



**2021**  
**DIVISION II MEN'S**  
**GOLF**  
**CHAMPIONSHIPS**

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

**2021 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIP  
HOST OPERATIONS MANUAL  
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*Some responsibilities, protocols or requirements outlined in this manual (e.g., awards ceremonies, banquet, media area, medical procedures, meeting protocols, pairings, schedule of events, etc.) may be subject to change or suspended in 2021 based on COVID-19 Return to Championships protocols; consult with the NCAA championships manager for specifics related to Division II Men's Golf.*

On behalf of the Division II Men's Golf Committee, thank you for being an important part of the 2021 Division II Men's Golf Championships.

Administration of the Division II Men's Golf Championships is under the direction of the Division II Men's Golf Committee. The hosts play an integral part in the successful administration of the championships.

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

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee. We look forward to working with the staff members of the host institution/conference, competition site and community to achieve the "experience" objective at an optimal and equitable level.

Comments and suggested additions to this manual are always welcome. If you have any questions, please do not hesitate to contact the NCAA staff.

#### Definitions

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

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

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

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

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

### **Role of Committee**

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

### **Role of Host**

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

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

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

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

### **Role of NCAA**

The NCAA championships and alliances staff, working in conjunction with the NCAA sport and other NCAA internal departments, will lead the planning efforts, management and execution of all NCAA championships.

The NCAA sport committees and the NCAA championships and alliances staff 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, on- and off-course entertainment, fan and sponsor events, television programming, youth events, as well as many other aspects.

The NCAA will work closely with the host institution/conference, competition venue and city to ensure that the championship provides a positive and rewarding experience and serves as a showcase for the host institution/conference and community.

**Section 2 - NCAA Committee and Staff**

<b>NCAA Division II Men's Golf Committee</b>	
<u>Atlantic/East Regions</u> Samantha Traver Indiana University of Pennsylvania Associate Director of Athletics	<u>South/Southeast Regions</u> Jared Purvis, chair Valdosta State University Head Men's Golf Coach
<u>Central/Midwest Regions</u> Sara Higley Ferris State University Associate Director of Athletics	<u>South Central/West Regions</u> Renee Yuen Chaminade University Head Men's Golf Coach

<b>NCAA Tournament Operations Staff</b>	
Mark Bedics Associate Director, Championships & Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317-917-6541 Email: mbedics@ncaa.org	Liza Erwin Assistant Coordinator, Championships & Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317-917-6940 Email: lerwin@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. In consultation with NCAA staff, the games committee will make all decisions pertaining to the conduct of the tournament, including, but not limited to, pairings, golf course setup, and protests.

**Section 3 –Americans with Disabilities Act**

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

**Awards**

**Regionals.** MTM will send one regional champion team trophy and one individual champion mini-trophy to each regional site.

Sudden death and/or non-sudden death playoffs should be used to determine Regional team and individual champions. No additional awards will be ordered for Regional team or individual champions in the event of a tie.

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

The shipment will include the following awards:

- Team Champions
  - Team trophy, watches (8), mini-trophies (8)
- Second place and Semifinalist (2) finishers
  - Team trophies (3), mini-trophies (24)
- Top 10 individual place finishers
  - Individual awards (only the medalist trophy will be awarded on site, places two through 10 will be sent by the NCAA following the competition)
- Participant Medallions (128)
- Elite 90 Award (1)

In case of a tie at the finals, the NCAA national office will order additional awards. No awards other than NCAA awards may be presented at the site of the championships. Please advise the NCAA national office if any group wishing to do so in conjunction with the championships contacts you.

**Awards Ceremony (Finals Only)**

The awards ceremony will be conducted immediately following the completion of 54 holes of golf for the individual awards (time and weather permitting). Team awards for the semifinalists, second place and first place will be done at the completion of the semifinal round and again following the championship round. The plans should include team and individual awards. Please have a long table and the awards (trophies out of the boxes) ready to present at a location near the scoreboard or other designated area. Members of the NCAA men's golf committee will organize the awards table and make the presentations. Please ensure that a PA system is available.

### **Elite 90 Award.**

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all of the other requirements. The NCAA championships media coordination and statistics staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide 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 another member of the NCAA media coordination staff will typically send a template of a release and the logo to the SID of the winner's institution on 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 amongst 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 which 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 II Men's Golf with a GPA of X.XXX in (major) is (student-athlete and institution).

#### 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 of 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 which they are not participating in
- 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. VWSE 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)

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 2020 Division II Men’s Golf Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

#### Press release

On the day of/or prior to the winner of the Elite 90 award will be 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.

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

#### **Locker Room Program.**

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed



below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

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

#### **Ordering Additional Awards.**

To order additional awards please go to <http://www.mtmrecognition.com/ncaa/>.

#### **Participation Awards**

##### **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 regional competition the same experience, **banquets and mementos will NOT be permitted at regional competition.**

##### **Finals**

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

#### **Section 5 – Banquets/Social Events**

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

**Additionally, for 2021 banquets/receptions will not be permitted at the finals site.**

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

#### **Section 6 - Broadcasting/Internet**

Please see the NCAA Broadcast and Media Services information, located on the NCAA website at <http://NCAA.com/broadcast>.

NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. For regional-round hosts that would like to develop their own championship websites, all content should be approved through the NCAA.

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## **Section 7 - Commercialism/Contributors**

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### **Advertising**

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

### **Ancillary Events**

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

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

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

### **NCAA Corporate 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 Turner 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 Contributors**

Currently, local 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 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 relationships 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**

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.

#### **Official Ball/Equipment 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.

Click on the link below for a list of NCAA licensees and official equipment suppliers:

<http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list>.

#### **Temporary Promotional Displays**

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

## 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 in order to safeguard the health and safety of the participating student-athletes.

### Drug Testing Expenses

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

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

### Drug Testing Procedures

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

### Facility Specifications.

Hosts must identify a room where drug testing will be conducted. The area must have controlled access. Only those authorized by the Doping Control Officer (DCO) will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. Fully equipped restrooms must be adjacent to or in close proximity to the testing room. Separate restroom facilities are required if the championship includes both genders. These restrooms must be secure and only available for drug-testing use.

### Host Notification

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

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

### Media Obligations

**Individual-Team Championships.** Student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing area.

## Participant Notification

Announcing in advance whether drug testing will be conducted at a championship is strictly prohibited. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

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

## Site Coordinator

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

- Confidentiality. Keep testing information confidential at all times.
- Couriers. The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the DCO.
- Drug-Testing Site Coordinator Manual. The Championship Drug-Testing Site Coordinator Manual is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).
- Escorts (team championships only). Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and their institutional representative from the locker room to the drug-testing area.
- Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- Meeting with Tournament Manager. Meet with the tournament manager to discuss duties and budget development.
- Second Meeting. Meet with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site:
  - **Assistance.** Assist the DCO during testing.
  - **Confirmation.** Confirm receipt of the NCAA drug-testing notification memorandum.
  - **Credentials.** The host will issue all-access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management or medical/athletic training is preferred.
  - **Doping Control Officer.** Contact the Doping Control Officer (DCO) assigned to the site to discuss logistics.
  - **Meet with the Doping Control Officer.** Meet with the Doping Control Officer the day prior to the scheduled testing date.
  - **Plans.** Meet with the tournament manager to finalize plans.

- **Report.** Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
  - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- Transportation/Lodging (Drug-Testing Crew). The drug-testing crew chief is responsible for arranging their own transportation and lodging but, may request the assistance of the site coordinator.

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## Section 9 – Facility, Equipment & Space Requirements

### **Alcoholic Beverages and Tobacco Products.**

Unless expressly permitted in writing by the NCAA (subject to the applicable legislative and/or policy changes at the NCAA), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's venue's, and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

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.

### **Athletic Training**

An on-site training facility shall be available and staffed during official practice round(s) and competition rounds. 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.

### **Course Requirements**

The golf course and practice facilities must be reserved for the championships commencing 6 a.m. Sunday through the conclusion of the final round Wednesday (regionals) or Friday (finals). The final day of competition during years in which the championships are conducted as part of the National Championships Festival will be Saturday. No competition at the collegiate level will be allowed at the championship course within ten days of the championships.

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 Sunday 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 of 7/16 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. Each fairway should be 20 to 30 yards wide depending upon hole design. Early morning dew conditions will require a method of whipping or other removal to provide a consistent test for all players.

Flags and Flagsticks. Flagsticks must be uniform in height (at least seven feet) and in diameter (maximum three-fourths inch from a point three inches above the ground to the bottom of the hole). NCAA will order all flags. (Traditionally, flags are given to each team and individual upon completion of the championship.)

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 12 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. Hazards will be defined according to USGA Rules of Golf. No marking should be painted for four weeks before the championship.

The course must supply 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.

Practice Areas. Adequate practice facilities should include grass space for a minimum of 40 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.

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.



