals. In addition, a separate summary of the individuals should be prepared with their daily totals listed. A sufficient number of summaries should be available for the coaches and media. Please see tournament manager's checklist in this manual.

### Tournament Media Coordinator

As designated by the tournament director, a media coordinator must be appointed for the competition. This person is responsible for monitoring the media area, as well as the media while on the course. He/she will coordinate the efforts of the host sports information office and those of the participating institutions. This individual would have the final responsibility in administering the NCAA media policies.

### Working Area

A working press area should be arranged to accommodate tables and chairs for approximately 100-125 with access to complimentary wireless with sufficient bandwidth at each station.

Copy Machine. A minimum of one copy machine, preferably two, shall be available in the media work area. The machine in the work area must be able to collate and staple and also be available to the individual media representatives.

**The following method should be used to report results to NCAA.com for immediate posting:**

- Email the information to: [updates@ncaa.com](mailto:updates@ncaa.com)
- Specify the division, sport, round and region in the SUBJECT area
- Paste the text (official results, including date of competition, round, etc.) directly into an email or;
- Send email as an attachment in a MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to an email.

### Section 18 – Merchandise

### Administration

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

### Exclusive Rights

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 National Collegiate Championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

### Participant Availability

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc. merchandise in advance of the championship. Once a team/individual is selected, instructions will be sent with information on how to pre-order championships apparel. Orders will be shipped by Event 1 directly to the participating institution's campus.

## General Policies

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference or sponsoring agency at the site of the championship(s) is responsible for complete retail vending accountability, including full responsibility for inventory. When the requirements listed below are met, the host institution/conference will receive a 20% commission fee for providing these services. The 20% commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20% commission fee:

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8AM on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. At the conclusion of the event, everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.
  - Display boards and grids to properly display product at all selling locations
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and either hard internet lines or dedicated secured WiFi network connection to support the merchandise sales effort at no cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.

- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
- j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within 2 business days of the conclusion of the event.
- k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
- l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within 7 days of the conclusion of the event.

The host institution/conference may not sell or allow for sale any merchandise that infringes upon the exclusive rights of Event 1, Inc.

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

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

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

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## **Section 19 – Neutrality**

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

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## **Section 20 – Officials**

### **Officials Selection**

**(Regionals)** The men's and women's golf committees are responsible for the assignment of the head rules official for each regional competition. The head rules official will be responsible to select nine additional officials for each of the men's regional host sites, and 11 additional officials for each of the women's regional host sites to assist with the regional tournament. The host institution will be notified of the

officials assigned to work the regional championship.

**(Finals)** The men's and women's golf committees are responsible for the naming of the 21 officials. The host institution will be notified of the officials named to serve the championship by the NCAA staff as soon as confirmations have been finalized.

#### **Confidentiality**

Officials' assignments should remain confidential at all times.

#### **Credentials**

Credentials will be distributed to officials for course access and other appropriate areas.

#### **Host Communication**

The host is requested to forward lodging, schedule of events and travel directions to the director of rules and course administration staff member responsible for each respective competition. Directions should be provided to/from the airport and the headquarters hotel and the hotel and the golf course.

#### **Officials Meeting.**

The director of course and rules administration (head rules official) will conduct a meeting prior to the start of the first competition round to review course setup, local rules and potential ruling areas.

#### **Parking.**

An adequate number of parking passes should be reserved for the tournament officials.

#### **Meals**

The host is responsible for providing the following meals for the rules officials:

1. Breakfast (complimentary). Coffee, juice, fruit and pastries should be available in the officials' room or at their hotel.
2. Box Lunches. Each day of competition the lunches should be delivered to the officials' room for distribution.

### **Section 21 – Programs**

The NCAA has the exclusive right to distribute game programs at the competition venue during the championships. The competition venue shall sell the programs delivered to it by the NCAA at all public practices and on each day of competition. The competition venue shall provide all vendors.

IMG College will be responsible for all program production, including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available without prior permission from the NCAA and IMG College. At events where digital programs are available, the host institution/conference may produce a printed supplement at their own expense on the template provided by the NCAA and IMG College, with any income from the sale of this supplement kept by the host. The host institution/conference

should not include expenses or revenues for programs in the championship budget and/or financial report. All program and supplement contents are subject to NCAA approval.

