



**2024
DIVISION I
GOLF
CHAMPIONSHIPS**

CARLSBAD, CA

University of Texas at Austin, Host

***HOST OPERATIONS
2023-24 MANUAL***

Division I Men's and Women's Golf

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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 championship attendee.

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 local organizing committee.

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

ROLE OF NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA partners, 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, broadcast 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.

ROLE OF GOVERNING SPORT 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 sport 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.

NCAA COMMITTEE AND STAFF

NCAA DIVISION I MEN'S GOLF COMMITTEE	
<p>Deedee Brown-Campbell Senior Associate Athletics Director/SWA Texas Tech University</p>	<p>Jim Fee, chair Associate Athletics Director University of South Florida</p>
<p>Jamie Green Head Men's Golf Coach Duke University</p>	<p>John Hauscarriague Senior Associate Athletic Director University of California, Irvine</p>
<p>Ken Jones Associate Athletic Director of Compliance University of Tennessee at Chattanooga</p>	<p>John Kennaday Head Men's Golf Coach San Jose State University</p>
<p>Jon Reehoorn Head Men's Golf Coach Oregon State University</p>	<p>Brian Russell Senior Associate Athletic Director University of Illinois Urbana-Champaign</p>
<p>Joy Vrbka Senior Associate Athletic Director Auburn University</p>	

NCAA TOURNAMENT OPERATIONS STAFF FOR MEN'S GOLF	
<p>John Baldwin NCAA Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317-917-6442 Email: jbaldwin@ncaa.org</p>	<p>Jackie Kawamoto NCAA Championships and Alliances P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317-917-6162 Email: jjkawamoto@ncaa.org</p>

NCAA DIVISION I WOMEN'S GOLF COMMITTEE	
<p>Kalen Anderson Head Coach Women's Golf University of South Carolina, Columbia</p>	<p>Mary Giardina Senior Woman Administrator Florida Atlantic University</p>
<p>Bradford Hurlbut, chair Director of Athletics Fairleigh Dickinson University, Metropolitan Campus</p>	<p>Jon Kasper Senior Associate Commissioner/ Championships & Media Big Sky Conference</p>
<p>Halley Morell Head Coach Women's Golf Bradley University</p>	<p>Mary Lou Mulflur Head Coach Women's Golf University of Washington</p>
<p>Patty Post Director of Golf Programs University of Delaware</p>	<p>Ellie Shannon Sr. Associate AD/Admin & Strategic Operations Wake Forest University</p>
<p>Kari Williams Head Coach Women's Golf Rutgers, The State University of New Jersey, New Brunswick</p>	

NCAA TOURNAMENT OPERATIONS STAFF FOR WOMEN'S GOLF

Mark Bedics

NCAA Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Office: 317-917-6541
Email: mbedics@ncaa.org

Jackie Kawamoto

NCAA Championships and Alliances
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Office: 317-917-6855
Email: jjkawamoto@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 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Alcoholic beverages (beer, wine, malt beverages or other alcoholic beverages with similar alcohol by volume content – i.e., ciders, seltzers) may be sold and dispensed at NCAA Division I and National Collegiate championship and ancillary events, provided that the host, venue, and/or concessionaire:

- Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification.
- Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.
- Agree to pay the NCAA an amount of twenty percent (20%) of the gross revenue generated from the sale of alcohol during the event (and any approved ancillary events), less the pro rata applicable sales tax and credit card fees (without deduction of any operating, costs of goods, indirect, or other expenses, such as overhead, marketing, fulfillment, general & administrative, interest, or other expenses), with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- Following the championship conclusion, provide the NCAA with certain information regarding the concessions activity—including gross sales, direct costs, and applicable taxes—for food, non-alcoholic beverages, and alcoholic beverages sold during the event.
- Execute, as part of the bid submission, the applicable policy and agreement documents maintained in the NCAA Championships Bid Portal.

General

The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events.

The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

Promotional items (e.g., cups, shakers, flags, signs) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

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An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

TOBACCO PRODUCTS

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 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. 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.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

To celebrate and enhance the student-athlete experience at the championship site, the NCAA will work with the local organizing committee to implement a unique and fun way to recognize the champion(s) at the end of competition during the awards. These enhancements should help increase the excitement of the awards presentation and the level of championship branding exposure in photos for student-athlete's memories when looking back on their experience.

This should not add any additional time or delay to TV taking the winning celebration.

When considering what enhancements could work at your championship site, please consider your site and playing surface, whether your championship is indoor or outdoor and weather elements could be a factor, how many teams or individual student-athletes you may have participating in the awards presentation and your budget.

In most cases, enhanced staging and unique signage opportunities are great options for both indoor and outdoor sports. These items can be freestanding or attached to another item easily. Other ideas to consider would be logo cut outs, confetti, streamers, pyrotechnics/fireworks, a short video recap of championship performance(s), champion(s) or coach interview, utilizing pep bands or using an emcee or notable sport representative (i.e., Olympic Medalist) for the presentation.

These items can be covered through the operations budget, as well as the local organizing committee budget. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-966-6790 or narkins@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

The NCAA shall provide all awards for participation in an NCAA championship. The championship manager will provide a manifest of the awards being shipped to your site. You should inventory each box and award ensuring the appropriate quantity and label for the event.

The championship manager will also describe how the awards will be distributed during the championship event.

No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

MTM, Inc., the NCAA national office awards supplier, 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 retaped, closed and secured in a limited-access area.

No additional awards, unless otherwise approved by the championships manager, should be presented to the student-athletes and coaches of the participating teams.

ELITE 90 AWARD PRESENTATION

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. The NCAA championships and alliances staff 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. Mark Bedics or a 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.

Award presentation

When determining the most appropriate time to present the Elite 90 award, the NCAA and host staff should evaluate the time and venue that will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating their accomplishments. The presentation should be semi-formal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

At this time, we would like to present the Elite 90 Award. This award was instituted 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 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

The recipient of the Elite 90 Award for Division X (sport) with a GPA of X.XXX in (major, is student-athlete and institution).

Presentation at the student-athlete banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered in one place with a controlled, semi-formal environment complete with a sound system and set program. Presenting at the student-athlete banquet also alleviates any potential conflicts with the winning student-athlete's participation in or preparation for an NCAA championship event. Guidelines for presentation of this award at the student-athlete banquet are:

- The award should be presented by either the banquet emcee, the NCAA committee chair or the NCAA championships manager.
- The award should be presented near the end of the program and be clearly recognizable as the premier award being given (see student-athlete banquet page for sample run of show).
- The award should be presented after attendees have had a chance to finish their meals.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's SID with a copy of the photo.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.

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In-venue presentation

The NCAA and host staffs are encouraged to look for opportunities for the Elite 90 award winner to be presented their award in the championship venue during a time when most participants and fans are in attendance. While this may not be appropriate for championships that are spread out over multiple venues, large areas, or have multiple games in one day that disperses the crowd chronologically - it should be explored for championships in which the majority of fans are gathered during a predetermined time frame and can provide their undivided attention to the award presentation. The presentation must also not conflict in any way with the student-athlete's participation or preparation for the championship. Examples could be:

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which they are not participating.
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, they may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony in which all participating student-athletes are in attendance and fans are encouraged to attend.

Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. Van Wagner will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships manager (or Branding and Fan Experience representative at Equity and Growth championships) will need to provide Van Wagner the name of the winning individual and a headshot photo if a video board is used for the championship.

The Elite 90, an award founded by the NCAA, recognizes 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 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.

The recipient of the Elite 90 Award for the 2024 NCAA Division I Men's Golf Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *John Doe of State University*).

Press release

On the day of/or prior to the winner of the Elite 90 award being publicly recognized, the NCAA media coordination staff will send out a template of a standard press release to the sports information director of the winner's institution and to the NCAA championships administrator. For selected championships, a press release will be written by a member of the communications or media coordination staff and be provided to national media by the NCAA public relations. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

The NCAA X account (formerly known as Twitter) will promote the 90 winners after the on-site announcement has been made. Mark Bedics will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post.

Host or NCAA championships manager should ensure that a photo of the presentation is taken and emailed to socialmedia@ncaa.org.

For more information on the Elite 90 award winners, log on to [NCAA.com/elite-90](https://www.ncaa.com/elite-90).

PARTICIPATION

Preliminary Rounds

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, **mementos will NOT be permitted at preliminary rounds.**

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).

Section 4 • Broadcasting/Internet

Please refer to “Television Guidelines for Site Selection” of the NCAA Broadcast Manual, which may be found on NCAA.com/media.

Section 5 • Championship Presentation/Fan Engagement

BRANDING

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.

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 commercial 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.

Public Address Scripts

The public address announcer scripts allow game management to keep the flow of the championship moving through the communication of important information to those in attendance. Communicate with your NCAA championship liaison to secure a PA script and run of show for the championship you are hosting.

Video Boards

The NCAA will provide video board content to sites that have such capabilities. The video board content is important to the overall championship experience for student-athletes and those in attendance. Please work directly with your NCAA championship liaison to identify if there is a Van Wagner producer assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

Questions related to video board content logistics should be directed to:

Fred Bowen - Senior Producer
Van Wagner
Telephone: 574-807-5287
Email: fbowen@vanwagner.com

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 Warner Media/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

IN-VENUE ENTERTAINMENT

NCAA championship hosts are encouraged to explore in-venue entertainment options during the championship to keep fans engaged, excited and to enhance the atmosphere for both the fans and student-athletes. Various potential areas of in-venue entertainment and the guidelines associated with them are discussed below. Please discuss any forms of in-venue entertainment you would recommend with your NCAA staff point person for approval.

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Break in action contests or promotions

Hosts should consider continuing regular season halftime/quarter break/timeout contests and promotions or creating new, unbiased or non-sponsored versions of these promotions to use during NCAA championships. Entertainment can also include local performance groups or youth scrimmages. Guidelines and ideas for consideration:

- Must not include any commercial recognition (unless approved/provided by an NCAA corporate champion, partner or official equipment supplier and signed off by a member of the NCAA Corporate Relations staff).
- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- Must not negatively impact the championship playing surface in anyway.
- No links or resemblance to gambling.
- Participants must be randomly selected.
- No bias toward or against any participating team.
- Campus and venue rules must be considered when developing the contest or promotion.
- NCAA championship merchandise purchased by the host (e.g., extra volunteer apparel, committee or contributor gifts, items or certificates purchased from Event 1) make good prizes for these contests as prizes with commercial recognition would not be permitted.

National anthem singers

Hosts are encouraged to explore their resources to bring in local, regional or even nationally recognized celebrities or groups to sing the national anthem (e.g., state beauty pageant winners, recording artists with strong local ties, famous local choir groups or bands). Guidelines and ideas for consideration:

- Local groups or personal contacts who could provide this service at no cost are recommended.
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.