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

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

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

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

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

Rain Delays. In the event greens become unplayable due to heavy rain, adequate squeegee-rollers, hoses, pumps and other equipment should be on site and available for quick water removal by the grounds crew. A loud siren or air horns 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 shall be roped off if spectators can easily access these areas. 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; in the event that there are additional areas where rope and stake is needed, please make the NCAA liaison aware of this.

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

Intermediate rough should be 5 to 6 feet wide depending upon equipment and cut to a height of 1 1/2 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.

Sand. Bunkers should have a "lip" to clearly delineate boundaries and eliminate possibilities of putting out, by raking sand away from present lip instead of edging out a new, sharp delineation. Extensive new sand that has not settled should be avoided. Sand should be free of rocks and obstructions and

raked daily. The USGA recommendation of placing rakes outside bunkers, as far away from the bunkers as is practical and in positions where they will be least likely to affect play, should be observed.

**Scoreboard.** An adequate surface must be provided to post a minimum of 36 three-foot-by-two-foot high sheets along with space for leader boards for competitors. A covering should be available in case of inclement weather.

**Tees.** Teeing ground including the practice tee should be firm and cut daily at a height of 1/4 to 3/8 inch 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.

**Equipment.**

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

ITEM	REG'L	CHAMP	QUANTITY	RESPONSIBILITY	COMMENT
Air horns	yes	yes	12	Host	
Atomic Clocks	yes	yes	Minimum of 6	NCAA	
Computer	yes	Yes	1	Host	
Concession stands	yes	yes		Host	
Copy machine/Printer	yes	yes	1	Host	
Electric golf carts	yes	yes	65	Host	28 - Coaches 6 - NCAA 13 - Rules 6 - Host 12 - Operations
Flags	yes	yes	36	NCAA	
Hole signs	yes	yes	18 (each tee box)	Host (Regionals) NCAA (Finals)	
Marking paint	yes	yes	as needed	Host	
Portable toilets	as needed	as needed	as needed	Host	
Public-address system	no	yes	1	Host	Awards ceremonies (Wed - Fri)
Radios w/ headsets or earphones w/ repeater(s)	yes	yes	15 at regionals 35 at finals	Host	
Range balls	yes	yes		Host	
Scoresheets	yes	yes	30-35	NCAA	
Signs	no	yes	see "Signage" section	Host/NCAA	
Standards	no	yes	20	NCAA	
Starter's boxes	yes	yes	2	NCAA	

Tables/Chairs	yes	yes	4 tables/8 chairs	Host	1 table per tent (1, 9, 10, & 18) 4 chairs in scoring tents (9 & 18)
Table Throws	yes	yes	2	NCAA	For starter's tents
Tee markers	no	yes	36	NCAA (finals only)	
Tents-starters (non- branded)	yes	yes	5 (10 x 10)	Host	1 & 10 tees ( <i>starter's tents</i> ) 9 & 18 greenside ( <i>scoring tents</i> ) Location TBD ( <i>merch. tent</i> )
Trash receptacles	yes	yes	as needed	Host	
TV Monitor or computer monitor for Golfstat	yes	yes	1 (minimum)	Host	
Water coolers	yes	yes	14 ice chests 4 coolers	Host (Regionals) NCAA (Finals)	Coolers should be non-branded
Internet hookups	yes	yes	Minimum of 5	Host	

#### Facility Availability

Regionals. The facility must be available from 6 a.m. on the day preceding the first round of competition through the conclusion of the final round for the purpose of preparing for, practicing for and conducting the competition (e.g.: Wednesday is a practice round day; Thursday, Friday, and Saturday 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.

Finals. The facility must be available from 6 a.m. on the Sunday 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 day; Monday through Friday 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.

Note that these dates will be shifted one day later during years in which the championships are conducted as part of the National Championships Festival.

#### First Aid

A first-aid station should be set up near the clubhouse. A representative of the host institution's athletics training department should be available at the site at all times.

#### 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.

Television/Radio Banner. At televised events, only the NCAA and television and radio banners may be hung (one banner per network). The banner may not be located in any location opposite the main television cameras.

Alcohol, Tobacco and Gambling. All tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. Alcohol advertising within broadcast view or viewable by game attendees in the competition venue must be covered at the expense of the host or venue. Any alcohol branding that is not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues.

Electronic Messages. No electronic board advertising of any kind may be displayed during practice or competition. This includes promotion of upcoming events in the facility. Public service or promotional messages provided by the NCAA are permissible; all other messages must be approved in advance by the committee liaisons.

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

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

Golf carts will be provided for members of the games committee and selected tournament officials. One cart will be assigned to the designated coach of each competing institution and individual.

A single cart will be provided to the designated coach for practice and competition rounds. The cart is to be utilized by the designated coach only and should not be used to transport spectators, team personnel, athletics administrators, student-athletes, golf clubs or golf bags. Items for competitors such as rain or all-weather gear and refreshments are permissible for transport. Coaches may transport student-athletes in designated shuttle areas.

A designated coach may not use the cart to “drive around” the golf course prior to the start of the practice round or his/her team’s first starting time of each day. Prior to a team’s first starting time, the coach is considered a spectator.

Participants may not use caddies, golf carts, or motorized pull carts during the championship rounds. Permanently disabled student-athletes must submit a written request to the appropriate games committee with the accompanying medical statements requesting use of a cart; these cases will be reviewed on a case by case basis. Push/pull carts are permitted for use during the championships.

## **Hospitality**

Fruit and snacks, along with Dasani water should be available to the student-athletes and coaches on the 1<sup>st</sup> and 10<sup>th</sup> tees and various holes around the course. Sideline product (Dasani water, Powerade) and equipment (coolers, ice chests, cups) will only be provided by the NCAA at the championships site.

## **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.

## **Official Suppliers**

**Finals.** Titleist shall provide 140 dozen competition balls for the championships. One dozen balls should be given to each student-athlete and any remaining balls should be given to the NCAA championship manager.

## **Parking**

- *Officials* - The host shall provide the rules officials with reserved parking spaces.
- *NCAA* - The host shall provide the NCAA with reserved parking spaces.
- *LOC* - The host shall provide the LOC with parking spaces including an area for volunteers to park.
- *Participant* – The host shall provide 48 spaces for regionals/48 for the finals.

## **Scoreboards**

Host should provide a scoreboard for posting 3'x2' scoresheets, which will be provided by the NCAA. The scoreboard should be large enough to hold 25 scoresheets at both regional and finals sites.

## **Sideline Product and Equipment**

### **Final Site Program**

#### Equipment Information

The NCAA will provide certain championships relevant equipment (sidelines hydration, competition playing equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any equipment that will be provided. Following the championships, each host site will be required to provide the NCAA with a completed inventory sheet (template provided by the NCAA) and pictures for proof of performance.

#### Cups, Coolers and Water Bottles

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

otherwise notified by the NCAA. Participating teams may retain the water bottles and bottle carriers after the competition.

#### Hydration Program

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

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

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

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

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

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

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

If you have any questions regarding any of this information, please contact Liza Erwin (317-917-6840; [lerwin@ncaa.org](mailto:lerwin@ncaa.org)).

## Signage

The following signs are recommended for the championships:

QTY	MESSAGE	PLACEMENT	SIZE	MATERIAL
2	NCAA Committee	NCAA office	18x12	coroplast
2	Rules Officials Headquarters	Rules Officials office	18x12	coroplast
2	NCAA Registration	Headquarters Hotel	18x12	coroplast
2	NCAA Registration (right arrow)	Headquarters Hotel	18x12	coroplast
2	NCAA Registration (left arrow)	Headquarters Hotel	18x12	coroplast
1	Scoring Central	Scoring office	18x12	coroplast
1	Championships Headquarters		18x12	coroplast
2	Media Center (Media/Coaches Only)		18x12	coroplast
3	Players, Coaches and Rules Officials Only		18x12	coroplast
2	Pro Shop Open to Public		18x12	coroplast
1	Restaurant Open to Public		18x12	coroplast
2	Scoring Tent Players and Rules Officials Only	9 <sup>th</sup> & 18 <sup>th</sup> greens	18x12	coroplast
1	Volunteer Check-In		18x12	coroplast
1	Reserved (Host Athletics Director)	Parking Lot	18x12	coroplast w/stand
1	Reserved (Tournament Manager)	Parking Lot	18x12	coroplast w/stand
1	Reserved (Championships Committee)	Parking Lot	18x12	coroplast w/stand
8	Reserved NCAA	Parking Lot	18x12	coroplast w/stand
12	Reserved Rules Officials	Parking Lot	18x12	coroplast w/stand
12	Players and Coaches Only	Putting green and range	18x12	coroplast w/stand
tbd	NCAA Public Parking (right arrow)	streets leading to parking lot entrance	realty size	komatex
tbd	NCAA Public Parking (left arrow)	streets leading to parking lot entrance	realty size	komatex
tbd	Permit Parking Employees and Volunteers	Parking Lot Entrance	realty size	komatex
tbd	Parking Permit Players, Coaches, VIP & Media	Parking Lot Entrance	realty size	komatex
tbd	VIP Passes Only		realty size	komatex
tbd	NCAA Parking		realty size	komatex
	<b>ONE WEEK PRIOR TO CHAMPIONSHIPS</b>			
Finals-20 R'gals-40	Team Signs	parking and driving range (only parking signs at Finals)	18x12	coroplast w/stand
Finals-8 R'gals-16	Individual Names or Team Names	parking and driving range (only parking signs at Finals)	18x12	coroplast w/stand

## Space Requirements

The facility shall provide the space listed below:

Golfstat Scoring Area (finals only). An area should be set aside for approximately six to eight individuals to facilitate scoring. Wireless access is required.