IMG College will be responsible for publishing the official game program for the championships. A representative of IMG College will contact each host media coordinator. IMG College will contract with a representative in each host city to sell local advertising and will contact the tournament manager for references. In addition, IMG College will:

1. Send NCAA advertising guidelines as needed.
2. Contact the appropriate sports information director to obtain the required team information.
3. Handle vending and distribution of the programs. A representative of IMG College will contact the host institution/conference with additional information.

LOC Pages. The host institution/conference will be contacted by a representative of IMG College regarding pages in the championship program. The host institution/conference may select between the following three topics – Host Institution(s)/Conference, Host City or Competition Venue. IMG College will provide a deadline and the word count and specs for text and photos. IMG College will contact individuals who are listed on the institution's online key contact form.

#### **Digital Programs**

Many NCAA championships, including the NCAA Division I Men's and Women's Golf Championships, have adopted digital game programs that can be viewed online or downloaded to a consumer's mobile device, at no charge. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championship.

Digital programs will be available for download prior to the championship at [www.ncaa.com/gameprograms](http://www.ncaa.com/gameprograms) at no charge.

Once championship sites are selected, the NCAA will notify each host institution/conference whether IMG will be providing a printed game program or digital game program.

Please contact the Digital and Social Media group (317-917-6222) with any questions.

#### **Souvenir Programs**

Following each championship, IMG will update the early round digital program for all final round participating schools, update the digital program cover with an appropriate image and include a championship recap page with text provided by the NCAA. IMG establish an on-demand printing option and provide this option to any student-athlete or fan ordering this feature through [www.ncaa.com](http://www.ncaa.com).

#### **Pairings Sheet Templates**

A key element of the digital program plan is to allow hosts the flexibility to be able to produce and sell heat/bout sheets, without being tied to the prior practice of requiring fans to buy a game program with a coupon for a heat sheet. IMG will allow host sites to sell heat sheets with the restrictions mentioned below.



1. The NCAA and IMG will develop a PDF template to be provided to host institutions for use as outlined by IMG and the NCAA. All costs incurred by the host institutions to print, distribute, etc., these sheets should be covered by their vending revenue and is not the responsibility of IMG or the NCAA.
2. A pairing sheet with tee times specific to each practice and competition round is permissible and should include the QR code to the program.

### **Promotion**

The NCAA will assist the host institution/conference to inform fans, ticketholders and participating institutions that the digital programs will replace printed programs.

The NCAA and IMG College will provide the host institution/conference details on means of informing on-site fans of the existence of and directions for accessing the game programs.

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## **Section 22 – Security**

### **Safety and Security**

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

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

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

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

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

### **Crowd Control**

The tournament manager must review crowd control policies with the committee liaisons and is responsible for strict enforcement of these policies. The tournament manager must post signage with the spectator rules location at the first and 10<sup>th</sup> tees.

### **Personnel**

Adequate uniformed security (not necessarily uniformed police) must be provided for any area in which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

Emergency Plans. Facility management must have specific written policies and procedures outlining the facility's emergency/evacuation plans and plans for assignment of security officers in and around the competition site. The NCAA representative and tournament manager should meet with security personnel to discuss existing security procedures and review potential security threats; review the facility to determine potential security problems and discuss the emergency/evacuation plan.

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

### **Non-permissible Items**

The tournament manager and facility staff are responsible for enforcing the NCAA policies described on each ticket back or distributed at the point of purchase. The facility shall encourage patrons to return non-permissible items to their automobiles. Also, an area shall be established for the checking and securing of such articles at the patron's expense.

Laser Pointers. Laser pointers are not permitted.

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

Video Cameras. Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras are permissible, but pictures should not be taken during a players swing.

### **Spectator Photography/Video Cameras**

Flash photography is not permitted on the course. Each institution is allowed one video camera. Signage regarding spectator cameras rules/no flash photography or videotaping should be visibly posted at the entrance of the facility, tees one and 10, the practice green and range. See Appendix D for further information regarding photography regulations.