Enhanced team introductions

Examples of this could include using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:

- Must be appropriate and in good taste.
- Must fit safely within given time constraints with no chance of interfering with the competition.
- No bias toward or against any participating team and should be equally executed for all participating teams.
- Should be discussed with the NCAA point person in advance.

Musical entertainment

Participating school bands will be scheduled into the overall championship presentation when they are available. When they are not, the host institution marching band, other school bands or local bands may be appropriate for entertainment during pregame, halftime or other breaks in the action or for greeting fans in the stadium entrance or other congregating area.

Affiliated award recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness.

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-overs, parachute teams, precision drill teams, etc. *Please work with the NCAA CR and In-Venue team to finalize military involvement, as some elements may be influenced by partnership agreements. Please see Military Involvement below for full description and guidelines.*

MILITARY INVOLVEMENT

The NCAA is supportive of inviting the military to participate at NCAA championships if their involvement enhances the championship experience for student-athletes and fans while at the same time honoring the military in an appropriate and unobtrusive manner. At many NCAA championships, local or national military groups have been arranged by the host to perform pregame, during halftime or other breaks in the action. These performances have included, but are not limited to, national anthem performances (military singer, instrumentalist or band), color guard, presentation of large flags, fly-overs, parachute teams, precision drill teams, eagle releases around the national anthem, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person for approval. Some elements may be influenced by partnership agreements, so NCAA review and approval must be provided before finalizing military involvement.

Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Involvement from national touring military groups such as the Air Force Wings of Blue or Army Golden Knights may require costs of travel such as hotel rooms, per diems, rental vehicles and even air travel if a military transport cannot be arranged.
- Host connections with local military bases may be more cost-effective in arranging military involvement
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band... and for all of the American military service personnel who they proudly represent.>").
- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA corporate relationships team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA point person if providing complimentary access to watch the championship before or after their presentation is appropriate and possible.
- When several military groups are in attendance and recognized during one game/session of a multi-day championship, you may want to consider a theme night "Military Appreciation Day/Night." This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

STUDENT-ATHLETE BANQUET

To celebrate and welcome all participating student-athletes and championship personnel at the final site, the host may provide a banquet (or other student-athlete recognition event). The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions,

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partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes. Per NCAA policy, student-athlete banquets (or other celebratory events) are not permitted at preliminary-round sites.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc., in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90-minute time frame should be used as a guiding template. Please note, that a 60-minute event is ideal, and the event should not last longer than 90 minutes.

Words of reflection or invocation are not required but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.

Run of show

- 6:30 p.m. Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)
- Soft A/V presentation (e.g., music, slideshow of participating teams and student-athletes, NCAA tribute video, DII or DIII branding video - optional)
- 6:45 p.m. Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative
- 6:50 p.m. Dinner buffet lines open or plated dinner served
- 7:20 p.m. Guest Speaker (optional)
- 7:40 p.m. Comments by Head Coaches or Q&A with selected student-athletes (optional)*
1. Team 1
 2. Team 2
 3. Team 3
 4. Team 4
- 7:50 p.m. Comments by the NCAA committee chair and the presentation of Elite 90 Award
- Championship Video (if available)
- 7:55 p.m. Closing Comments (emcee with talking points from NCAA or NCAA chair)

* Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers

Best Practices

While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all of the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc., varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

Sample Enhancements

- Unique venue – a skybox club overlooking the host university’s football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium).
- Favors unique to the sport or area – examples include mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site.
- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships).

Coaches’ association award guidelines

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches’ association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.

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- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association.
- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed.

STUDENT-ATHLETE RED CARPET ARRIVALS/TEAM WALKS

At many NCAA championships, a red-carpet arrival or team walk featuring the participating teams and their band and/or cheer squads can be a significant fan enhancement. A red-carpet arrival/team walk allows fans to feel a greater connection with the student-athletes through brief personal interaction that provides lasting memories for young fans and may help create a greater overall impression of the championship for both fans and participating student-athletes, if conducted properly. Listed below are some elements to consider before deciding to conduct a red-carpet arrival/team walk, a list of guidelines for a red-carpet arrival/team walk, and a checklist of items needed for the event.

Elements to consider

- Number of fans - will there be an adequate number of fans to support a red-carpet arrival/team walk and make it a positive experience for the participating student-athletes.
- Timing and location - is there a time and place available in which there will be an adequate number of fans, space and the event will not conflict with the student-athletes' preparation for or participation in the championship (e.g., before each semifinal match concludes, during a highly attended ancillary event surrounding the championship or only before the championship game).
- Equitable participation - will all participating teams have equal opportunities to participate (it is permissible to have a red-carpet arrival/team walk only on championship night with the two final teams only versus semifinal day and championship day).
- Team's experience - this should be a positive experience for all participating student-athletes, and it should not interrupt their team's normal schedule for a competition. It should be communicated to the team's that a 5-15-minute window between teams is needed. Depending on the schedule of the teams you can pre-determine the arrival times or if they do not have any other commitments prior to the arrival at the venue, you can allow the teams to pick their arrival time as long as they are between the 5-15-minute window of separation, giving them more control of their schedule and not interrupting their normal game-day routine.
- Fan's experience - consider the location of the red-carpet arrivals/team walks for the fans as well. Consider using one of the main entrances or going through a fan fest location (if applicable) to the venue so that even if they did not know a red carpet/team walk event was happening, they still might see it and participate.
- Visibility and promotion - is the red-carpet arrival/team walk in a place that will be highly visible and accessible to all fans and/or can it be adequately promoted through social media, NCAA.com, e-blast, signage? Ask each participating team to send out the red-carpet arrival/team walk times to their ticket holders and on their social media platforms as well.
- Timing of buses - Consider the route that the buses will need to drive in order to arrive on the correct side of the street and the time it will take them to get from the hotel to the location of the red-carpet arrivals/team walk.

Guidelines

- The host staff will have primary responsibility for coordinating and managing the red-carpet arrivals/team walk, as well as all staff, volunteer, equipment and logistical needs associated with them.
- The host staff should work with the NCAA staff point person to determine if red carpet arrival(s) or team walk(s) are appropriate, for advice, approval, look and collateral.
- The host should arrange for a walkthrough of the event with the NCAA point person as well as security, the facility rep, bus drivers, team hosts the event sponsor and/or fire marshal when appropriate.

- If a team has a band and/or spirit squad, communicate to the team that they should also participate in the red-carpet arrivals/team walks. If only one team has a band, ask the other team for a copy of their fight song to play over a speaker, if sound is available at the red-carpet arrival/team walk area.
- Select a time when the most fans can be accommodated and student-athletes will be least inconvenienced, consider what time the venue opens to the fans and what time the teams would normally choose to arrive.
- Student-athletes should wear game apparel or matching team issued warmup gear.
- Student-athletes should be escorted by staff, volunteers or security to the security check-in area or their locker room.
- Red carpet arrivals/team walks should have stanchions or barricades to create a safe environment for the student-athletes. Security should also be considered.
- No local sponsorship of student-athlete red carpet arrivals/team walks will be permitted.
- A sound system which can be used in conjunction with the red-carpet arrivals/team walks can be effective in communicating which team is arriving, providing fans with additional championship events and for keeping fans entertained with music and/or team statistics.

Checklist

- Carpet - red, blue or black are all acceptable if the venue has one of these colors on hand, otherwise rent red carpet when the budget allows. Carpet is always preferred, but not essential to making this a successful event.
- Stanchions or other form of a barrier between the student-athletes and fans.
- Red carpet arrival/team walk sign or entrance way (e.g., balloon arch), if appropriate.
- Staff or volunteers.
- Security, if appropriate.
- Lighting elements if it is going to be dark out, depending on the time of the arrivals.
- Tents over the carpet if it is raining, unless the location of the red-carpet arrivals/team walk is already under a covered location, consider cancelation plan (notifying the teams and fans if the weather is not conducive to hold the red-carpet arrivals/team walk).
- Announcements for emcee - instructional, NCAA branding, NCAA corporate champion or partner recognition, team stats, if appropriate.
- Radios or cell phone numbers for communication. Essential for either the team host or bus driver to notify someone at the red-carpet arrival/team walk location of the arrival time changes, if appropriate.
- Other entertainment (e.g., DJ/music, local drum line) to keep fans entertained before and in-between team arrivals, if appropriate.

Section 6 • Commercialism/Contributors

SPACE REQUIREMENTS

Activation of Corporate Champion and Corporate Partner Program. The NCAA may request/require that certain areas of the competition site be made available for use by NCAA Corporate Champions or Corporate Partners (CC/Ps) for the purpose of marketing/promotional events/activities. If such requests are made, the host institution will provide requested space or similar accommodations.

Local Organizing Committee Hospitality. If approved by the NCAA, the Local Organizing Committee (LOC) has the option to host specified events during the championship. Commercial identification of any kind at any LOC function is prohibited unless specifically approved by the NCAA. The NCAA must approve all uses of NCAA logos, names, or other graphics (including school logos). The LOC shall submit detailed proposals (e.g., location, date, time, food and beverage, entertainment, budget), to the NCAA for review and approval at least 60 days in advance of the event. Any such events conducted are conducted at the LOC's expense.

Other Functions. To enhance the experience for participating institutions, fans, and alumni during NCAA championships, the NCAA (in conjunction with a third-party agency) may facilitate an official hospitality program in or outside of the competition site.

PREMIUMS GUIDELINES

Competition Venue shall provide to the NCAA a set of guidelines, similar to those outlined below, that identify items that are not permitted in the venue no fewer than 120 days prior to the first NCAA championship related event. The NCAA will then utilize and share that information with its NCAA Corporate Champions and Corporate Partners.

Laser Pointers. Laser pointers of any kind.

Noisemakers. Artificial noisemakers of any kind including but not limited to, air horns, electronic instruments, inflatable noisemakers, etc. are not permissible. Facility personnel are 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.

Promotional Items. Promotional items (e.g., cups, shakers, flags) with commercial slogans or identification are not allowed on the premises. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc., except products sold/distributed by the NCAA or its agents, may not be distributed on the premises.

Signs, Flags, Banners. Large signs, flags or banners are not permissible. It is the facility personnel's responsibility to confiscate all prohibited articles. Items that can be held by one individual, reflect good sportsmanship and do not block the view of other ticketed patrons may be permitted. In no case may a sign, flag or banner be affixed to the facility.

Video Camera/Still Camera Policies. Ticketed patrons shall not bring video equipment into the facility on game days. Still cameras with a lens no longer than four inches are permissible on any day.

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

The NCAA Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Warner Bros. Discovery and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link:
[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

Currently, local non-CCP corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as "local contributors of the LOC". Local contributors may not use the word "official", "official sponsor of", or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relations staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff. [Click here for more information about the NCAA licensing program.](#)

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. [Click here for the most current list of NCAA licensed or owned trademarks.](#)
3. Downloads of NCAA logos may be obtained through the [NCAA Digital Library](#).
4. The NCAA's position on inclusion of ® and ™ marks is first and most prominent use.