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

Interview Area. An area shall be set aside to accommodate approximately 15 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.

Media Work Area. The facility shall provide work areas for approximately 20 working press. Interned connectivity 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. Internet connectivity must be available.

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 15 people with adequate table space and storage space for briefcases, radios, cameras, etc. Internet connectivity must be available.

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

## Tobacco

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

## 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 submission of financial reports, but reserves the right to audit a site up to one year after the championship. Facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: box office



audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; and competition venue rental agreement. The documentation should support all information reported on the host financial report.

### **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 "documents" tab as documentation supporting their revenue and expense figures.

Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent 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.

### **Game Expenses**

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

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

#### **Drug Testing Expenses**

The budget for drug testing expenses should only be completed and returned to The Center 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).

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

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

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

Officials. Room and tax shall be direct billed to the host and submitted, along with a receipt, on the financial report. The officials will be responsible for their own incidentals. The officials should be housed in the same hotel as the NCAA representatives and may not be housed with the teams. The NCAA will pay the rules officials directly for transportation (not to exceed 500 miles one-way at 50 cents per mile or round-trip coach airfare, whichever is less) and per diem (\$45/day) and these amounts do not need to be budgeted.

#### **Participating Institutions' Expense Forms.**

Regionals. The NCAA will reimburse the competing institutions for per diem only.

Finals. The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA policies. The competing teams shall be responsible for their local transportation unless otherwise allowed under NCAA policy.

Once the regional or championship is completed, participating institutions should submit [online expense forms](#) to the NCAA Travel Department at the NCAA national office within 30 days of the competition.

### **Section 11 - Game Management**

The format for the NCAA Division II Men's Golf Championships is determined by the NCAA Division II Men's Golf Committee, subject to the approval of the Division II Championships Committee.

Regionals. The NCAA Division II Men's Golf Championships will consist of both team and individual competition conducted concurrently. For the 2021 championships, eight teams and the top three

individuals not with a team will be selected from each region to compete in one of four 54-hole regional tournaments.

The top four teams and the top individual not with a team from each regional (regardless of region) will advance to the finals. Tiebreakers and playoffs will be used to determine team and individual champions and advancement to the finals.

Finals. At the finals, all 16 teams and four individuals will complete 54 holes of stroke play. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10. The top eight teams after 54 holes of play will be placed into a bracket and seeded based on 54-hole scores. The pairings for the quarterfinals will be Seed #1 versus Seed #8, Seed #2 versus Seed #7, Seed #3 versus Seed #6 and Seed #4 versus Seed #5 competing in Head-to-Head Medal Play (stroke play over 18 holes and low score wins). Each team match will consist of five points with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. Each individual match will be played to its completion and 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. In the event that a team match is tied after all five individual matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. If still tied, a sudden death playoff will occur with all five scores counting from each team to determine the advancing team. Head-to-Head Medal Play lineups will be determined using the same method employed at the President's Cup matches. The higher seeded team (as determined through the 54-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.

Team ties for eighth place will be broken by a sudden-death playoff outlined in Appendix A of the Division II Men's Golf Pre-Championships Manual. Ties within the top eight will be broken using the non-sudden death tiebreaking procedures outlined in Appendix A. Pairings for both the stroke play and Head-to-Head Medal Play portion of the finals can be found Division II Men's Golf Pre-Championship Manual.

The men's golf committee has the ability to implement an administrative cut after 36 holes of play if necessary. The administrative cut will only occur after all other options to complete 54 holes of play by all participants have been exhausted.

#### **Communication**

The host should establish a general mailbox system with individual folders for each competing institution at the course for all coaches and staff. Also, a text messaging system for head coaches shall be established prior to the first practice round, as well as, a listing of coaches cell phone and hotel room numbers for the committee. This is especially helpful when communications need to be communicated in a quick and thorough manner.

## Competition Times (tentative)

### **REGIONALS**

#### Wednesday, May 5

11 a.m. Practice Facilities open  
1 p.m. Practice Round – Shotgun Start

#### Thursday, May 6

6:30 a.m. Practice Facilities open  
7:30 a.m. First round of competition

#### Friday, May 7

6:30 a.m. Practice Facilities open  
7:30 a.m. Second round of competition

#### Saturday, May 8

6:30 a.m. Practice Facilities open  
7:30 a.m. Final round of competition

### **FINALS**

#### Sunday, May 16

7 a.m. Practice Facilities open  
9 a.m. Shotgun practice round (all teams participating)

#### Monday, May 17

6:30 a.m. Practice Facilities open  
7:30 a.m. First round of competition

#### Tuesday, May 18

6:30 a.m. Practice Facilities open  
7:30 a.m. Second round of competition

#### Wednesday, May 19

6:30 a.m. Practice Facilities open  
7:30 a.m. Third round of competition

#### Thursday, May 20

6:30 a.m. Practice Facilities open  
7:30 a.m. Quarterfinal round of Head-to-Head Medal Play  
1:30 p.m. Semifinal round of Head-to-Head Medal Play

#### Friday, May 21

8 a.m. Practice Facilities open  
9 a.m. Final round of Head-to-Head Medal Play

### **Evaluations**

All evaluations will be sent from the NCAA at the conclusion of play.

### **Games Committee.**

The committee shall appoint a games committee to actively supervise the actual conduct of the tournament. The primary purpose of the games committee is to give specialized assistance and guidance to the tournament director during the competition.

The games committee shall be comprised of:

**Regionals:** The games committee will be the NCAA site representative, head rules official and tournament director. The NCAA site representative shall serve as the chair of the games committee.

**Finals:** The games committee will be the NCAA Division II Men's Golf Committee, NCAA championships manager, head rules official and tournament director.

### **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.

### **Meetings**

Administrative Meeting. The coaches' pre-championships rules meeting will be conducted prior to or following the practice round. 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.

The head coach of each team/individual MUST be present. Other institutional representatives (i.e., director of athletics, trainer, sports information director) may attend.

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.

### **Pairings**

Before pairing the teams and individuals for the first day of competition, the men's golf committee will seed the teams. The teams will be paired in threesomes by seed. Pairings for the first two days of competition for the regional and first two days for the finals will be made by the golf committee. For the third round of competition, pairings will be by position according to score, with tee times determined by the format outlined in this and other NCAA manuals. Head-to-Head Medal Play tee times and pairings will be determined by the format outlined in this and other NCAA manuals.

Tee times shall not be altered to accommodate travel schedules.

### **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 by February, if not sooner.

### **Personnel**

The following provides a general description of the personnel needed to conduct the championships. In some cases, one person can assume responsibilities; however, the golf committee recommends that the tasks be delegated as provided in this 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. The NCAA has contracted with Golfstat to provide a software system to develop pairings, compile results and provide statistical information. The host will hire an individual to operate the software system. This individual will be the official scorer.

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

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

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

Course Superintendent. Ensures that the course is prepared according to NCAA golf committee 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 member 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 evacuation van who does not have any additional responsibilities. These drivers shall be available to drive the vans anytime players are on the course.

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.

Greenside Scoring or Walking Scores. 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.

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 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.

Leaderboard Operator. These individuals will be assigned to one of the on-course leaderboards.

Three individuals would be assigned to each shift on the leaderboard as individual and team scores are disseminated via the hand-held devices (radios or smartphones).

Marshalls. 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. Should have sufficient number of helpers to provide services to players after the ninth and 18th holes. Ensure NCAA merchandising policies and procedures are followed.

Meteorologist. When necessary, the host should provide a local A.M.S. meteorologist to assist the games committee.

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 (3-4) 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 greenside 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 and the media.

Individual should be able to print neatly. Prepares all scoreboard material (score sheets 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 score sheets until line-ups 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.

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 the final threesomes to carry the portable standard, keep track of the contestants' score and update the standard after each hole for each day of the Head-to-Head Medal Play. Twenty individuals will be needed for the quarterfinals, 10 for the semifinals and five for the championships. (Finals only.)

Starters. Starters shall be assigned for the first and 10th tees. The director of rules and course administration will provide starters for all rounds of competition 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.

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 golf committee and NCAA national office staff representative.

### **Playing Rules**

The championships shall be conducted according to the Rules of Golf with certain modifications as noted in the Division II Men's Golf Pre-Championships Manual, the hard card and in the local rules sheet.