### **Distribution of Materials**

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

**General Ticket Guidelines and Policies**

It is not expected that a regional host will charge admission; however, if a regional host decides to charge admission, it must follow the same policies as the final event. It is expected that the championships will charge admission. All tickets shall be accounted for at face value and shall become a part of gross receipts. No complimentary tickets are permitted. Strict adherence to this policy and tight control over the issuance of credentials are the responsibilities of the host.

**Complimentary Tickets.** No complimentary tickets are permitted.

**Ticket Prices**

Minimum ticket prices for the championships are as follows:

General admission for all sessions -- \$15

General admission for single session -- \$5

**Discounts.** If discount or package rates are proposed, such plans require the approval of the NCAA. The host shall prepare its proposed ticket plan in consultation with the NCAA national office. Forward any discount or package ticket plans to the NCAA national office no later than December 1 for review.

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

**Ticket Sales, Allocation and Management Plan**

**Host Responsibility.** Hosts are responsible for printing and distributing all tickets within the policies and procedures outlined in this section. Printing expenses are considered permissible games expenses. For on-campus hosts, processing and distribution expenses also are permissible.

**Ticket Design and Printing Approval Process.**

- **Proofs.** Please forward all proofs of the actual ticket and any promotional brochure or literature to the national office for review before mailing or distribution to the public. This is to ensure that all copy contained on the tickets or promotional literature is consistent with current NCAA policy.
- **Design/Printing.** Printing of tickets is a permissible games expense for all sites. Proposed ticket designs (front and back) must be submitted for approval. Hosts should use the NCAA championship logo only in their ticket design. Host institution logos may be included only on the back of the ticket and only if the NCAA logo also is included. The host institution logo may not exceed the NCAA logo in size.
- **Ticket Back (Disclaimer).** 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 D for language that must be on the ticket back.

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#### Section 24 – Transportation

The host institution is urged to assist each team in arranging for local transportation (i.e., reserve team vans in advance or provide names and telephone numbers of companies that could be contacted).

**(Finals only).** Each participating institution and individuals advancing to the finals site are responsible for making their own travel arrangements through the NCAA travel service, Short's Travel Management. The toll-free number is 866-655-9215. All airline reservations should be made through Short's to guarantee reimbursement from the NCAA for air travel. The NCAA will pay for the tickets for the NCAA official traveling party. Participants located within 400 miles of the competition site will be required to travel via ground transportation. **Transportation expenses and per diem shall not be paid for regional qualifying tournaments.**

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#### Section 25 – Volunteers

A volunteer program for the championship should be implemented to accomplish the following goals:

- Provide an enthusiastic and warm welcome to participants and guests;
- Answer questions and provide information to visitors; and
- Contribute to the general excitement surrounding the championship.
- Assist the LOC with championship operations.

Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identify, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship.

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

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

The NCAA may request additional volunteers from the LOC as necessary.

## Apparel

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program, finals site only. Main Gate has been selected as the official NCAA volunteer apparel provider for all 2020-21 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2 ¼ inches square.

The LOC will distribute uniforms during the required volunteer training sessions to ensure each volunteer's commitment. When ordering uniforms, the LOC will ensure that apparel includes women's styles and sizes.

The games management staff, media coordination staff and host media operations staff should be included in overall volunteer numbers and should receive volunteer apparel.

Note: Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.

Name Badges. If the LOC wishes to provide its volunteers or LOC executives with name badges, the design of the name badges must be approved by the NCAA.

## Assignments

Below are the essential volunteers for the administration of the championships. The number of assignments will vary depending on golf course setup, number of scoreboards and number of spotters needed on the fairways.

Tournament directors should remember that it is advisable to establish two shifts for the first three days of the championships and for the first day of match play. These are the four longest days. The fourth and sixth days can be handled by one shift.

	<u>Regionals</u>	<u>Finals</u>
Walking Scorers	25	52
Standard bearer	-	28/20/10/5
Scoring central	3-5	3
Scoring runner	2	2
Hospitality tent	3	3
Media room	3	3
Spotter	15 or more	15 or more
Souvenir merchandise	3	3
Supplemental	3	3
Ecology (trash)	4	4
Water (coolers and cups)	-	4
Parking/traffic	TBD	TBD
Results/pairing sheets distribution	-	2
Forecaddies	TBD	TBD

## **Recognition**

On receipt of a list of key volunteers (maximum of 25 individuals) provided by the host, the NCAA shall prepare an appreciation certificate for each volunteer included on the host's list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.