The location of the trademark and how it is used is the primary factor in determining if a trademark symbol should be included in text. If the protected logo location is prominent and the primary focus on the page or product design, an ® or ™ in the text is not necessary. However, if the logo location is placed lower on the page or is secondary to the message being delivered, an ® or ™ in the text or header ([first use only](#)) should be inserted.

In the case of NCAA Women's Final Four, an ® is required after NCAA and after Women's Final Four. The NCAA owns "NCAA" and "Women's Final Four", but "NCAA Women's Final Four" is not a registered mark in itself: NCAA® Women's Final Four®.

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an r-ball only after the Four because the NCAA has already been identified as a registered mark. NCAA Women's Final Four®.

5. In radio and television advertising, NCAA should only be pronounced as N-C-A-A or N-C-double-A. It should not be referenced as "N-C-two-A" or in any other fashion.
6. Official names cannot be changed or abbreviated unless specifically trademarked (Final 4, F4).
7. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: www.memberx.edu/ncaa.

Identification of commercially named venues on NCAA materials

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA championships can be printed, in text-only, on any and all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics).
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks.
- The venue's name and information (without use of logos) will also be included on the dedicated website that the NCAA will provide to sell tickets.

NCAA logo use by commercially named venues

For the purposes of providing information about and promoting the sale of NCAA tickets, the venue/competition site of any round of NCAA championships is permitted to display (subject to NCAA approval of the graphics) the championship site-specific logo as recognition of the event being held in its facility. The NCAA logo must be in the form of a link to a dedicated web page that will be established and/or assigned by the NCAA championship administrator to sell the NCAA tickets.

The following conditions apply to this NCAA logo use:

- The NCAA championship site-specific logo can be used by the venue to communicate the NCAA event as one of the variety of upcoming events at the facility. The NCAA logo must be used only once and only as a part of a group of other logos of events being held at the venue.
- The one-time logo use is limited to the site's "home web page" or "event web page."
- The NCAA logo must be placed in a location on the venue's web page so that there is clear and defined separation between the NCAA logo and any other commercial logos (including that of the commercially named venue). [This is because NCAA Corporate Champions/Corporate Partners and WBD/CBS have graphic exclusivity in the use of NCAA logos and marks.] Logos of the venue's or the website's advertisers/sponsors may be used on the home/event web page even with the NCAA's championship site-specific logo on the same page if those commercial entities are clearly separated from the NCAA logo (e.g., are on a different colored background and are located at the bottom of the website page).
- The venue is not permitted to claim to be "the home," a host or co-host of any session of the NCAA championship.
- The logo provided by the NCAA championship staff cannot be modified in any way.
- ALL uses of NCAA logos must be submitted to the NCAA staff for approval.

NCAA trademarked protection language

NCAA trademarks benefit from consistent "source identification" to the public through basic legal language attributing ownership.

The legal statement should be used on "printed" materials of all types for all NCAA trademarks, except where there is agreement by key staff stakeholders that aesthetic or space limitations prevent legal language. The legal statement is NOT required when the NCAA blue disk or the word NCAA is used alone and part of NCAA-produced materials without any of the conditions below.

- Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
- Printed items that are produced to be "used" by other business entities/organizations including NCAA members and host institutions.
- Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters).

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of "mouse print".

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ali Narracci at anarracci@ncaa.org or 317-790-7596.

For blue disc and/or secondary (word) mark, please use:

- NCAA is a trademark of the National Collegiate Athletic Association.

For blue disc/secondary marks plus another NCAA trademark, please use (for example):

- NCAA and March Madness are trademarks of the National Collegiate Athletic Association.
- NCAA, NCAA Sweet Sixteen and Road to the Final Four are trademarks of the National Collegiate Athletic Association.

For Blue Disc/Secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

- The NCAA, March Madness, Men's Final Four and Women's Final Four are trademarks owned by the National Collegiate Athletic Association. All other licenses or trademarks are property of their respective holders.

NCAA Licensed Trademarks:

College World Series and Women's College World Series: The NCAA is the exclusive licensee of these marks, registered by Major League Baseball, in connection with the NCAA Division I Men's Baseball Championship and the Division I Women's Softball Championship.

All other licenses or trademarks are property of their respective holders.

Helpful Links:

[NCAA Trademarks](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Partners | NCAA.com](#)

OFFICIAL CHAMPIONSHIPS/LICENSEES AND 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, [NCAA Licensing - ncaa.org](#).

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed.

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NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s) name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. **Covering existing signage/product branding.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. If facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noise-making items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.
- i. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 7 • 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 10th 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 10th holes. Water should be available at every hole, if possible.

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.

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- _____ Flags and Flagsticks. The NCAA will order and ship 36 flags to each regional site and 30 flags will be sent to the finals site. The flags will be printed with the championships logo and tournament details on the flag. Host must provide 18 flagsticks that must be uniform in height (at least 7 feet) and in diameter (maximum $\frac{3}{4}$ inch from a point 3 inches above the ground to the bottom of the hole). Additionally, approximately 250 flags per championship may be sent to the finals site as a memento of participating teams (plus coaches) and for individuals.
- _____ 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 both the men's and women's championships, electric golf carts are also assigned to each of the competing institutions for use by the designated coaches (up to 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 10th 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 3 feet by 2 feet, provided by the NCAA) 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.
- _____ 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 scoring 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 10th 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 10th tees and the ninth and 18th greens. Each tent should include a 6-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. 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. No competition at the collegiate level will be allowed at regional host sites beginning the day of regional selections. 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 on the day of championship selections. 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.

Effective 2022-23, it is not permitted to host a Men's regular-season or conference post-season tournament on the same course that is hosting a Men's Regional during that same year.

Courses hosting men's or women's regionals are off limits to outside play during the four dates of the regional, inclusive of the practice round and three competition days. The only exception to this rule will be for the opposite gender team of the host institution, provided that they are still playing in the NCAA postseason at the time of hosting. Course access by the institution's opposite gender team will be limited only to those student-athletes participating in the NCAA postseason and may not begin prior to two hours following the completion of regional competition on any of the four days of the event.

Tournament practice facilities should be used only by those participating in the regional being hosted and should not be used by the host institution's opposite gender team. Team-specific practice facilities can be used by the host institutions opposite gender team if they are not being used for the regional.

While the championship course is off limits during the regional, other courses on property can be used at the discretion of the host facility.

DIVISION I MEN'S AND WOMEN'S GOLF

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. 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 have adopted the following policy for the regular season specific to the finals site that will conduct the respective back-to-back national championships: Beginning Aug. 1, 2023, student-athletes and coaches are prohibited from walking, playing or practicing at the championship finals course (i.e., practice facilities and any additional golf course at the venue) other than those student-athletes and coaches with preexisting course memberships or who are competing in sanctioned events of the state's amateur or professional golf associations, the USGA, LPGA and PGA. Violations of this policy may result in sanctions listed under NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted. Limited exceptions may be approved for members of the Division I Men's and Women's Golf Committees and host planning committee to be on-site during times when championship planning is occurring.

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 1/2 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 7 feet) in color and in diameter (maximum $\frac{3}{4}$ inch from a point 3 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 $\frac{1}{4}$ to $\frac{3}{8}$ 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.

DIVISION I MEN'S AND WOMEN'S GOLF

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 10th tees and the ninth and 18th 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 3½ 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 4½ 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 5 to 6 feet wide depending upon equipment and cut to a height of 1½ 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 6-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 3-foot-by-2-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 ¼ to ⅜ 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.

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.

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.

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-foot by 2-foot scoresheets provided by the NCAA. The scoreboard should be large enough to hold 15 scoresheets for regionals and 36 scoresheets at the finals. At the finals site, hosts should also prepare a bracket, or work with NCAA staff to have a bracket prepared, for 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	9th and 18th 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 Volunteer	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

ONE WEEK PRIOR TO CHAMPIONSHIPS				
Men Finals-60 Regionals-30	Team signs	Parking and driving range	18x12	Coroplast w/stand
Women Finals-72 Regionals-54	Team signs	Parking (2 spots) and driving range (1)	18x12	Coroplast w/stands
Men Finals-12 Regionals-20/per site	Individual names	Parking and driving range	18x12	Coroplast w/stand
Women Finals-36 Regionals-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 by student-athletes, or team or game personnel (e.g., coaches, athletic trainers, managers and game officials), is prohibited during competition. Any student-athlete, or team or game personnel, who uses tobacco during competition shall be disqualified for the remainder of that competition.

Section 8 • Drug Testing

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

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

Section 9 • Equipment

PRACTICE RANGE BALLS

Titleist shall provide 400 dozen practice balls to each of the six men's and women's regional sites. For both the men's and women's championships, Titleist will provide 500 dozen practice balls to the finals site. Practice balls must be boxed and returned to Titleist following the conclusion of competition. Shipping instructions will come directly from Titleist regarding return shipments.

Section 10 • 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 approval 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 documentation requested could include: 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; competition venue rental agreement; and any other documentation to support all information reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

APPROVAL OF THE BUDGET

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. All receipts and expenses associated with the conduct of the championship competition shall be included in the proposed budget. This includes lodging expenses for officials and site representatives, if applicable. The proposed budget must be submitted and approved by the NCAA prior to the first date of competition of the championship. Additionally, best efforts should be made by the host to reasonably forecast expected ticket sales from the given championship.

The host institution is responsible for adhering to championship expenses as approved by the NCAA, including (but not limited to) competition site rental, maintenance, insurance, printing of tickets, ushers, maintenance personnel, ticket sellers, ticket takers, minor officials, police and security, promotion, publicity, advertising, meetings, banquets, medical staff. Other expenses not included in the original proposed budget must be approved in advance by the NCAA.

It is also incumbent upon the host to understand and remit all necessary taxes related to the sale of tickets to the given championship for sales made by both the NCAA and the host at their given state and locality. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not for profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide an outside letter of attestation speaking to their tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "summary" tab as documentation supporting each line of their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

DRUG TESTING EXPENSES

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).

PARTICIPANTS

The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the NCAA travel policies. Once the championship is completed, participating institutions should submit reimbursement through the **Travel Expense System (TES)** within 45 days of the competition. Please note that if you host a championship, the submission of per diem and/or transportation reimbursement is in addition to the host budgeting and approval process defined above.

SITE REPRESENTATIVES

The NCAA representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA.

TRANSPORTATION

Transportation. The NCAA shall pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will approve the individual to get a rental car and the individual will need to call Short's Travel to book.

Local Transportation for Teams. For team sports, eligible for reimbursable ground transportation, must arrange ground transportation through Short's Travel. Individual sports, eligible for reimbursable ground transportation receive mileage reimbursement in accordance with the travel policy.