### **Practice**

Practice facilities must be available during the 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 course before the first practice round or use the practice facilities.

Participants and coaches will not be permitted to walk, ride or play the golf course or use the practice facilities 10 days prior to the first practice round. The host institution is exempt from this policy. If an individual or team does play or practice on the course, they will be disqualified.

One 18-hole practice round will be scheduled for the day immediately preceding the championships finals. Ten days prior to the practice round, participants and coaches will not be permitted to set foot on the golf course or use the practice facilities. This rule applies to all venues with shared practice facilities and/or clubhouses. No exceptions will be made; however, the host institution may apply for an exemption from this policy if the lack of an exemption creates an undue burden on the host institution. 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.

In an effort to maintain the conditions of the course and speed of play, it is required that each individual play only one ball into the green during any practice round (“one practice-ball rule”). However, on Par 4s and Par 5s only, players may hit more than one tee shot. On Par 3s, players are permitted to hit only one tee shot. Players may chip or putt more than one ball on or around the green on all 18 holes.

Each participant must wear soft spikes and play from the designated tees. Violation of these policies will result in the player and/or team being removed from the golf course and may result in sanctions listed under the NCAA misconduct provisions or disqualification for a team or an individual(s), with no substitution permitted.

At Regional sites, teams are limited to five players during the practice round.

At the Finals site, teams are limited to six players during the practice round, but only if a team is bringing a sixth player for substitution (coaches are not allowed to play during any practice round). If no sixth player is present, teams are limited to five players during the practice round.

#### **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.)

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 (see Examples).

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

Scorecards. (NCAA/HOST) Scorecards will be provided by the NCAA. The host institution will need to print the backside of the scorecards for each day of competition. A laser printer will be needed. Scorecards should be printed with only the name of the championships, name of course and host on

them (See Examples). Par and yardage for each hole as it will be played in the championships must be printed on the card. Scorecards must be approved in advance by the NCAA national office.

Score Sheets. (NCAA) Score sheets are received from the NCAA office and should be appropriately marked to identify the championships, year and host. The name of each institution, location, head coach and each player by position should be hand lettered on the sheet. Score sheets should be placed on the scoreboard in alphabetical order.

Summary Sheets for Scoreboard. (NCAA) The NCAA will provide results of 18-36-54 hole-total for teams and individuals. These sheets cannot have any commercial identification on them. The NCAA will send extra score sheets, the back of which can be used for summary sheets.

Tee Signs. Signs shall be made for each hole with the yardage and par for championships play (Provided by the NCAA for the finals only.) (Supplement)

Yardage Books. (CLUB/HOST) A minimum of 160 yardage books should be available and complimentary or for purchase by participants.

## Registration

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

Schedule. Registration shall be open for an appropriate period of time prior to the practice round on Sunday for regionals and 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. No amount of goodwill after this time has ever allowed a host to save face after a poorly run registration desk.

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. An example of a registration card is included as a supplement in this section.

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, banquet tickets for the coach and players, etc. An institutional representative must accompany each player. The team travel party is seven (7) for Regionals and eight (8) for the Finals.

During registration, coaches will be submitting their team lineups for the competition. The official scorer will supply lineup sheets. Registration personnel must collect the lineups and give them to the official scorer, who will use them to complete pairings sheets.

## Results

At the end of each day of competition at the championship, an electronic copy of the results for all regional/championship competition must be sent to Rick Nixon ([rnixon@ncaa.org](mailto:rnixon@ncaa.org)) at the NCAA national

office. A complete set of results should also be sent immediately following the end of the competition as well.

## **Scoring**

The Rules of Golf, plus any local rules implemented by the NCAA Men's Golf Committee, will govern the championships.

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 Head-to-Head Medal Play. See appendixes in the pre-championships manual for playoff procedure.

Scoring Procedure. Golfstat shall compute the scoring for teams and individuals.

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 Score Sheets. The NCAA will send the host 35 (finals) or 30 (regionals) team score sheets for the main leaderboard.

Scoring. Scorecards for all championships shall be kept in strict accordance with Rules of the Golf "Scoring in Stroke Play." The scorecard shall be deemed returned when the player or his coach has placed the card in the scorer's box.

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

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

## **Spectators**

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

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

### Violation/Penalties:

First – Warning

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

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

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

#### **Squad Size**

Participating teams are limited to a squad size of five (5) eligible student-athletes.

#### **Starting Times.**

The committee will approve all starting times. The host institution in consultation with the NCAA championship administrator and the DII men's golf committee will determine order of play.

#### **Weather Policy**

The NCAA has made arrangements through WeatherSentry 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 his/her emails and/or phone numbers via text to the weather 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 site representative and the tournament director monitor the national storm center forecast using weather.gov or weatherbug.com. It is also recommended that the tournament director make contact with a local meteorologist.

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.

The games committee will do everything possible to complete 54 holes and each match during the Head-to-Head Medal Play portion of the championships. However, the committee reserves the right to modify pairings for weather.

## Webcasting

**(THE FOLLOWING PROCEDURES ARE ONLY NECESSARY IF THERE IS LIVE TELEVISION COVERAGE OR WEBCAST AND ARE SUBJECT TO CHANGE)**

The finals will be covered through webcast and live-blogging platforms.

**Tentative schedule for week of the championships:** Thursday-Saturday – on-site webcasting and live-blogging of the championships.

**Golf Carts.** A minimum of three (3) carts (some with flatbeds, if possible).

**Credentials and Parking Passes.** Approximately 10 credentials for crew and talent and approximately three parking passes.

**NOTE:** The NCAA will be in contact should there be additional live coverage of the championships.

## Section 12 - Insurance

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 GL 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 13 - Lodging

### Contracts

***At Regional sites, the host is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants:***

Regional sites (4) - 82 rooms

Four rooms for: each of the 16 participating teams

Two rooms for: each of the six participating individuals

One room each for: five rules officials and one NCAA representative

It is strongly encouraged that the designated hotel properties include complimentary internet access and hot breakfast in their quoted rates.

*At Finals sites, the NCAA and its lodging partners will work with the host institution to designate a headquarters hotel and reserve an adequate number of rooms for participants.*

### **Reservations**

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

### **Headquarters Hotel**

NCAA. Room expenses, excluding incidentals, for the NCAA men's golf committee members/representatives should be direct billed to the host institution. These expenses are should be included on the financial report sent to the NCAA.

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

Officials. The host will be responsible for reserving room blocks. Room expenses, excluding incidentals, for the rules officials should be direct billed to the host institution. These expenses should be included on the financial report sent to the NCAA.

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

### **Team Hotel**

For all NCAA competition, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within 15-20 miles 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-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

An institution is not obligated to stay at the assigned hotel property; however, it is responsible for canceling its reservations and then securing its own accommodations. If an institution prefers to relocate to a different hotel the following must occur:

- The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night's room charges even if it fails to use those rooms.
- The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.

Additionally, 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. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or specified date. The NCAA shall provide final approval.

#### **Merchandise**

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 pre-determined, non-negotiable rate included in the contract between the two parties, except as specified in the following sections.

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### **Section 14 - Media/Credentials**

#### **Cameras/Videos.**

Spectator cameras and videos are not allowed on the course. Each institution is allowed one video camera. Signage regarding spectator cameras/videos should be posted at the entrance of the facility.

#### **Credentials.**

**Finals Only.** Working passes may be issued to bona fide working personnel, including media representatives; money clips shall be provided to student-athletes competing in the championships, as well as their coaches. For regionals, the host will produce credentials. For the championships, the NCAA will provide all credentials and money clips (player and coaches badges). The NCAA will provide all wristbands for the designated coaches for both regionals and finals. Conditions placed on the use of credentials must be printed on the backside of credentials. Credentials are not transferable. The following groups will be issued credentials:

NCAA. Good for gate admittance. Allows unlimited access to any area. Issued to NCAA committee members, NCAA staff, NCAA media coordination staff and selected individuals from the host institution.

Coaches. Good for gate admittance. Allows access to all areas.

Guest. Good for gate admittance.

Event Management. Good for gate admittance. Allows access to all designated working areas, including locker room areas and media work rooms.

Media. Good for gate admittance. Allows access to designated working media areas, locker room areas, the media work room, the interview area.



Volunteer. Good for gate admittance. Allows access to all areas.

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

- 5 – participating student-athletes (Regionals); 6 – participating student-athletes (Finals)
- 2 – designated coaches

Participating Individuals. Two credentials will be issued to individual representatives: one student-athlete, one designated coach.

Policies. With regard to the issuance of credentials, the following policy has been established:

1. One for each participant that has been selected to participate in the championships.
2. One for each designated head coach. (Different color from other credentials)
3. One for each assistant coach, if requested during registration.
4. One for each member of the NCAA golf committee, rules officials and NCAA representatives in attendance.
5. Media members administered by the media coordinator utilizing media guidelines policy.
6. Representatives of golf manufacturers will receive a credential. However, the credential is not good for admittance to the competition. Tickets must be purchased to receive admittance.