## **Volunteer Equipment Checklist**

### Walking Scorer

- Two-way radio
- Headset or earpiece
- Clipboard with scoresheets
- Pencils

### Rovers

- Two-way radio

### Standard Bearer

- Scoring standard
- Apron with numbers
- Scorecard

### Scoring Runner

- Clipboard with scoresheets
- Pencils

### Spotter

- Three yellow flags

## **Waivers**

Each volunteer must sign a waiver of liability before the start of the championship (Appendix C). If there is a written agreement governing volunteer service, a release component must be added if one does not already exist. After the championship, all waivers shall be collected and kept on file, in case requested..

## TOURNAMENT MANAGER'S CHECKLIST

The following checklist is provided to assist the tournament manager to ensure that he/she does not overlook the many details that must be addressed in preparing for the golf championships. The items have been listed in alphabetical order for ease of reference. Please refer to the appropriate sections of this manual and contact John Baldwin for more detailed information on each item.

**Awards/Mementos (Finals Only)**

- \_\_\_ 1. When awards arrive (approximately two weeks prior to the championships), check to ensure they have not been damaged, are correctly inscribed and are in the appropriate quantities. Contact the NCAA national office if any discrepancies are noted.
- \_\_\_ 2. Plan an awards ceremony with committee for final day of competition as soon as team and individual champions are determined.
- \_\_\_ 3. The NCAA national office must approve any mementos provided to participants or committee members. The NCAA enhancement funds will provide mementos for the official travel party.

**Commercial Involvement**

- \_\_\_ 1. Review the NCAA local corporate involvement policies from the NCAA Promotions Assistance Guidelines with your staff to ensure that you are in compliance with NCAA policy when attempting to solicit local contributors.
- \_\_\_ 2. Ensure that logos appearing on equipment provided by companies are the normal logos that appear on equipment sold to the public.
- \_\_\_ 3. The NCAA national office will provide official polo shirts (finals only).

**Course**

- \_\_\_ 1. Confirm that the course and its facilities meet the requirements of the Americans with Disabilities Act.
- \_\_\_ 2. Ensure that course has been set up according to specifications as outlined by the appropriate NCAA golf committee (see **Course Requirements**).
- \_\_\_ 3. Provide, to the golf committee and the director of rules and course administration, diagrams of each green with dimensions for determining hole locations.
- \_\_\_ 4. The director of course and rules administration will prepare the notice to competitors (local rules).
- \_\_\_ 5. Obtain the necessary equipment to conduct the championships and ensure that NCAA rules and regulations are followed regarding permissible logos (see **Equipment**).

- \_\_\_ 6. Arrange for sufficient personnel to serve as marshals and fore caddies.
- \_\_\_ 7. Arrange for sufficient personnel to serve as scorekeepers.
- \_\_\_ 8. Arrange for transportation of disabled individuals to specified location on course.
- \_\_\_ 9. The NCAA will provide a weather detection system. The host must arrange for personnel to be trained on the system who will be available throughout the entire event. Please provide a computer with high-speed connection inside committee meeting room.
- \_\_\_ 10. Arrange for a local, certified meteorologist on site to be available to assist the committee.
- \_\_\_ 11. Prepare a course evacuation plan in case of weather or other emergency situation. Have necessary equipment available (horns, sirens, transportation).
- \_\_\_ 12. Arrange for sufficient number of golf carts and personnel to shuttle players/coaches in areas where there are long distances from green to tee and/or the practice areas.

#### **Drug Testing**

- \_\_\_ 1. Appoint an on-site coordinator, preferably a physician or member of your athletic training staff. Specific information regarding the NCAA drug-testing program is sent annually to all head athletic trainers.
- \_\_\_ 2. Supervise on-site coordinator's appointments of personnel and drug-testing site setup.
- \_\_\_ 3. If notified of drug testing (approximately one week before the championships), be prepared to implement per instructions from Drug Free Sport.