Air Transportation for Teams. If a school is eligible for air transportation, all air travel must be booked through Short's Travel.

Hotel Room Block for Predetermined Sites. If at an NCAA predetermined championship site, On Location will assist with the management of those hotel room blocks.

NCAA Championship Travel Policies

Section 11 • 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.

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. Six, 54-hole competitions will be conducted to determine the participants in the championships finals. Twelve teams and six individuals, not on those teams, will compete at each regional. 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.

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 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 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 5

- 7 a.m. Practice Facilities open
- 8 a.m. Practice Round
- 4 p.m. Coaches Administrative/Rules Meeting

Monday, May 6

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

Tuesday, May 7

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

Wednesday, May 8

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

MEN'S REGIONALS

Sunday, May 12

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

Monday, May 13

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

Tuesday, May 14

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

Wednesday, May 15

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

WOMEN'S FINALS

Wednesday, May 15

- 10 a.m. to 5 p.m. Coaches/players may walk the course.
- 7:15 p.m. Coaches Meeting

Thursday, May 16

- 6 a.m. Practice Facilities open
- 7 a.m. Practice round begins

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Friday, May 17

- 5:30 a.m. Practice Facilities open
- 6:30 a.m. First round of stroke-play competition

Saturday, May 18

- 5:30 a.m. Practice Facilities open
- 6:30 a.m. Second round of stroke-play competition

Sunday, May 19

- 5:30 a.m. Practice Facilities open
- 6:30 a.m. Third round of stroke-play competition

Monday, May 20

- 9 a.m. Practice Facilities open
- 10 a.m. Final round of stroke-play competition (time approximate).

Tuesday, May 21

- 5 a.m. Practice Facilities open
- 6:20 a.m. Quarterfinals - Match #1 and Match #2 begin (1st and 10th tees)
- 7:10 a.m. Quarterfinals - Match #3 and Match #4 begin (1st and 10th tees)
- 12:45 p.m. Semifinals - Match #5 begins (winner Match #1 vs. winner of Match #2) 1st tee
- 1:35 p.m. Semifinals - Match #6 begins (winner Match #3 vs. winner of Match #4) 1st tee

Wednesday, May 22

- 11 a.m. Practice Facilities open
- 1:35 p.m. Championship Match begins (winner Match #5 vs. winner of Match #6)

MEN'S FINALS

Wednesday, May 22

- 7:15 p.m. Coaches Meeting

Thursday, May 23

- 5:10 a.m. Practice Facilities open
- 6:10 a.m. Practice round begins

Friday, May 24

- 5:15 a.m. Practice Facilities open
- 6:10 a.m. First round of stroke-play competition

Saturday, May 25

- 5:15 a.m. Practice Facilities open
- 6:10 a.m. Second round of stroke-play competition

Sunday, May 26

- 5:15 a.m. Practice Facilities open
- 6:10 a.m. Third round of stroke-play competition

Monday, May 27

- 9 a.m. Practice Facilities open
- 10 a.m. Final round of stroke-play competition (time approximate)

Tuesday, May 28

- 5:15 a.m. Practice Facilities open
- 6:20 a.m. Match #1 and Match #2 begin (1st and 10th tees)
- 7:10 a.m. Match #3 and Match #4 begin (1st and 10th tees)
- 12:45 p.m. Match #5 begins (winner Match #1 vs. winner of Match #2) 1st tee
- 1:35 p.m. Match # 6 begins (winner Match #3 vs. winner of Match #4) 1st tee

Wednesday, May 29

- Noon Practice Facilities open
- 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 coaches, members of the games committee and selected tournament officials at both regionals and finals. Each competing institution may use one cart. Only the designated coach(es) from the participating institution may ride in the institution's assigned cart. Only two people may ride in the cart at one time. Reverse signals should be silenced.

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 coaches, members of the tournament committee and selected tournament officials. Each competing institution may use one cart. Credentialed university administrators are permitted to ride in the institution's assigned cart only when a designated coach from the participating institution is also in the cart; credentialed university administrators are not permitted to drive or ride in the designated cart unless alongside one of the two designated coaches. One of the two designated coaches from the participating institution is required to be in the institution's assigned cart at all times when it is moving. Only two people may ride in the cart at one time, and both designated coaches are permitted to ride in the cart at the same time. Additionally, a substitute player cannot ride in the institution's cart. Reverse signals should be silenced.

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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).

Additional carts may need to be available to assist spectators in need of special accommodations.

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 (up to 24); 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 (36); NCAA committee/NCAA staff (12); 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 scoring (one).

Push/Pull Carts. The use of non-motorized push/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 10th 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.

HEALTH & SAFETY CONSIDERATIONS

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the NCAA Sport Science Institute website. A non-exhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the *Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes* and the *NCAA Sports Medicine Handbook*.

- Blood-Borne Pathogens and Other Biohazards.
- Catastrophic Incidents and Emergency Action Plans.
- Cleaning and Disinfection.
- Inclement Weather, Air Quality and Other Environmental Considerations.
- Independent Medical Care.
- Medical Facilities.
- Medical Disqualification, Removal and Return to Activities.
- Medical Staff: Resources, Communications, Training and Responsibilities.
- Medical Supplies and Equipment.
- Medical Treatment (including for, among others, the following emergency conditions).
 - Asthma.
 - Burners (Brachial Plexus Injuries).
 - Cardiac Emergencies.
 - Cervical Spine Injuries.
 - Concussion and Traumatic Brain Injury.
 - Diabetic Emergency.
 - Head and Neck Injury.
 - Heat Illness and Heat Stroke.

- Hypothermia.
- Mental Health Emergencies.
- Rhabdomyolysis.
- Sickle Cell and Other Exertional and Non-Exertional Collapse.
- Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

In addition, and as a supplement to the legislative and policy requirements and related guidance described above, the following health and safety considerations and expectations will also apply to all championship events.

Ambulance Service

At the NCAA's expense, an ambulance shall be provided for event participants on competition days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

Coaches, Officials, Event Staff and Spectators

Host institutions should consult as necessary with applicable institutional legal, medical and risk management personnel to determine and appropriately plan for the management of emergency and other health and safety incidents involving individuals other than student-athletes that may occur at the championship event or venue.

Medical Staff Credentials and Access

Travel party credentials for participating institutions will include credentials for medical personnel; provided it is the responsibility of the participating institution to include medical personnel in their normal credential numbers. Institutions may include medical staff beyond travel party limits provided they pay for the additional numbers with institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Any medical staff traveling with participating teams will have access to their team participants with the assistance of host medical staff, should an injury occur. If medical staff are not to be seated with the team during any championship event for any reason, they should communicate to host medical staff their seat locations and host medical staff should be prepared to provide all participant medical staff with the necessary credentials to access and provide necessary escort to the team locker room or athletic training room in the event of an emergency. Typically, an access point from the stands supervised by security will allow access by medical personnel to student-athletes.

Portable Immersion Tubs

Portable immersion tubs (hot or cold) are permitted at championship events only where use is a component of an established emergency or other health and safety plan and managed under the direction of sports medicine staff, an athletic trainer or physician in accordance with all applicable institutional and government health regulations and requirements.

Weather Monitoring Systems and Environment Schedule Changes

To support and facilitate host institution management of these weather/environmental considerations and requirements, the NCAA will provide a lightning detection and weather monitoring system to each host institution for use in all rounds of competition for outdoor championships. It is expected that both the site representative and host tournament director will submit relevant email and/or phone contact information as part of system set up to enable timely receipt of all system weather updates. It is important that the location address provided by the site representative and tournament director as part of this set up process is the actual physical location of where the event is taking place. In addition to the on-site weather monitoring system that will be provided by the NCAA, each site representative and tournament director should consider the use of a national storm center forecasting application (e.g. weather.gov or weatherbug.com) and the identification of a local meteorologist contact to further facilitate weather and environmental monitoring.

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule, in each case prior to making or announcing any formal changes to the schedule.

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 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.

MEETINGS

Administrative Meeting. The coaches' pre-championships rules meeting will be conducted Wednesday evening or Thursday morning at the finals site; at regionals, this meeting will be conducted on Sunday. 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 Clippd 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 Clippd for these services. Clippd 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) will be needed 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.

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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 (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 10th 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 individuals will be needed for the final day of stroke play, 20 for the quarterfinals, 10 for the semifinals and five for the championships (finals only).

Starters. Starters shall be assigned for the first and 10th 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

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 time frame 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.

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. Participants at the finals site (players and coaches) are permitted to spectate the women's championship finals following all established spectator rules.

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 format to be determined by the committee. 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.

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 10th 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 10th 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.)

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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. Additional information regarding scorecards will be shared closer to the time of the championships.

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 3 feet wide and 2 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) Host should work with rules officials and yardage books/greens books suppliers for each championship and regional event and should ensure that books can be available for participants for each of the championships and regionals.

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.

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 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 starting times will be in circulation, and that will be at the registration desk. Each 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/credentials 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.

Team Travel Party and Official Lineup Forms must be submitted electronically prior to arriving on site for the regionals and finals. Teams will have until 6 p.m. local time the night prior to the practice round at both the regionals and finals sites to make adjustments to their official lineup. After this time, all lineups will become official, and any subsequent lineup adjustments must be made using the substitution policy.

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: 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: 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.

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- 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).

Men's Championships.

Schedule. Registration shall be open from noon to 6 p.m. Saturday (golf course or hotel) for regionals and 2 to 8 p.m. Wednesday (golf course or 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. Team Travel Party and Official Lineup Forms must be submitted electronically prior to arriving on-site for the regionals and finals. Teams will have until the beginning of the Coaches' Meetings at both the regionals and finals sites to make adjustments to their official lineup. After this time, all lineups will become official, and any subsequent lineup adjustments must be made using the substitution policy.

Coaches must submit the team lineup form, 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: 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: 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) 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. Clippd will be on-site at the finals and shall compute the scoring for teams and individuals. For regionals, Clippd 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 approximately 50 scoresheets per gender to the finals site and approximately 30 scoresheets per gender for regional sites for the main leaderboard. The size of each sheet is 3 feet by 2 feet.

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.

Pairings 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.

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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.

Spectators Requiring Special Assistance. The host institution should designate various appropriate areas to provide a viewing area for spectators requiring special assistance. Volunteers should be available to assist spectators requiring special assistance (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.

The Men's and Women's Golf Committees recognize the unique circumstances surrounding spectators who may require special assistance in order to watch the championships and strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. As such, a protocol should be established with respect to the use of golf carts at regional sites:

1. The head coach should request, in writing, special assistance from the tournament director, no later than the Friday prior to the start of competition.
2. If use of a cart is approved, only an authorized volunteer will be allowed to drive and additional members of the party will be required to walk the course.