Security. The host shall make available, upon request, a listing of all tickets sold and credentials that have been issued. Tight security should be established in this area.

#### **Hospitality.**

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

#### **Live Scoring.**

Refer to the [NCAA Broadcast Manual](#).

#### **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 the NCAA authorized photographer is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff so chooses. For those instances, it is necessary to have the hired photographer(s) complete the photography services agreement.

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential. Photo sells 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 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](mailto:info@ncaaphotos.com) with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Andy Krause ([Andrew.Krause@gettyimages.com](mailto:Andrew.Krause@gettyimages.com)).

Any other entity, with the exception of the NCAA membership, seeking a championship event photo must license it through [Getty Images](http://on.ncaa.com/NCAAonGetty). To license an NCAA championship event photo, please visit <http://on.ncaa.com/NCAAonGetty>.

For additional questions regarding championship photography, please contact the digital and social media group at 317-917-6222.

### **Post-round Interviews.**

All coaches and student-athletes must be made available for post-competition interviews following the “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Assistant Coaches Interview. An assistant coach is permitted to participate in a radio interview on the head coach’s behalf prior to the expiration of the cooling-off period.

Equipment. The host institution shall provide all the necessary equipment (microphones, mult box, adequate lighting) for the interview room.

Facility Coordinator. Host media coordinators must designate an interview room at the facility and an individual to coordinate the activities in it.

Moderator. The media coordinator shall identify a moderator for each news conference who shall keep the conference moving on schedule.

Players and Coach. The SID representing each participant shall escort the coach and players to the interview area.

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

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

### **Results Distribution.**

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

**Security.**

Security personnel should be instructed to protect the press conferences and working press areas, especially before and after each round, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the greenside media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each round as deemed necessary.

**Tournament Media Coordinator.**

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

**Working Area.**

A working press area should be arranged to accommodate tables and chairs for approximately 25 - 50 with a phone line or high-speed internet connection at each station.

Copy Machine. A minimum of one copy machine, preferably two, shall be available in the media work area. The computer operator, if necessary also may use this machine. The machine in the work area must be able to collate and also be available to the individual media representatives.

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

Email. Those institutions with e-mail access should send all information in the following manner:

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

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**Section 15 – Medical Procedures**

The host institutions/conference shall coordinate medical care and coverage for each scheduled practice or contest of any round of an NCAA championships. The host should assign a certified athletic trainer to coordinate the medial arrangements for the championships.

Each scheduled practice or contest of any round of an NCAA championships should include the following (see NCAA Sports Medicine Handbook for more information):

1. The presence of a person qualified and delegated to render emergency care to a stricken participant.

2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.
3. Planned access to early defibrillation.
4. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.
5. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at campus and while traveling for use by medical personnel.
6. An inclement weather policy that includes provision for decision-making and evaluation plans (Refer to Sports Medicine Handbook; Guideline1d on Lightning Safety).
7. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the emergency care plan.
8. A catastrophic incident plan to provide information and the support necessary to family members, teammates, coaches and staff after a catastrophe (see the sports Medicine Handbook; Guideline1e on Catastrophic Incident in Athletics).
9. A concussion management plan on file.

#### **Student-Athlete Medical Disqualification.**

As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's participation will not expose other participants to a significantly enhanced risk of harm. The student-athlete's team physician can determine whether an individual with an injury, an illness or other medical condition (e.g., skin infection, pregnancy) should continue to participate or be disqualified. In the absence of a team physician, the NCAA tournament physician, as designated by the host school, has the unchallengeable authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, the tournament physician has the final decision regarding participation by the student-athlete. The chair of the governing sports committee (or a designated representative) should be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

#### **Section 16 - Merchandise**

Event 1 is the official merchandiser for NCAA Championships. As the official merchandiser they service all 90 NCAA Championships and have rights to championships venues, ancillary events and first right of refusal of all NCAA hotel properties.

### **Exclusive Rights.**

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. By selling the merchandise that Event 1, Inc. sends, you will be entitled to a 20 percent commission rate of net sales. Net sales are defined as gross sales minus sales tax and credit card fees.

Event merchandising policies may be found at:  
<http://www.ncaa.org/championships/marketing>

### **General Policies.**

**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 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (or another percentage to be exclusively determined by the NCAA) (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.

**Merchandise Received.** The quantity of NCAA merchandise available for sale will not be less than a comparable quantity at a comparable site of the previous year's championship. The NCAA will work closely with Event 1 regarding projected attendance at sites in order to ensure that the appropriate amount of merchandise is provided.

**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.**

### **Team Orders.**

Teams selected to participate in NCAA championships will have the opportunity to preorder merchandise through the official NCAA souvenir merchandiser, Event 1, Inc. A memo will be sent to each team selected outlining how to pre-order championships apparel. Orders will be shipped directly to the institution the week after championships.

Questions regarding the online team ordering process should be directed to Event 1.

## Section 17 - Officials

Members of the NCAA Division II Men's Golf Committee, NCAA Rules Officials, and other designated individuals will serve as the officials and will make decisions pertaining to the conduct of the championship, such as pairings, rulings, protests, etc.

The rules officials will be represented by volunteer officials from across the country. Arrangements have been made for Golfstat to provide the computerized scoring system for the championships.

### Confidentiality

Officials' assignments should remain confidential at all times.

### 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.

### Meals

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

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

## SECTION 18 – Participating Teams

### Participant Manual.

Regionals. The NCAA will provide the host institutions a template of the participant manual by Feb. 15. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by March 15. The NCAA shall provide comments to the draft manual by April 5.

The NCAA shall make the participant manuals available to all schools under consideration for selection. The manuals shall provide details for championship and will be posted on the NCAA's website by **April 19**.

Finals. The NCAA will provide the host institution a template of the participant manual by Feb. 15. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by March 15. The NCAA shall provide comments to the draft manual by April 19.

**Team Practices.**

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. Contestants and coaches will not be allowed to play or walk the course before the first practice round.

One practice round shall be scheduled before the championship finals. The committee will assign practice times. Golf course personnel must work in conjunction with the officials' association and the men's golf committee officials to ensure the course is properly set for practice rounds. Groups of five are permissible during practice rounds; however, no groups of six are allowed and coaches are not allowed to play.

Teams or individuals will not be allowed to play the respective tournament course 10 days before the first practice round. No exceptions will be made; however, the host institution's team shall be exempt from the policy, provided the tournament is conducted on the institution's home course. If an individual or team does play on the course, they will be subject to disqualification by the NCAA committee.

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**Section 20 – Promotions and Marketing**

**Bylaws Pertaining to NCAA Championships Promotions**

**12.5.1.1.1 - Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

**12.5.1.8 - Promotion of NCAA and Conference Championships.** The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

**12.6.1.2 - To Intercollegiate Event.** A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. **[D]** (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

**13.4.4.2 - NCAA or Conference Championship Promotional Materials.** The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any individual or group, provided the materials: **[D]** (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

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

### **Contacts**

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

### **Decorating and Advertising**

**CC/P Signage Requirements.** NCAA Corporate Champion and/or Partner banners should be displayed on the concourse (for indoor championships) or at the entrance (for outdoor championships) at eye level, preferably. Two of the banners recognize the Corporate Champions and two recognize all NCAA CC/Ps. Each banner is approximately 4 feet high and 12 feet long and include grommets for hanging.

### **Expectations**

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

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

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

### **Logos**

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions.



## Marketing Plan

Host institutions/conferences shall establish a marketing plan in coordination with the NCAA championship marketing contact. All marketing plans, marketing budgets and collateral must be approved by the championship marketing contact prior to implementation. A marketing plan template will be provided to host by the championships marketing contact.

## Marketing Bylaws

**12.5.1.1.2 - Promotions Involving NCAA Championships, Events, Activities or Programs.** The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 1/12/04)

**12.5.1.8 - Promotion of NCAA and Conference Championships.** The NCAA [or third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member institution that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 1/12/04)

**12.6.1.2 - To Intercollegiate Event.** A professional sports organization may serve as a financial sponsor of an intercollegiate competition event, provided the organization is not publicly identified as such. A professional sports organization may serve as a financial sponsor of an activity or promotion that is ancillary to the competition event and may be publicly identified as such. [D] (Adopted: 1/10/92, Revised: 8/5/04, 10/28/10, 6/22/11, 1/14/12)

**13.4.4.2 - NCAA or Conference Championship Promotional Materials.** The NCAA or a member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, conference, local organizing committee)] may produce and provide championships promotional materials to any individual or group, provided the materials: [D] (Adopted: 1/11/00 effective 8/1/00, Revised: 1/13/03 effective 8/1/03, 1/10/05 effective 8/1/05, 6/22/11)

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

## NCAA Championships Online Marketing Website

The NCAA Championships Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Championships Online Marketing Website can be accessed at [www.NCAAchampspromotion.com](http://www.NCAAchampspromotion.com).