#### **Financial Administration**

- \_\_\_ 1. Men's and women's regional hosts are provided a stipend for serving in their role. **(Finals only)**. Periodically review the proposed budget that was approved prior to the championships to ensure that the proposed expenditures will not be exceeded. Budget adjustments may be made prior to the start of competition; however, only extenuating circumstances will be considered.
- \_\_\_ 2. If notified that drug testing will take place, complete the drug-testing budget sent from Drug Free Sport.
- \_\_\_ 3. Regional host stipend checks will be dispersed to the host shortly after the completion of competition. **(Finals only)**. The financial report for the championship must be filed online with the NCAA national office within 60 days following the competition. A separate drug-testing financial report also will be sent and must be filed within the 60 days. All forms are available on the NCAA Web site (ncaa.org).
- \_\_\_ 4. Ensure merchandising arrangements are made as outlined in the operations manual.



**Hospitality**

- \_\_\_ 1. Obtain local contributors to underwrite hospitality functions not covered in proposed budget (i.e., press box meals, special functions for committee, student-athlete hospitality, etc.). Note: Ensure that NCAA local corporate involvement policies are followed.
- \_\_\_ 2. Check with NCAA national office regarding all hospitality plans.

**Lodging**

- \_\_\_ 1. Advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists with the advance mailing. Include this procedure in advance mailing to participants.

**Insurance**

- \_\_\_ 1. Procure primary liability insurance.
- \_\_\_ 2. Forward appropriate insurance certificate to NCAA office at least three months in advance of the championship.

**Media Arrangements**

- \_\_\_ 1. Review NCAA media policies with staff.
- \_\_\_ 2. Ensure that facility set-up has accommodated needs of media (i.e., area where photographers can cover championships and not interfere with competition, interview area, press tent set-up, etc.).
- \_\_\_ 3. Review procedures regarding compilation and distribution of results with media coordinator.

**Medical Arrangements**

- \_\_\_ 1. Make arrangements for championships physician(s) to be on duty, or readily available, during the conduct of the championships.
- \_\_\_ 2. Coordinate with head trainer regarding location at course, supplies, assistants, uniforms, meals, etc. Trainers should be on site at least one hour before the first tee time.
- \_\_\_ 3. Review NCAA medical procedure policy with staff (see handbook).

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**Rules officials**

- \_\_\_ 1. Work in conjunction with the director of rules and course administration to obtain names of the rules officials.
- \_\_\_ 2. Setup a direct bill to host for rules officials' hotel rooms (room rate and tax only; single occupancy).
- \_\_\_ 3. Forward lodging information, schedule of events and travel directions to the rules officials.
- \_\_\_ 4. Make arrangements for a pre-tournament meeting between rules officials and members of the games committee to review rules and general conduct of the championships.

**Participant Manual**

- \_\_\_ 1. Each regional and final site host is responsible for creating a participant manual for teams advancing to their site. The manual will include information regarding the hotels, restaurants, transportation (van rentals), schedule of events, club information, organizational chart and general information concerning the championships. The participant manual should be sent to each of the men's six and women's four regional sites for distribution to the advancing teams from each regional. The participant manual **must** be approved by the NCAA national office. Please allow ample time for approval. The NCAA will provide each host site with a template to update.

**Registration Procedures**

- \_\_\_ 1. Prepare alphabetical list of qualified schools and/or participants for use by registration desk personnel.
- \_\_\_ 2. Prepare packets for all institutions that have student-athletes participating, to include general information regarding the championships, passes for participants and coaches, tickets to hospitality functions, program, etc.
- \_\_\_ 3. Make arrangements for an area at the headquarters hotel and the golf course large enough to accommodate the registration procedures (see **Registration**).