At the finals site, the host institution should make arrangements for scooters to be available for rental for spectators requiring special accommodations. Spectator carts should not be available for this purpose at the finals site.

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 after the first of the year.

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, plus one substitute student-athlete.

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 using procedures in the Participant Manuals. 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 pound 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 12'x50' trailer and needs to be driven to the site typically near the 18th green/hole. This trailer is pulled by a 1 ton pick up truck, and needs at least 14-foot 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 air conditioning units under the stage.
 - b. Additional 30-foot long by 10-foot 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.

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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'x15' 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" scoring 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 12 • Health & Safety Considerations

As part of preparation and planning to host and/or participate in championship events, member Institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance with event staff and personnel including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care, consulting with institutional legal, medical and risk management personnel as necessary. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the [NCAA Sport Science Institute website](#). A non-exhaustive list of some of the key health and safety considerations is provided below. More detailed information on each of these topics can be found in the [Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes](#), the [NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events](#) and the [NCAA Sports Medicine Handbook](#).

- Blood-Borne Pathogens and Other Biohazards.
- Catastrophic Incidents and Emergency Action Plans.
- Cleaning and Disinfection.
- Inclement Weather, Air Quality and Other Environmental Considerations.
- Independent Medical Care.
- Medical Facilities.
- Medical Disqualification, Removal and Return to Activities.
- Medical Staff: Resources, Communications, Training and Responsibilities.
- Medical Supplies and Equipment.
- Medical Treatment (including for, among others, the following emergency conditions):
 - Asthma.
 - Burners (Brachial Plexus Injuries).
 - Cardiac Emergencies.
 - Cervical Spine Injuries.
 - Concussion and Traumatic Brain Injury.
 - Diabetic Emergency.
 - Head and Neck Injury.
 - Heat Illness and Heat Stroke.
 - Hypothermia.
 - Mental Health Emergencies.
 - Rhabdomyolysis.
 - Sickle Cell and Other Exertional and Non-Exertional Collapse.
 - Skin Infections.
- Prescription Medications, Banned Substances and Drug Testing.
- Protective Gear and Equipment.
- Sexual Violence.
- Visiting Team Care and Coverage.

In addition, and as a supplement to the legislative and policy requirements and related guidance described above, the following health and safety considerations and expectations will also apply to all championship events.

Ambulance Service

Planned access to an ambulance shall be provided by the championship host. If it is determined that an ambulance should be provided on site, the championship host shall obtain the ambulance service and the incurred cost is reimbursable by the NCAA. Any ambulance used must be equipped in accordance with all applicable government regulations and industry medical and safety standards.

Coaches, Officials, Event Staff and Spectators

Host institutions should consult as necessary with applicable institutional legal, medical and risk management personnel to determine and appropriately plan for the management of emergency and other health and safety incidents involving individuals other than student-athletes that may occur at the championship event or venue.

Medical Staff Credentials and Access

Travel party credentials for participating institutions will include credentials for medical personnel; provided it is the responsibility of the participating institution to include medical personnel in their normal credential numbers. Institutions may include medical staff beyond travel party limits provided they pay for the additional numbers with institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Any medical staff traveling with participating teams will have access to their team participants with the assistance of host medical staff, should an injury occur. If medical staff are not to be seated with the team during any championship event for any reason, they should communicate to host medical staff their seat locations and host medical staff should be prepared to provide all participant medical staff with the necessary credentials to access and provide necessary escort to the team locker room or athletic training room in the event of an emergency. Typically, an access point from the stands supervised by security will allow access by medical personnel to student-athletes.

Portable Immersion Tubs

Portable immersion tubs (hot or cold) are permitted at championship events only where use is a component of an established emergency or other health and safety plan and managed under the direction of sports medicine staff, an athletic trainer or physician in accordance with all applicable institutional and government health regulations and requirements.

Section 13 • Hydration Product

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 must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), 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 (317-292-0464; jbaldwin@ncaa.org) or Mark Bedics (317-966-6762, mbedics@ncaa.org).

Preliminary-Round Sites NOT Receiving POWERADE-Branded Equipment and Product

The host institution may use items other than POWERADE-branded equipment. These items, however, must not display any commercial marks (e.g., logos and graphics of commercial products such as Gatorade), or such marks must be covered completely (this requirement applies on the sidelines and in competition areas, media areas or any other back-of-house areas).

If the host must provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, POWERADE, Coca-Cola, Sprite). Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice; however, equipment carrying any branding other than POWERADE, as referenced above, must be absent of any commercial marks.

Section 14 • Insurance

LIABILITY

If event is held on-campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability (CGL) insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL coverage. (This is the minimum requirement per NCAA bylaws).

If event is held off-campus:

Host institution must maintain and provide proof of at least \$1 million of Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. Certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of CGL coverage. (This is the minimum requirement per NCAA bylaws).

Venue must maintain and provide a minimum of \$1 million in Commercial General Liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured.

Notes:

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Section 15 • Lodging

For all NCAA predetermined preliminary-round competition and predetermined championships, On Location, acting on NCAA's behalf shall contract hotel accommodations for the participating institutions/student-athlete(s). The contracted hotel properties shall be within 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athlete(s). Teams must stay at an NCAA contracted hotel unless otherwise noted. Hosts are no longer required to secure the rooms. On Location, the official hotel management provider of the NCAA, will solicit, negotiate and contract all hotel rooms at these sites.

Championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

The participating institution may use the rooms for persons accompanying the official traveling party.

If an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

MERCHANDISING

The hotel understands that the NCAA exclusively will have first right of refusal to sell products licensed by the NCAA for merchandising at the selected hotels. If the NCAA executes this right, the hotel agrees to provide space in its lobby, tables, electricity, dedicated phone line and a secure storage location for such sales at no charge to the NCAA merchandising agent. The NCAA guarantees that the merchandise will be displayed in a neat, professional manner.

In return, the NCAA merchandising agent will pay to the hotel a percentage of the net sales from the hotel location. Net sales are defined as gross sales minus sales tax and credit card fees. The percentage rate will be a predetermined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

Section 16 • Marketing

CONTACTS

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

EXPECTATIONS

- Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA championship manager can communicate your marketing budget.
- Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship by developing inclusive promotion and awareness opportunities and utilizing diverse targeting strategies.
- Map out the time frame to market the championship.
- Determine how to best use the marketing materials provided by the NCAA.
- Establish grassroots initiatives to implement in your local and regional communities by creating and promoting messaging that resonates with people of all race, sex, class, national origin, creed, education background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and which appeals to diverse communities.
- Explore opportunities with traditional media (print, radio and television) in your area.
- Track marketing efforts and analyze results post-championship to share with your NCAA marketing contact.

MARKETING PLAN

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA championships marketing contact. The marketing should reflect the host's commitment to creating an environment where all guests feel welcome and see themselves represented throughout the championship experience. All marketing plans, marketing budgets and collateral must be approved by the NCAA championships marketing contact prior to implementation.

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal 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 Marketing Portal](#) can be accessed at [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 and password. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

Customizable artwork templates and marketing resources available on the NCAA Marketing Portal include, but are not limited to:

- PRINT
 - Poster
 - Flyer
 - Print Ad
 - Table Tent
- DIGITAL
 - Email blast
 - Banner
 - Social Media Graphics
 - Video Board
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing Best Practices
 - Social Media Guidelines
 - Special Artwork Requests

If you have artwork needs and/or sizing which may not be available on the NCAA Marketing Portal, you may submit a special request through the website. Any additional questions can be directed to ncaachampspromotions@ncaa.org.

All requests 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 Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

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

Television/Video and Radio Ticket Spots. The marketing website allows hosts of select predetermined championship sites to download TV, video, and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA championship marketing contact.

SOCIAL MEDIA GUIDELINES

Host institutions/conferences may use already established social media accounts (Facebook, Twitter, etc.) as a place to promote the hosting of an NCAA championship. However, host institutions/conferences should use marketing messages and assets supplied from or approved by the NCAA (links, web banners, flyers, updates, etc.). If the championship does not have an official NCAA social media page, a host is NOT permitted to create a social media page. The NCAA will make efforts to promote this championship on the established pages, as necessary. Please refer to ncaa.org/sports/2021/3/3/digital-social-media.aspx for a listing of official NCAA social media accounts.

Section 17 • Media Services

The NCAA considers this hosting opportunity a partnership between the host school/conference, facility and the NCAA. The primary objective of everyone involved in the administration of the championship, shall be to provide a memorable championship experience for each participating student-athlete, coach, administrator and tournament attendee.

Note that health and safety protocols related to preparedness, response and protocols might have an effect on the media services detailed below, with any changes provided to all hosts in advance of each championship.

BROADCASTING/INTERNET

Please log on to NCAA.com/media for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at ncaa.org - ncaa.org/sports/2021/2/9/statistics.aspx.

CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites. **PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at NCAA.com/credentialterms, should also be visible at credential pickup.

The following is a sample of the types of credentials that can be produced, if applicable:

- All-Access - For event management-type personnel who need access to every area, including game surface.
- Event Management - For event management staff who do not need All-Access.
- Media - For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- Participant - For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo - For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID - For sports information directors of the participating teams (allows for access to media areas and locker rooms as needed).
- Television Network - If the game is going to be televised by ESPN, Turner Sports, etc., those entities should have their own credentials to allow them to specific places such as the truck compound.

It is up to the tournament director to determine which areas may be accessed with each credential type.

CREDENTIAL QUALIFICATION AND ACCEPTANCE

Final-Round Site - Approximately one month before the start of final site competition, the site media coordinator should send credential application information to media representatives who regularly cover intercollegiate athletics in their markets. The information should be directed to media to apply for credentials at NCAA.com/media, which includes credential application instructions, credential criteria and links to the NCAA media policies. The site media coordinator will approve or deny all credential requests in the online credentialing system (Sport Systems) Credential system training sessions will be conducted. The system will notify via email all media members who apply for credentials whether their request has been approved or denied. If a media member is granted a credential, the site media coordinator is responsible for sending that member of the media information regarding game times, press conference schedules, credential pickup times and location, parking and any other pertinent information.

Preliminary-Round Site – Preliminary-round/site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

** Working credentials will not be mailed. The media coordinator should issue credentials individually at an appropriate site at the venue or at the designated headquarters hotel. A government-issued photo ID is required to pick up credentials. Credentials are non-transferable and will only be issued to the person whose name appears on the credential. Credential pickup for others is not allowed.

CREDENTIAL BOARDS

The NCAA will provide credential boards to all final sites. These are to advise security personnel at the competition venue which credentials are allowed into specific areas of the venue. For credentials that are not allowed into a specific area, use a black marker to cross out the credentials not permitted.

FINAL RESULTS BOOKS AND STATISTICS

The final results book for team championships should include, at a minimum, final statistics, play-by-play summary and results as well as a cover sheet, event recap and postgame notes/quotes.