Championship hosts should customize and download all necessary artwork to promote the championship from the online marketing website. Hosts should make every effort to use the NCAA

Championships online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided to you.

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

Customizable artwork templates and marketing resources available on the NCAA Online Marketing Website include:

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

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

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

Collateral should not be created outside of the NCAA Online Marketing Website. 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 Online Marketing Website.

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

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

The NCAA creates TV-Video Spots for select championship sites and a limited number of predetermined regional rounds.

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

### **:30 Radio Spot**

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

## **Planning and Promoting Fan Enhancements**

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

## **Promotional Ideas**

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

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

- \* Newspapers. Alternate morning and evening papers in the metropolitan area as well as surrounding communities. Be sure to include specific information about how to obtain tickets.
- \* Radio and Television. If your budget prohibits purchasing, attempt to solicit promotional messages as free public service announcements.
- \* Banners. Hang at key intersections of the city and on your campus.
- \* Billboards. Display throughout the city if they are considered to be an effective advertising medium in your area.

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

“Buddy” System. Encourage booster and/or alumni groups on campus not only to attend the championship themselves, but also to encourage another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children, etc.).

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

Fliers. Send ticket fliers and cover letters to:

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

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

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

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

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

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

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

Public Speaking. Establish community support by:

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

Radio/Television Promotions. Promote the championship through promotional spots on local radio and television stations.

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

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

Student Involvement. Direct promotional efforts to student organizations on campus and faculty and staff. Visit dormitories, fraternities and sororities and organize a contest among them to attend the championship.

#### **Social Media Guidelines**

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

#### **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 <http://www.ncaa.com/gameprograms>

#### **Content/Editorial**

##### **IMG College Responsibilities**

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

##### **Host Responsibilities**

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

**Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing advertising space for sponsors, etc., should contact Doug Iler ([doug.iler@learfieldimgcollege.com](mailto:doug.iler@learfieldimgcollege.com)).**

### Supplemental Printed Materials

At championships sites where a digital program is available, IMG College 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 IMG College approval.

### 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

### Questions

If you have questions or would like the QR code ahead of time, please feel free to contact your NCAA administrator or Chad Laytham ([chad.laytham@learfieldimgcollege.com](mailto:chad.laytham@learfieldimgcollege.com)) at IMG College.

### Section 22 - 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. When developing a safety and security program, all hosts and competition venues are strongly encouraged to refer to the Best Practices located at:

[http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security.pdf?division=2](http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=2).

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

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

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

Please submit your final safety and security plan, which would be inclusive of the NCAA championships safety and security team contact information form. Items must be submitted once the opportunity to host has been awarded.

#### **Crowd Control.**

The tournament manager must review crowd control policies with the committee and is responsible for strict enforcement of these policies.

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

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

#### **Personnel.**

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

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

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

#### **Prohibited Items.**

The tournament director and facility staff are responsible for enforcing the NCAA policies in this regard. Patrons may not bring the following items into the arena: alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers), cups, strobe lights, laser pointers and video cameras. The facility may have additional restrictions on items that may not be brought into the arena.

Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public consumption at any championships event sponsored by or administered by the Association, nor shall any such beverages be brought to the site during the championships.

Irritants. "Irritants" include such items as oversized flags, banners or signs that may block the view of other patrons. The NCAA committee/site representative is responsible for determining whether a specific item in this category represents an "irritant" to other patrons and whether it should be prohibited.

Laser Pointers. Laser pointers are not permitted.

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

Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, trainers, managers) during practice sessions and game competition, as well as during other championships activities (e.g., banquets, autograph sessions, press conferences, postgame interviews, etc.).

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

Flash photography is not permitted on the course. Each institution is allowed one video camera. Signage regarding spectator cameras rules/no flash photography or videotaping should be visibly posted at the entrance of the facility, tees 1 and 10, the practice green and range. See Section 14 for further information regarding photography regulations.

#### **Section 23 - Transportation**

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

#### **Section 24 - Volunteers**

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

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

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.

### **Volunteer Apparel (Finals Only).**

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2019-20 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

### **Assignments**

Below are the essential volunteers for the administration of the championships. Regionals do not require many of these individuals; however, the host should evaluate its needs based on the course setup. The number of assignments will vary depending on golf course set up, number of scoreboards and number of spotters needed on the fairways.

Tournament directors should remember that it may be advisable to establish two shifts per day. The following information is the number of personnel that will be needed per shift:

- Scoring runner ..... 2
- Hospitality tent..... 2
- Spotters ..... TBD
- Pace of Play personnel ..... 4
- Greenside scorers.....6-9
- Media room ..... 1
- Souvenir merchandise ..... 1
- Supplemental ..... 3
- Ecology (trash).....1-2
- Water (coolers and cups) ..... 2
- Parking/traffic..... TBD
- Results/pairing sheets distribution ..... 1
- Starters .....2-4
- ADA volunteers..... 2

- Standard bearers .....35 (over two days)

**Recognition**

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

**Volunteer Equipment Checklist**

Greenside Scoring

- Two-way radio
- Headset or earpiece
- Clipboard with score sheets
- Pencils

Rovers

- Two-way radio

Standard Bearer

- Scoring standard
- Apron with numbers
- Scorecard

Scoring Runner

- Clipboard with score sheets
- Pencils

Spotter

- Three yellow flags

**Waivers**

Each volunteer must sign a waiver of liability before the start of the championship (Appendix E). 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.

2021 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
REGIONALS**REGIONALS**  
**First-Round Pairings**  
**Thursday, May 6**

<b>Time</b>	<b>1st Tee</b>	<b>10th Tee</b>
7:30		
7:40		
7:50		
8:00		
8:10		
8:20		
8:30		
8:40		
8:50		
9:00		
12:00		
12:10		
12:20		
12:30		
12:40		
12:50		
1:00		
1:10		
1:20		
1:30		

Players will be repositioned within their team by score after the second round.  
Individuals will be repositioned according to score following the second round.  
Teams will be re-paired according to score following the second round.

2021 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
REGIONALS

**REGIONALS**  
**Second-Round Pairings**  
**Friday, May 7**

<b>Time</b>	<b>1st Tee</b>	<b>10th Tee</b>
7:30		
7:40		
7:50		
8:00		
8:10		
8:20		
8:30		
8:40		
8:50		
9:00		
12:00		
12:10		
12:20		
12:30		
12:40		
12:50		
1:00		
1:10		
1:20		
1:30		

Players will be repositioned within their team by score after the second round.  
Individuals will be repositioned according to score following the second round.  
Teams will be re-paired according to score following the second round.

2020 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
REGIONALS

**REGIONALS**  
**Third-Round Pairings**  
**Saturday, May 8**

<b>Time</b>	<b>1st Tee</b>	<b>10th Tee</b>
7:30		
7:40		
7:50		
8:00		
8:10		
8:20		
8:30		
8:40		
8:50		
9:00		
12:00		
12:10		
12:20		
12:30		
12:40		
12:50		
1:00		
1:10		
1:20		
1:30		

Players will be repositioned within their team by score after the second round.  
Individuals will be repositioned according to score following the second round.  
Teams will be re-paired according to score following the second round.

2021 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
FINALS

**First-Round Pairings**  
**Monday, May 17**

<b>Time</b>	<b>1st Tee</b>	<b>10th Tee</b>
7:30		7:30
7:41		7:41
7:52		7:52
8:03		8:03
8:14		8:14
8:25		8:25
8:36		8:36
8:47		8:47
8:58		8:58
9:09		9:09
12:00		12:00
12:11		12:11
12:22		12:22
12:33		12:33
12:44		12:44
12:55		12:55
1:06		1:06
1:17		1:17
1:28		1:28
1:39		1:39

Players will be repositioned within their team by score after the second round.  
Individuals will be repositioned according to score following the second round.  
Teams will be re-paired according to score following the second round.  
Pairings will not be adjusted due to team or individual travel schedules.

2021 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
FINALS

**Second-Round Pairings**  
**Tuesday, May 18**

<b>Time</b>	<b>1st Tee</b>	<b>10th Tee</b>
7:30		7:30
7:41		7:41
7:52		7:52
8:03		8:03
8:14		8:14
8:25		8:25
8:36		8:36
8:47		8:47
8:58		8:58
9:09		9:09
12:00		12:00
12:11		12:11
12:22		12:22
12:33		12:33
12:44		12:44
12:55		12:55
1:06		1:06
1:17		1:17
1:28		1:28
1:39		1:39

Players will be repositioned within their team by score after the second round.  
Individuals will be repositioned according to score following the second round.  
Teams will be re-paired according to score following the second round.  
Pairings will not be adjusted due to team or individual travel schedules.