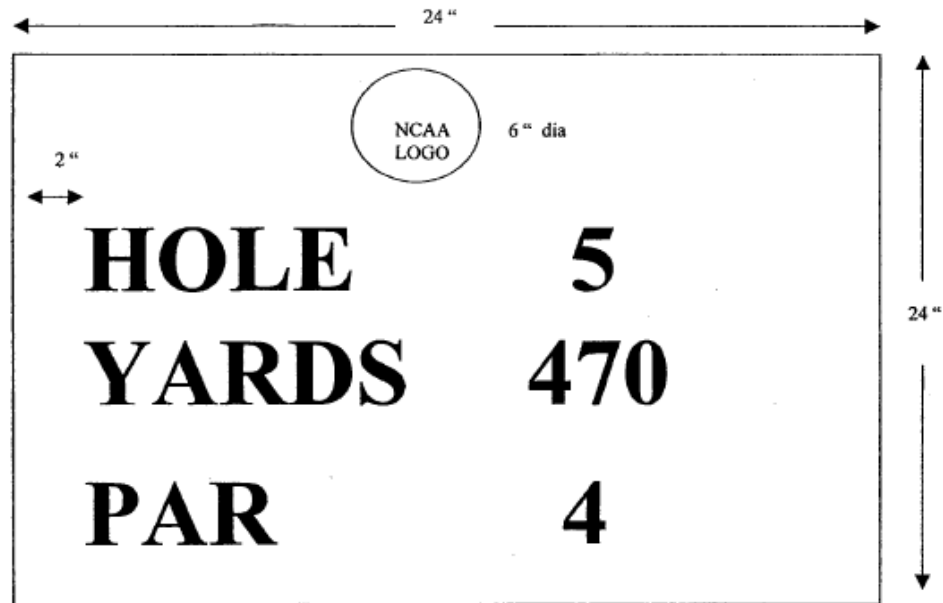
**Tickets/Credentials**

- \_\_\_ 1. Establish ticket prices after consultation with NCAA national office.
- \_\_\_ 2. If discount tickets are to be sold, obtain approval of the NCAA staff liaison.
- \_\_\_ 3. Review credentials. For regionals, the host will develop and provide credentials, as needed. For the finals, the NCAA will produce the credentials and send them to the institution approximately one month in advance. The host is responsible for the security, accountability and distribution of the credentials (see **Tickets/Credentials**).
- \_\_\_ 4. Parking passes (if necessary). Print parking passes for competitors. Plan for two per team.
- \_\_\_ 5. Review security measures regarding tickets, issuance of credentials, access to course, etc. with staff and security personnel (see **Tickets/Credentials**).

**Transportation**

- \_\_\_ Check with rental car companies to ensure that there will be enough 15-passenger vans for all teams.

## Tee Sign Specifications



HEIGHT: 24 inches

LENGTH: 24 inches

LETTERS AND NUMBERS: 3.5" H x 2" W

**SIGNS:** White background-Letters and Numbers and NCAA logo should be painted in either Black or Blue (PMS 300)-DO NOT USE WATER-BASED PAINT!

**HOLE, YARDAGE AND PAR:** Information must correspond to the information provided on the Course Preparation Memo.

Each sign must provide the above information on BOTH SIDES of the sign. This can be accomplished by having two signs made for each tee and attached to either side of the support post.

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.

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

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

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

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

Updated 07/02/2018

The ticket back language should be placed on the back of the ticket stub, 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.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan ([jlogan@ncaa.org](mailto:jlogan@ncaa.org)) and Curtis Franks ([cfranks@ncaa.org](mailto:cfranks@ncaa.org)) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

**NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.**

**NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.**

**NOTE: Handgun policy - text applies only to events hosted in the state of Texas. Remove text if it does not apply.**

THIS TICKET IS A REVOCABLE LICENSE  
USER ACCEPTS RISK OF INJURY

THIS TICKET IS A REVOCABLE LICENSE  
USER ACCEPTS RISK OF INJURY

By using this ticket, Holder (as defined below) agrees to the full terms and conditions of use, as may be amended from time to time, found at [www.NCAA.com/ticketterms](http://www.NCAA.com/ticketterms). The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility.** Holder may only capture any account, description, video, audio, photographs, scoring-related data or statistic ("Content") of, from or at the event on any day of the event throughout the event site (including, for clarity, competition areas on competition days), consistent with all posted rules and instructions of NCAA and/or NCAA staff. Please visit [www.NCAA.com/ticketterms](http://www.NCAA.com/ticketterms) for additional terms regarding Content. Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.** No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. **Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun or a handgun that is carried openly.** Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential, or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

**DATES AND TIMES ARE SUBJECT TO CHANGE**