The host institution shall provide complete statistics of all NCAA championships competition.

FLIP CARDS

Flip cards should be provided to all media members for easy reference to participating team information, where applicable. The flip cards should include all players on the roster and a minimum of their uniform numbers along with the head coach and any assistants. The flip card should include team results as well as standard information regarding the game, such as date, location and opponent.

INTERNET POLICY

The NCAA website, NCAA.com, serves as the official online resource for NCAA championships. Please visit NCAA.com/media for updated NCAA championship internet policies.

The NCAA and its partners own the internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and post-event footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement, referenced above. For clarification purposes, a live statistical representation includes play-by-play, score updates, shot charts, updated box scores, photos with captions, etc.

In the event the NCAA does not produce live statistics for a specific championship, the host institution is given priority to produce exclusive live statistics. The host institution will be given the same exclusivities the NCAA would reserve for its rights holder in such an instance.

Once it is determined that neither the NCAA nor the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

In each case, no commercial advertising is permitted within the live statistics window, unless permission is specifically granted by the NCAA. Any questions pertaining to live statistics should be sent to Nate Flannery, NCAA director of digital and social media (nflannery@ncaa.org).

MEDIA GUIDES AND POSTSEASON GUIDES

The NCAA or host media coordinator should notify each school that qualifies for the championship how many media guides and/or postseason guides should be sent to the championship site and/or if media guides and postseason information should be uploaded to the NCAA box library. If wanting to provide a printed version, the media coordinator should provide an overnight address where the schools can send the information (their office or the facility) and a deadline as to when it should arrive. Consider security when selecting the location where these materials will be shipped.

MEDIA ACCOMMODATIONS

Hotel. If necessary, the media coordinator should arrange for a block of rooms to be set aside for media, preferably at the headquarters hotel. Media members should be given a contact/link at the hotel whom they can call or link to make reservations; this can be listed on the credential application form along with the room rate and deadline for making reservations.

Meals. Media meals are not required at all championships. Disbursements should be guided by the budget which has been established for the championship.

Parking. Complimentary media parking should be provided at all championship host sites. The media coordinator should determine if it would be more effective to use parking passes or a parking list. If passes are used, the host institution must generate them. Media shuttle systems may also be used provided any costs are approved in advance by the specific sport committee and NCAA championships staff liaison.

Media Workroom. If possible, a media workroom should be designated at each site, where media members can file stories following the competition. The workroom should provide an adequate amount of media seating, electrical outlets, complimentary wireless internet access and a pool of high-speed internet lines, if possible. Each school's media guides and/or postseason guides, along with any materials the host institution distributes (statistics, game notes, quotes, etc.), should be located in this area.

NEWS FILM AND MINI-CAMS

Please visit NCAA.com/media for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff. When possible, the media coordinator should designate the reporter from the Associated Press or the local newspaper as the pool reporter. The pool reporter should be clearly designated on the media seating chart and should be listed on the starting lineup sheets (if applicable) distributed prior to competition.

The host media coordinator, who will prepare the statement, will distribute the information to the media after it is reviewed and approved by an NCAA staff representative. Any statement involving an official's interpretation can be read by the news conference moderator in the interview room while the statement is being distributed.

If the involved official does not elect to speak to the pool reporter, the referee will decide whether the referee or the standby official will provide the interpretation on behalf of the officiating crew. The interpretation shall apply exclusively to the specific situation and will only be used to provide an interpretation of a rule.

PERSONNEL

Each media coordinator is responsible for organizing workers to assist in the media operations of the championship. It is important to remind volunteers that they may see very little of the championship competition because of their responsibilities and the NCAA will not pay any expenses. All volunteers should be a minimum of 16 years or older. It is preferred that all media coordination volunteers have experience with media relations or championships.

The number of workers will depend upon the media demand for the games at the site. Communication with the participating SIDs and the media coordinator's knowledge of the area media will help with advance planning.

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel - Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution - Pass out credentials to the media; check government-issued photo ID.
- Mixed Zone Coordinator - Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers - Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.

- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers - Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator - Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Runner(s) - Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Team Escorts - Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

NEWS CONFERENCES

The media coordinator, or a member of the coordinator's staff, will be asked to coordinate all press conferences, including any conducted before the start of championship play. For all formal press conferences, the media coordinator should produce name (table) tents to place on the dais/riser to identify coaches and student-athletes.

ALL STUDENT-ATHLETES AND COACHES MUST BE MADE AVAILABLE FOR INTERVIEWS. With permission from the NCAA, exceptions may be made to the policy.

The open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

Note: In the event that a student-athlete has been selected for drug testing, all media obligations must be fulfilled before going to the drug-testing center.

1. **Individual Championships with no Post-Event News Conference.** Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.
2. **Individual Championships with a Formal News Conference.** Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or NCAA Radio Network, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Press Conference Moderator Duties

1. The press conference moderator should give pertinent game statistics (i.e., leading rushers, passers, tacklers, game records) to media while they wait for the first team to arrive. Statistics should be distributed to the media, coaches and student-athletes as soon as they arrive.
2. Media coordination representatives should obtain the names of the student-athletes who will be attending the press conference and give them to the host or NCAA media coordinator, who then will provide them to the moderator so that they can be announced in advance.
3. The moderator should open the press conference by asking the head coach for their opening statement.
4. After the coach's comments, the moderator should invite questions from media.
5. If necessary, the moderator should direct a question to student-athletes to get them involved, if the media do not do so.
6. Limit the losing team to 10 minutes and the winning team to 20 minutes.
7. The moderator should keep the flow of the press conference moving. If there is a gap of time between questions, limit questions to one more and then thank the head coach and student-athlete(s).

Press Conference Setup. Each host media coordinator should designate an interview room or area at the facility, and an individual to coordinate the activities in it. The interview area should have a public address system and an elevated head table.

Media coordinators should use an audio mixer (mix down unit) in the interview area to permit individuals using microphones to attach their equipment to it, eliminating the presence of audio equipment and/or operators in front of, or adjacent to, the speakers at the dais.

The following is a checklist of suggested minimum requirements for the interview room:

- Seating for a minimum number of media or VIPs (check with the previous host for an approximate number).
- Risers or an area with an unobstructed view for television cameras.
- Table for a minimum of 4-6 interviewees.
- Sufficient electrical outlets.
- Sufficient lighting for dais and workspaces.
- Mult box.
- Wireless microphones.

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA. Quotes from formal press conferences shall be made available to the media immediately following each game.

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please see Appendix G for further information regarding photography done at the championships.

PHOTOGRAPHY AREA POLICIES

The media coordinator shall be prepared to designate "photographer positions," should media requests warrant it. "Prime" positions should be given to NCAA Photos and/or Getty Photos, or otherwise rotated among members of the media. All special requests (i.e., placing a remote camera on the backboard) must be approved by NCAA staff or site representatives.

PROGRAMS

Championships will feature either a printed or digital game program, which the NCAA and LEARFIELD Publishing has the exclusive right to post/distribute at the competition venue during the championship. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available. Any publications delivered to the venue are the property of LEARFIELD before, during and after the event.

LEARFIELD will be responsible for all program production, including editorial content, layout and design, advertising and printing. Championship media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD. Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfield.com).

LEARFIELD encourages the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes), provided any such materials:

- Are only distributed with the purchase of a program.
- Do not include information available in the program.
- Do not include advertisements.

The host should not include expenses for such supplements in the championship budget and/or financial report. All supplemental content is subject to NCAA and LEARFIELD approval.

RADIO/INTERNET AUDIO COVERAGE

Radio broadcast rights and made-for Internet audio at any NCAA championship may take place only through advance written request and permission of the NCAA media services group. (Refer to NCAA.com/media.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto NCAA.com/content/audio-policies-0.

SEAT ASSIGNMENTS

Media coordinators should provide preferred seat locations for media agencies that regularly staff games played by the participating and host institutions. Media seating charts should be posted to the media work areas in advance.

SECURITY

Security personnel should be instructed to protect the working media areas and interview area, especially before and after each game, and to limit access in all restricted areas to individuals wearing credentials.

STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, NCAA.com, with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

- Email the information to NCAA-Editorial@warnermedia.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 the message box.
- Attach HTML box score, if available.

TEAM VIDEOGRAPHER

Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site. For the latest information and policies in regard to team content, go to "Team Content Policy" link at [NCAA.com/media-center/broadcast-services](https://www.ncaa.com/media-center/broadcast-services).

INTERNET

Complimentary wireless internet access must be available at all championship rounds for media use. The host institution may NOT assess an additional "hookup fee" to any media agency. Any wireless charges should be charged to the host or reflected in the proposed budget.

TELEVISION

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison, media coordinator or member of the broadcast staff. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at [NCAA.com/media](https://www.ncaa.com/media).

LIVE STREAMING

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live stream of the event.

Apply for NCAA internet streaming rights online at [NCAA.com/rights-request](https://www.ncaa.com/rights-request). Questions about Internet streaming can be directed to Nate Flannery (317-917-6523; nflannery@ncaa.org).

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

NCAA Championship hosts and LOCs are welcome to build a city specific microsite to house local information regarding things-to-do, travel tips, restaurants, volunteer info, etc. The primary purpose of the microsite should welcome fans enhance their experience in preparation for traveling to your city. The following information should assist you with the creation of a local microsite.

Please note: the URL for your microsite should not be promoted and will be linked directly through NCAA.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on NCAA.com.

DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

- Local fan gathering and entertainment locations.
- Shopping and dining.
- Special attractions.

LOCAL NEWS

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include information about the competition.

VENUE AND TRANSPORTATION INFORMATION

City transportation and host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map and details, Google map.

- Venue security information.
- Public transportation options.

VOLUNTEER INFORMATION

The microsite can contain additional details to recruit and register volunteers. A general overview, schedule and registration information are commonly found details within this section.

TRAVEL INFORMATION

Hotel, car rental and other travel accommodations should link to: [NCAA.com/Travel](https://www.ncaa.com/Travel).

SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to NCAA.com with the use of the NCAA.com logo.

EMAIL SIGN UP

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: [NCAA.com/newsletter-signup](https://www.ncaa.com/newsletter-signup)

LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at ncaa-logo.pd.dmh.veritone.com/user/login;requireLogin=true.

COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

The following are guidelines for use of NCAA trademarks and the process for requesting licensing for photos:

Host cannot promote or click thru to any URL other than NCAA.com.

- Host corporate partner marks or any commercial advertising are prohibited from being displayed on the microsite.
- The NCAA primary logo must be displayed more prominently than any other logo and must precede or be placed above any other identification marks. If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion.
- Photos from previous years' championships can be accessed by submitting a request form here: ncaaphotos.photoshelter.com/contact
- The microsite must adhere to fair and equitable treatment for ALL participating student-athletes and schools.
- Trademark script must be included on the homepage of the site. This text can be in a mouse print format at the bottom of the page as follows: *NCAA is a trademark of the National Collegiate Athletic Association.*

A complete list of NCAA trademarks and trademark protection can be found by [clicking here](#).