**Third-Round Pairings  
Wednesday, May 19**

<b>Time</b>	<b>1st Tee</b>	<b>10th Tee</b>
7:30		<b>7:30</b>
7:41		7:41
7:52		7:52
8:03		8:03
8:14		8:14
8:25		8:25
8:36		8:36
8:47		8:47
8:58		8:58
9:09		9:09
11:49		11:49
12:00		12:00
12:11		12:11
12:22		12:22
12:33		12:33
12:44		12:44
12:55		12:55
1:06		1:06
1:17		1:17
1:28		1:28
1:39		1:39

Players will be repositioned within their team by score after the second round.  
Individuals will be repositioned according to score following the second round.  
Teams will be re-paired according to score following the second round.  
Pairings will not be adjusted due to team or individual travel schedules.



2021 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
FINALS

**Head-to-Head Medal Play Pairings**  
**Thursday, May 20**  
***Quarterfinals***

<b>Time</b>	<b>1<sup>st</sup> Tee</b>		<b>10<sup>th</sup> Tee</b>
	<b>Quarterfinal 1</b>		<b>Quarterfinal 2</b>
7:30	Match 1	7:30	Match 1
7:40	Match 2	7:40	Match 2
7:50	Match 3	7:50	Match 3
8:00	Match 4	8:00	Match 4
8:10	Match 5	8:10	Match 5
	<b>Quarterfinal 3</b>		<b>Quarterfinal 4</b>
8:20	Match 1	8:20	Match 1
8:30	Match 2	8:30	Match 2
8:40	Match 3	8:40	Match 3
8:50	Match 4	8:50	Match 4
9:00	Match 5	9:00	Match 5

Following Stroke Play, the highest seeded team will have the option of choosing the starting time and starting hole for their quarterfinal match. All other quarterfinal matches will be slotted accordingly, following this selection. Quarterfinal matches between teams seeded 1 & 8 and 4 & 5 will begin at the same time. Quarterfinal matches between teams seeded 2 & 7 and 3 & 6 will also begin at the same time.

**Head-to-Head Medal Play Pairings**  
**Thursday, May 20**  
***Semifinals***

	<b>1<sup>st</sup> Tee</b>
	<b>Semifinal 1 (Quarterfinal 1 &amp; 2 winners)</b>
1:30	Match 1
1:40	Match 2
1:50	Match 3
2:00	Match 4
2:10	Match 5
	<b>Semifinal 2 (Quarterfinal 3 &amp; 4 winners)</b>
2:20	Match 1
2:30	Match 2
2:40	Match 3
2:50	Match 4
3:00	Match 5

2021 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
FINALS

**Head-to-Head Medal Play Pairings**  
**Friday, May 21**  
***Finals***

<b>Time</b>	<b>1<sup>st</sup> Tee Semifinal 1 &amp; 2 winners</b>
9:00	Match 1
9:10	Match 2
9:20	Match 3
9:30	Match 4
9:40	Match 5

**Note 1:** A team is limited to one substitution per round and only the six players listed on the official roster (five student-athletes plus one substitute) are eligible to compete in the championships.

**Note 2:** Unless a team chooses to substitute a sixth player prior to the lineup selection for any round of head-to-head medal play, the team's five players that played in the previous round will be used.

**Note 3:** Following the lineup selection and prior to one hour before the first tee time of a head-to-head medal play match, a team is permitted to make a substitution. Should a substitution be made during this time, the opposing head coach reserves the right (but is not required) to request a new lineup selection for the given team match. If a new lineup selection is requested, the opposing coach will have the option of first selection or deferral. If a new lineup selection is not requested by the opposing coach, the substitute will assume the position of the replaced player.

When a team has substituted a sixth player, that substitution becomes final one hour prior to the team's first starting time for the given round and no further changes may be made by the team for that round. However, prior to that time, 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.

# APPENDIX B

## NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS

REGISTRATION CARD

PGA NATIONAL RESORT  
PALM BEACH GARDENS, FLORIDA

MAY 17-21, 2021

\_\_\_\_\_  
(INSTITUTION)

\_\_\_\_\_  
(HEAD COACH)

PLAYER #1 \_\_\_\_\_

CELL PHONE \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

#5 \_\_\_\_\_

# APPENDIX C

## HOST TIMELINE

The following calendar and time schedule, which begins one year prior to the championships, is provided to assist the local organizing committee in preparing for the championships:

### MAY

Check the course and facility to determine if any major modifications or maintenance will be required during the summer months.

Attend the Division II NCAA golf championships and meet with the respective committee to review plans for the tournament. Give a preliminary report of plans during championships one year prior to the tournament you will host.

Coordinate hotel reservations as outlined in the manual.

### JUNE

Meet with local committee to review your meeting with NCAA golf committee and information obtained from trip to championships.

### JULY

Review promotional plans (championships only). Forward recommendations for these to the national office for approval.

Arrange lodging accommodations and compile a list of available hotels/motels, rates, locations, telephone numbers and persons to contact.

Make arrangements for coaches'/participants' dinners or other functions with the hotel/motel or university personnel.

### AUGUST

Review equipment to determine what is in need of repair and make plans to acquire items that will be needed for the championships.

### SEPTEMBER

Contact the national office to receive updated information regarding any changes in tournament format or general administration.

Begin reviewing scoring procedures and the materials needed to implement.

Make arrangements for meeting rooms and facilities to be used by games committee and coaches association during championships.

## **OCTOBER**

Prepare rough draft of any promotional literature. Send draft to the national office for review and approval.

Confirm that your institution has primary liability insurance in place. Forward copy of appropriate certificate to NCAA office.

If possible, conduct regular-season tournament and use the same personnel and equipment that will be used for the national championships. Where feasible, an NCAA representative will attend the tournament.

## **NOVEMBER**

Establish local support group of university personnel and assign duties. Forward organizational chart of key personnel to the national office.

Contact a physician and trainers to arrange for coverage during the championships.

Make arrangements with campus security and police for security and traffic control. Be sure to check that the budget lists an adequate amount for security and traffic control.

## **DECEMBER**

Contact Event 1 regarding the sale of NCAA merchandise.

Print tickets and promotional literature (if applicable).

## **JANUARY**

Establish a press conference to promote the tournament or send promotional literature to a selected mailing list.

## **FEBRUARY**

Review proposed budget to determine if it is in line with expected expenditures.

Per instructions from the national office, identify personnel and the facility that will be used for possible drug testing.

## **MARCH**

Order tents for first and 10th tee boxes and ninth and 18th greens (as needed).

Confirm operation of practice range.

Send draft of participant manual to the national office for approval.

## **APRIL**

Ensure that all equipment is on-site and make plans to have installed before regionals or championships.

Check arrangements regarding meeting rooms and equipment needed for committee and coaches association.

Develop evacuation plans for the golf course.

## **Fourth Week Prior to Tournament**

Review checklist to ensure that all details have been attended to and are complete or in the final stages of completion.

## **Third Week Prior to Tournament**

Call key officials and volunteers to ensure their availability.

Begin to prepare registration material (i.e., material to be stuffed in participants' packages, credentials, banquet information, practice information, etc.).

## **MAY**

### **Second Week Prior to Tournament**

Review proposed budgets and contact the national office if there are questions.

Contact local hotels to confirm housing arrangements.

### Week Prior to Tournament

Conduct final run-through of all preparations for the championships with local committee and volunteers.

If notified of drug testing, purchase appropriate materials, confirm personnel and set up drug testing facility.

### Week of Championships

#### **Division II Regionals**

Tuesday	Meet with NCAA representative to inspect course.
Wednesday	Registration -- TBD  Practice round.  Coaches and student-athletes meeting -- as announced.  Survey course with games committee to ensure readiness for tournament.
Thursday	Meeting in a.m. with committee and all officials.  Competition begins.
Friday	Meeting in a.m. with committee.
Saturday	Meeting in a.m. with committee.  Conclusion of competition.  Distribute finals information to advancing teams and individuals.

## Division II Finals

Sunday	<p>Meet with committee to inspect/survey the course.</p> <p>Meet with committee as needed and provide report on preparations for tournament.</p> <p>Check warning systems for inclement weather.</p> <p>Registration TBD</p> <p>Practice round. (Shotgun.)</p> <p>Coaches' Meeting</p> <p>Championship Banquet</p>
Monday	<p>Meeting with committee during a.m. to review championships.</p> <p>Meet with key officials and committee. Survey course to ensure readiness.</p> <p>Registration TBD (if needed)</p> <p>First round of play.</p>
Tuesday	<p>Meeting in a.m. with committee.</p> <p>Second round of competition.</p>
Wednesday	<p>Meeting in a.m./p.m. with committee and all officials.</p> <p>Third round of competition followed by awards ceremony.</p>
Thursday	<p>Meeting in a.m./p.m. with committee.</p> <p>Quarterfinal and Semifinal matches followed by awards ceremony.</p>
Friday	<p>Meeting in a.m./p.m. as needed with committee.</p> <p>Championship match followed by awards ceremony.</p>



### **Following Championships**

- Within 24 hours, complete merchandising inventory and report form; also contact Event 1 regarding any unsold merchandise and package for immediate shipping. Mail form to Event 1 within 14 days along with a check representing gross sales less commission and tax.
- Within 60 days, complete financial report and return to the NCAA.
- Forward a listing of volunteers to receive certificates (not more than 25) to the national office.
- Reconcile programs report with IMG College, if applicable.