SOCIAL MEDIA

All social media icons should link to the appropriate NCAA-hosted platforms for the championship. The official list of NCAA social media pages and hashtags may be found at [NCAA.com/Social](https://www.ncaa.com/Social).

MOBILE VERSION

The NCAA championship information pages will be mobile friendly. In order for the microsite to convert to mobile devices, pages will need to be created for use on a mobile site.

LOCAL CONTRIBUTOR RECOGNITION

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only.
- The NCAA's logos need to be removed from that specific page.

DIVISION I MEN'S AND WOMEN'S GOLF

- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled “Local Contributors”.
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

MICROSITE EXAMPLES

If you would like to review an approved championship microsite, please reference one of the following pages:

- Utah March Madness First & Second Round: <http://www.uteathletics.com/ncaa/>
- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, 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 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 upon requesting a credential. Photo sales on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special rate and are bound by the following rights:

“For official NCAA member institution athletic department website, social media and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing.”

For internal member institution use, please contact Clarkson-Creative at 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. For all other uses, please contact Howie Burke (howie.burke@gettyimages.com).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through Getty Images. To license an NCAA championship event photo, please visit on.ncaa.com/NCAAonGetty.

For additional questions regarding championship photography, please contact Nate Flannery (nflannery@ncaa.org; 317-917-6222).

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: <https://on.ncaa.com/SocialLinks>

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are a school, LOC, Sports Corporation, venue, or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by the NCAA (links, web banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

A host should not create a social media account or page (Facebook page, Twitter (X) feed, Instagram, Snapchat, TikTok account, etc.) solely devoted to promoting an NCAA championship. These pages become outdated, distract fans from established pages and fracture the NCAA message.

Please send direct questions, ideas, or news to Chris Dion, cdion@ncaa.org.

Section 18 • Merchandise/Licensing

ADMINISTRATION

The NCAA licensing 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).

AVAILABILITY

An online ordering system will be available to participating institutions interested in ordering Event 1, Inc., merchandise in advance of the championship. Orders will be shipped by Event 1 directly to the participating institution's campus.

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 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.

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 8 a.m. 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. 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.

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- 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 Wi-Fi network connection to support the merchandise sales effort at no extra 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 two 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 seven 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.

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.

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 and 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

This championship will feature a digital game program that can be viewed online or downloaded at no charge. This program will be available online generally no later than two days prior to the first day of the event.

All digital programs available can be found at [NCAA.com/gameprograms](https://www.ncaa.com/gameprograms).

CONTENT/EDITORIAL

LEARFIELD Responsibilities

Responsible for all program production, including editorial content, layout and design, advertising, and printing.

Host Responsibilities

Media contact should provide LEARFIELD with text and photos for editorial pages about host institution/venue/city, if requested by LEARFIELD.

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Clerrinda Queen (clerrinda.queen@learfield.com).

PROMOTION

The NCAA will provide a PDF including a QR code that links to the digital program, a URL where the digital program can be accessed and imagery of the NCAA's Corporate Champions and Partners. This PDF, or digital handout, is also shared with participating schools for their promotional use.

If you would like this information ahead of time, please contact your NCAA administrator.

Best Practices

Below are a few best practices for promoting the championship digital program.

- Distribute the digital handout to fans.
- Create signage to direct fans to the digital program by using elements on the digital handout.
- Post the link on athletics and school-affiliated websites.
- Share the link on athletics and school-affiliated social media outlets.
- Share the link with student-athletes, faculty, alumni organizations and local media outlets, and any other group that may have interest.

SUPPLEMENTAL HANDOUTS

At championships sites where a digital program is available, LEARFIELD allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

- Do not include any advertisements, local sponsor logos, etc.
- Include the QR code and URL to the digital program.
- Include the NCAA Corporate Champions and Partners imagery.

Printed supplements may be distributed free or sold, with all proceeds retained by the host. The host should not include expenses for such supplements in the championship budget and/or financial report.

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

If you have any questions, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@learfield.com) at LEARFIELD.

Section 22 • 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 for Venue Safety and Security](#) when developing a safety and security program.

The suggestions outlined in the 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.

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. 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.

WEATHER

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule prior to making or announcing any formal changes.

Lightning and Weather Detection Service

The NCAA has made arrangements to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include their emails and/or phone numbers via text to the weather monitoring system so updates will be received. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the tournament director make contact with a local meteorologist to further facilitate weather and environmental monitoring.

Section 23 • Transportation

PARTICIPATING INSTITUTIONS

Teams eligible for air travel must arrange make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at ncaaalo@shortstravel.com.

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book on-site ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at ncaachamps@stmdriven.com.

The home side ground transportation will be arranged by the institution in accordance with NCAA safety standards. Institutions that are eligible to drive to the championship will book ground transportation independently in accordance with the NCAA safety standards and seek reimbursement through the NCAA Travel Expense System (TES).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at travel.ncaa.org.

All NCAA Championship travel information can be found [here](#).

PARKING

The host institution is responsible for securing complimentary parking at team hotels for team buses and any courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses and courtesy cars at the competition venue.

Section 24 • Volunteers

GOAL AND RECRUITMENT

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;
- Contribute to the general excitement surrounding the championship; and
- 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.

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.

APPAREL

Unless otherwise communicated to the host, the NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 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 2¼ inches square.

The LOC will distribute apparel during the required volunteer training sessions to ensure each volunteer's commitment. When ordering apparel, 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.

Appendixes

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Appendix A • 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 live scorers.
- _____ 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. The Finals site host should 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). *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).
- _____ 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 and women's 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 (final site only).
- _____ 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

- _____ 1. Check with rental car companies to ensure that there will be enough 15-passenger vans for all teams.

Appendix B • Tee Sign Specifications



Minimum size of sign: 24" x 24"

Minimum size of letters and numbers: 3.5" H x 2" W

Signs should be printed on a white background. Letters, numbers and the NCAA logo should be printed in either black or blue, and water-based paint should not be used.

The hole, yardage, and par information should correspond to the information provided to participants.

Each sign must be placed on a support post and must provide the above information on both sides of the sign. This can be accomplished through double-sided printing, or by printing two signs and placing on either side of the support post.

Appendix C • Volunteer Waiver

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

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

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

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

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

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

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

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

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is

permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

Signature of Participant	Date
--------------------------	------

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

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

Appendix D • HSR Claim Form

Policy Name: NCAA Championship Policy
Policy Number: SR2014IN-P-50632

Claims Filing Instructions

This policy provides excess accident medical coverage for injuries sustained while participating in a covered activity or covered travel as defined by the policy. Medical bills must be submitted to all other valid and collectible insurance plans prior to submitting to this plan for consideration. **HSR** will consider benefits according to the terms and conditions of the policy after other available insurance has processed the claim. Please read the following to expedite the claims process.

PART I – POLICYHOLDER'S REPORT

Part I should be completed and signed by a representative of the Policyholder (e.g. coach, official, track/club official, etc.).

PART II – OTHER INSURANCE STATEMENT & PART III – AUTHORIZATION TO PAY BENEFITS TO PROVIDER

To submit a claim for consideration complete Part II and III, if a minor, the parent/guardian should complete form and submit to **HSR**. Please note the following:

- Incomplete claim forms are one of the most frequent reasons claim payments are delayed.
- Answer and complete the section regarding “PART II - OTHER INSURANCE STATEMENT”, marking either “yes” or “no”, and signing the line for authorization. By marking “yes”, this will allow **HSR** to communicate with the doctors/hospital(s) concerning your claim to expedite the claims process.
- Make a photocopy for your records either mail, email, or fax to the below.
- It is your responsibility to submit completed claim form to **HSR**.

CLAIMS CONSIDERATION

1. To streamline the process, please notify all doctors/hospitals of all available health insurance, as well as, the excess accident medical coverage. Provide them **PAYOR # 65449 for HSR billing**. This will allow the medical provider to forward the itemized bills directly to **HSR**.
2. If you have already received treatment related to injury and did not know about this coverage, then please send all statements/itemized bills to **HSR** at the address shown below.
 - Note, an itemized bill should include the name of the doctor/hospital, their complete mailing address, telephone number, the date of service/treatment, the type of service/treatment and the specific itemized charges incurred. **Balance Due** statements do not include the required information to consider charges.
3. In addition to the itemized bill(s) copies of the corresponding Explanation of Benefit(s) from other valid and collectible insurance showing their claim consideration are required to consider charges.

Health Special Risk, Inc.

4100 Medical Parkway, Suite 200

Carrollton, TX 75007

Customer Service at (800) 328-1114

Fax: (972) 512-5820

Email: claims@hsri.com

Available: Monday – Friday 8:00 am to 6:00 pm Central



Policy Name:
NCAA Championship Policy

Policy Number:
SR2014IN-P-50632

- 1. PLEASE FULLY COMPLETE THIS FORM
- 2. ATTACH ITEMIZED BILLS
- 3. MAIL TO HSR
- E-mail : claims@hsri.com

HSR Plaza II
4100 Medical Parkway
Carrollton, Texas 75007
Phone: (972) 512-5600 Fax: (972) 512-5820
Toll Free (800) 328-1114

PART I – POLICYHOLDER’S REPORT

1. Claimant’s Name (Injured Person)		2. Social Security Number	3. Gender <input type="checkbox"/> M <input type="checkbox"/> F	4. Date of Birth	5. E-Mail
6. Address of Injured Person and Best Contact Phone Number (Include Area Code)					
7. If Applicable, Parent’s Name, Address, and Best Contact Phone Number (Include Area Code)					
8. Date and Time of Accident		9. Place where Accident Occurred		10. The injured person was a: <input type="checkbox"/> Participant <input type="checkbox"/> Staff Member <input type="checkbox"/> Guest <input type="checkbox"/> Volunteer	
Dental Claims	11. Indicate which Teeth were Involved in the Accident		12. Describe Condition of Injured Teeth Prior to Accident: <input type="checkbox"/> Whole, Sound, and Natural <input type="checkbox"/> Filled <input type="checkbox"/> Capped <input type="checkbox"/> Artificial		
13. Type of Injury (Indicate Part of Body Injured – e.g. broken arm, sprained ankle, etc.)				Did Injury Result in Death? <input type="checkbox"/> YES <input type="checkbox"/> NO	
14. Describe How Accident Occurred – Give All Possible Details					
15. Did Accident Occur (Check Yes or No for Each of the Following):					
A. During a policyholder programmed, sponsored & supervised, or sanctioned activity?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
B. On activity premises?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
C. While on the job (if applicable)?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
D. While traveling directly and uninterruptedly to or from home and policyholder premises?				<input type="checkbox"/> YES	<input type="checkbox"/> NO
E. During intercollegiate/scholastic athletic practice?		<input type="checkbox"/> YES <input type="checkbox"/> NO or competition?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
16. Name of Event or Activity			17. Name and Title of Supervisor		
18. Name of Policyholder					
20. Signature of Policyholder Representative			21. Title of Policyholder Representative		22. Date

PART II – OTHER INSURANCE STATEMENT

Do you/spouse/parent have medical/health care or is the Claimant enrolled as an individual, employee or dependent member of a Health Maintenance Organization (HMO) or similar prepaid health care plan, or any other type of accident/health/sickness plan coverage through your employer or other source on you or does your son/daughter have health care coverage as a dependent from your previous marriage as mandated in a divorce decree? YES NO

If Yes, name of insurance company _____ Policy # _____
 Name of insurance company _____ Policy # _____
 Claimant’s primary employer name, address, and phone number _____
 Mother’s primary employer name, address, and phone number _____
 Father’s primary employer name, address, and phone number _____

IF OTHER INSURANCE OR HEALTH CARE PLANS EXIST, PLEASE SUBMIT COPIES of their EXPLANATION OF BENEFITS along with your claim. IF NO OTHER INSURANCE or HEALTH PLAN EXISTS, PLEASE READ & SIGN BELOW.

I agree that should it be determined at a later date there is insurance (or similar), to reimburse **HEALTH SPECIAL RISK, INC.**, or the insurance company to the extent of any amount collectible.

SIGNATURE OF PARTICIPANT OR PARENT	DATE
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PART III – AUTHORIZATION TO PAY BENEFITS TO PROVIDER

I authorize medical payments to physician or supplier for services described on any attached statements enclosed. (if not signed, submit proof of payment)

SIGNATURE _____ DATE _____

I hereby authorize any insurance company, hospital, physician or other person who has attended or examined the claimant to disclose when requested to do so, all information with respect to any injury, policy coverage, medical history, consultation, prescription or treatment, and copies of all hospital or medical records. A photo static copy of this authorization shall be considered as effective and valid as the original.

SIGNATURE _____ DATE _____

FRAUD STATEMENTS

FOR RESIDENTS OF ALL STATES OTHER THAN THOSE LISTED BELOW:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Alaska and Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false, incomplete or misleading information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and may be prosecuted under state law.

Arizona: For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

Arkansas, Louisiana, Maryland, West Virginia & Rhode Island : Warning: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

California: For your protection California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

Connecticut: This form must be completed in its entirety. Any person who intentionally misrepresents or intentionally fails to disclose any material fact related to a claimed injury may be guilty of a felony.

Delaware, Idaho, Indiana: Any person who knowingly, and with intent to injure, defraud, or deceive any insurer, files a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

District of Columbia: Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Florida: WARNING :Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Hawaii: For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

Georgia: Any natural person who knowingly or willfully

- 1) Makes or aids in the making of any false or fraudulent statement or representation of any material fact or thing:
 - a) In any written statement;
 - b) In the filing of a claim; or
 - c) In the receiving of money for an application for a policy of insurance for the purpose of procuring or attempting to procure the payment of any false or fraudulent claim or other benefit by an insurer;
- 2) Receives money for the purpose of purchasing insurance and converts such money to such persons own benefit;
- 3) Issues fake or counterfeit insurance policies, certificates of insurance, insurance identification cards, or insurance binders; or
- 4) Makes any false or fraudulent representation as to the death or disability of a policy or certificate holder in any written statement for the purpose of fraudulently obtaining money or benefit from an insurer commits the crime of insurance fraud.

Maine: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines, or a denial of insurance benefits.

Michigan, North Dakota, South Dakota: Any person who knowingly and with intent to defraud any insurance company or another person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and subjects the person to criminal and civil penalties.

Minnesota: A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

Nevada: Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under state or federal law, or both, and may be subject to civil penalties.

New Hampshire: Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

New Jersey: Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

New Mexico and Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Ohio: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma: WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Oregon: Warning: Any person who knowingly, and with intent to defraud any insurance company or other persons files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto, may be subject to prosecution for insurance fraud.

Tennessee, Virginia, Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purposes of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

Texas: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Appendix E • Catastrophic Injury Reporting

NCAA Catastrophic Injury Insurance Program Injury Reporting Guidelines

How to Report a Claim

Contact American Specialty Insurance Services, the insurance program administrator, at:

800/245-2744

This number is monitored 24 hours a day, 7 days a week. American Specialty will contact Mutual of Omaha, the program insurer, to initiate the claims management process.

Information to Report

When you contact American Specialty, the following information will be requested:

- Name of Student-Athlete
- Name of School
- Date of Injury
- Type of Injury Sustained
- Sport Involved
- Activity During Which Injury Occurred (e.g., practice, competition)
- Information about Other Insurance Available to Student-Athlete

When to Report

True catastrophic injuries should be reported **no later than the first business day following the injury** and include:

- Spinal cord injury
- Severe head and neck trauma
- Partial or complete paralysis
- Injuries resulting in severely diminished mental capacity or other neurological injury that results in inability to perform daily functions
- Irrecoverable loss of speech or hearing (both ears) or sight (both eyes) or both arms or both legs or one arm and one leg

If the claim is for an injury that does not meet the above description, but there is reason to believe that expenses will breach the NCAA catastrophic injury insurance program deductible, report the claim as soon as you have knowledge that the claim may or will involve the NCAA policy.

DIVISION I MEN'S AND WOMEN'S GOLF

AMERICAN SPECIALTY INSURANCE & RISK SERVICES, INC.
 7609 W. JEFFERSON BLVD., SUITE 150
 FORT WAYNE, IN 46804-4133
 PHONE: 800.566.7941 FAX: 260.969.4729



FIRST REPORT OF ACCIDENT

DATE OF INCIDENT _____ TIME OF INCIDENT _____ AM/PM Team/Club/Organization: _____ Address: _____ Telephone Number: _____	DOES THE INJURED PERSON HAVE OTHER MEDICAL INSURANCE? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please provide: Name of Company: _____ Policy #: _____
INJURED PERSON: <input type="checkbox"/> Athlete <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Other _____	DID THIS TAKE PLACE DURING: <input type="checkbox"/> Practice <input type="checkbox"/> Pre-Game <input type="checkbox"/> During Game <input type="checkbox"/> Post Game <input type="checkbox"/> While Traveling <input type="checkbox"/> Other _____

INJURED PERSON INFORMATION

Last Name	First	Middle	Telephone Number ()	<input type="checkbox"/> Single <input type="checkbox"/> Married
Address			Social Security Number _____	
City			Employer Name _____	
State			Address _____	
Zip			_____	
Age	D.O.B.		<input type="checkbox"/> Male <input type="checkbox"/> Female	

GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)

Last Name	First	Middle	Telephone Number ()
Address			
City			
State			
Zip			

INCIDENT LOCATION <input type="checkbox"/> Competition area <input type="checkbox"/> Concession area <input type="checkbox"/> Parking lot <input type="checkbox"/> Admission area <input type="checkbox"/> Restrooms/locker rooms <input type="checkbox"/> Off property <input type="checkbox"/> Premises/grounds <input type="checkbox"/> Store area <input type="checkbox"/> Bleachers/stands	INCIDENT <input type="checkbox"/> Assault/Sexual <input type="checkbox"/> Slip, bodily reaction <input type="checkbox"/> Assault/Non-Sexual <input type="checkbox"/> Slip/Fall <input type="checkbox"/> Fall (different level) <input type="checkbox"/> Aquatic <input type="checkbox"/> Fall (same level) <input type="checkbox"/> Overexertion <input type="checkbox"/> Caught in, on, between <input type="checkbox"/> Collision (with object) <input type="checkbox"/> Collision (participant/participant) <input type="checkbox"/> Collision (participant/spectator) <input type="checkbox"/> Collision (spectator/spectator) <input type="checkbox"/> Struck by falling/flying object <input type="checkbox"/> Animal/insect bite/sting	PRIMARY INJURY <input type="checkbox"/> Allergy <input type="checkbox"/> Dislocation <input type="checkbox"/> Nausea <input type="checkbox"/> Amputation <input type="checkbox"/> Electrical Shock <input type="checkbox"/> Stroke <input type="checkbox"/> Abrasion <input type="checkbox"/> Foreign Body <input type="checkbox"/> Burn <input type="checkbox"/> Laceration <input type="checkbox"/> Fracture <input type="checkbox"/> Death <input type="checkbox"/> Drowning <input type="checkbox"/> Heat Exhaustion <input type="checkbox"/> Pain <input type="checkbox"/> Hypertension <input type="checkbox"/> Cardiac <input type="checkbox"/> Illness <input type="checkbox"/> Cold Injury <input type="checkbox"/> Contusion <input type="checkbox"/> Seizures <input type="checkbox"/> Concussion <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Tooth/Mouth <input type="checkbox"/> Sting/bite
BODY PART INJURED <input type="checkbox"/> Eye (L/R) <input type="checkbox"/> Torso <input type="checkbox"/> Arm (L/R) <input type="checkbox"/> Nose <input type="checkbox"/> Back <input type="checkbox"/> Tooth <input type="checkbox"/> Neck <input type="checkbox"/> Face <input type="checkbox"/> Head <input type="checkbox"/> Ear (L/R) <input type="checkbox"/> Leg (L/R) <input type="checkbox"/> Knee (L/R) <input type="checkbox"/> Ankle (L/R) <input type="checkbox"/> Internal <input type="checkbox"/> Hip (L/R) <input type="checkbox"/> Shoulder (L/R) <input type="checkbox"/> Foot (L/R) <input type="checkbox"/> Elbow (L/R) <input type="checkbox"/> Hand (L/R) <input type="checkbox"/> Wrist (L/R) <input type="checkbox"/> Finger or Toe	DISPOSITION <input type="checkbox"/> Released to parent <input type="checkbox"/> Police <input type="checkbox"/> Refusal of care <input type="checkbox"/> Ambulance <input type="checkbox"/> Refer to doctor <input type="checkbox"/> Report only <input type="checkbox"/> Refer to hospital or clinic <input type="checkbox"/> Medical attention <input type="checkbox"/> EMS transport <input type="checkbox"/> Patient requested EMS transport <input type="checkbox"/> Released to personal vehicle	CLASSIFICATION <input type="checkbox"/> Non-injury <input type="checkbox"/> Minor injury or illness <input type="checkbox"/> Serious injury or illness

Describe how the incident occurred: (attach a separate sheet if necessary)

WITNESS INFORMATION

NAME	ADDRESS	TELEPHONE NUMBER
1.		()
2.		()

SIGNATURE OF COACH (with no relationship to claimant) _____

PHONE # _____

DATE _____