## APPENDIX D

### CHECKLIST FOR TOURNAMENT MANAGER

The following checklist is provided to assist the tournament manager to ensure that he or 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 the Division II Men's Golf Championships Pre-championships Manual for more detailed information on each item.

#### Commercial Involvement

- \_\_\_\_\_ 1. Review the NCAA corporate partner policies with national office staff to ensure that you are in compliance with the policy when attempting to solicit local contributors.
- \_\_\_\_\_ 2. Review with the list of NCAA official licensees. All workers/officials shirts must be purchased through an official licensee.
- \_\_\_\_\_ 3. Ensure that logos that appear on equipment provided by companies are the normal logos that appear on equipment sold to the public.

#### Registration Procedures

- \_\_\_\_\_ 1. A participant manual must be prepared and will be made available to all member institutions that sponsor golf not later than one month prior to the championships. The participant manual will also be posted on [www.NCAA.org](http://www.NCAA.org).

The manual will include information on housing, transportation, practice facilities, tentative schedule of events, etc. A draft of this manual must be approved in advance by the national office.

- \_\_\_\_\_ 2. Prepare an alphabetical list of qualified schools and/or participants for use by registration desk personnel.
- \_\_\_\_\_ 3. Prepare coaches packets to be distributed upon arrival to include general information regarding the championships, passes for participants and coaches, tickets to hospitality functions, program, team transportation reimbursement form, etc.

- \_\_\_\_\_ 4. Make arrangements for a room large enough to accommodate the registration procedures. See registration set up, **APPENDIX A**.

### 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 NCAA golf committee and the Director of Rules and Course Administration. Refer to "Course Requirements" in this manual.
- \_\_\_\_\_ 3. Provide diagrams to the head rules official of each green with dimensions for determining hole locations.
- \_\_\_\_\_ 4. The Director of Rules and Course Administration will prepare the notice to competitors (local rules).
- \_\_\_\_\_ 5. The NCAA will have exclusive use of the golf course beginning at 6 a.m. on Sunday until the completion of the championships.
- \_\_\_\_\_ 6. Obtain the necessary equipment to conduct the tournament and ensure that NCAA rules and regulations are followed regarding permissible logos. Refer to "Equipment" in this manual.
- \_\_\_\_\_ 7. Arrange for sufficient personnel to serve as marshals and spotters.
- \_\_\_\_\_ 8. Arrange for sufficient personnel to serve as starters.
- \_\_\_\_\_ 9. Arrange for sufficient personnel to serve as scorekeepers and greenside scorers.
- \_\_\_\_\_ 10. Arrange for transportation of disabled individuals to specified locations on course.

### Drug Testing

- \_\_\_\_\_ 1. Appoint an on-site coordinator, preferably a physician or member of your athletics training staff. Specific information regarding the NCAA drug-testing program is sent annually to all head athletics trainers.
- \_\_\_\_\_ 2. Supervise onsite 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 the national office.

#### Evacuation Plan

- \_\_\_\_\_ 1. Prepare a course evacuation procedure with rules officials and have necessary equipment available in the event of emergency or inclement weather (horns, sirens, transportation). Print it on the back of the hole-location sheet.

#### Hospitality

- \_\_\_\_\_ 1. Outline all hospitality plans prior to the championships with the national office staff.

#### Results

- \_\_\_\_\_ 1. The host shall make arrangements to distribute results and pairing sheets to each of the team's hotels Monday through Friday evenings.
- \_\_\_\_\_ 2. The host shall forward each day's results to the official NCAA Championships Internet site at [ncaa-desk@warnermedia.com](mailto:ncaa-desk@warnermedia.com). Specific forwarding procedures will be sent from the national office prior to the competition.
- \_\_\_\_\_ 3. Arrange for television monitor(s) to scroll Golfstat live scoring at the site.

**ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY AND  
INDEMNITY AGREEMENT FOR VOLUNTEERS**

Event: \_\_\_\_\_ (the "Event")

Volunteer's Name (Please print): \_\_\_\_\_ (the "Volunteer")

Volunteer's Age: \_\_\_\_\_

In consideration for permitting Volunteer 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 Volunteer 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, Volunteer'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, Volunteer'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, Volunteer'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, Volunteer'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 Volunteer Date

---

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

---

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



## 2020-21 Host Site Stats Document

Turner and StatBroadcast will be collaborating once again this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance is greatly appreciated in making this a success.

### **Latest Version of StatCrew Required (some exceptions)**

All NCAA hosts will need to have the 2019-20 version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Presto, Statcrew Next Gen or StatCrew sync for scoring, please contact Turner (contact information below), for alternate instructions.

***Please note: StatBroadcast is not affiliated with any other software.***

### **NCAA LiveStats Integration**

For hosts that utilize NCAA LiveStats, a representative from Turner will contact you regarding setup.

### **Downloading NCAA Broadcastr 10**

StatBroadcast's latest version of the Broadcastr software is required for setup. If you have a lower version previously installed, you will need to update in order to continue.

Please visit <http://www.statbroadcast.com/ncaa/setup/> for all information on downloading, setting up, and testing StatBroadcast on your scoring computer.

**Note: You will need Administrator access to your computer to install this software.** If you are receiving errors overwriting files, you may need your Campus IT staff to temporarily unlock your computer.



## Streaming Requests

### Live Video Streaming Rights Requests (early round only)

Turner Sports owns the rights to stream NCAA Championships. ESPN and other entities will request rights to live video stream certain events. If Turner, or any other entity plans to live video stream your event, you will be contacted within 48 hours of your event.

Please visit <https://www.ncaa.com/rights-request> to request live video streaming rights.

All non-commercial live video streaming rights fees will be waived.

Any commercial streams will incur a \$1,000 fee per stream.

*Note: Hosts are encouraged to make streaming requests at least 2 days in advance of the event they wish to stream.*

Turner Contact Information

Jason Venson

[jason.venson@turner.com](mailto:jason.venson@turner.com)

404-704-2493





**Tupelo Raycom** is responsible for video content and live productions at thousands of events annually. Since 2010, in partnership with Turner Sports and NCAA.com, Tupelo Raycom has provided championship coverage for hundreds of NCAA events. Its team will work with each host to ensure that live video streams from the championship are high quality and stress free.

### **Network Connection**

To deliver a high quality video production, we require 20 Mbps sustained upload speed with dependable QoS, dedicated to one wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Support staff utilizes TeamViewer to diagnose and troubleshoot our equipment once on site, therefore, this connection must allow TeamViewer access. It is extremely important that the IP network be addressed early in the planning process. Our team will arrive a day or two prior to the event to test network connectivity with Turner Sports. An IT representative from the host venue should be available on site at this time, but must be available by phone to work through any issues during setup and throughout the event.

### **Equipment**

The producer and equipment will need to be located within 100' of the host network port. All equipment can be placed on one or two 8' tables. Please provide four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies greatly by sport. In all cases, the cameras are cabled to the production position. Tupelo Raycom will request photos and/or a diagram of the venue during the planning process. Also, if the institution has streamed events in the past, an idea of where cameras have been located is helpful. The broadcast equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V outlet. Non-GFI) will suffice. If available, an audio feed from the public address system should be provided to the production position on a standard XLR connector.

### **Equipment Receiving/Shipping**

Broadcast equipment will typically be shipped to the site via special courier. The shipment will contain on average 20-22 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. Once the equipment is set, the host will need to identify a location to store empty boxes that can be locked. Following the event, our on-site producer will coordinate pickup of the equipment.

### **Crew/Announcers**

Turner Sports provides all necessary equipment for a successful NCAA.com broadcast. The production crew and announcers are secured by Tupelo Raycom and Turner Sports.

If the host institution already has contacts with local camera operators, a production company or announcers, please pass that information along. We are happy to work with local crews and/or students at host institutions.

### **Event Specific Accommodations**

We will make every effort to accommodate video needs host institutions might have. Identifying these needs early in the planning process is important. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

**For additional information**, please contact Tupelo Raycom Director of Production, Remote Andrea Crawford at [acrawford@tupeloraycom.com](mailto:acrawford@tupeloraycom.com)



## **NCAA Championships Microsite Guidelines**

NCAA Championship hosts and LOC's 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: [www.NCAA.com/Travel](http://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: <https://www.ncaa.com/newsletter-signup>

### **Logo Usage**

For championship logos, please submit a request to access the NCAA Digital Library at <https://sportgraphics.widencollective.com/t5/login>.

### **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 micro-site.
- 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 micro-site 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: <https://ncaaphotos.photoshelter.com/contact>
- The micro-site 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.

## **Metrics**

Host institutions should provide analytics to Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org)). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views
- Time spent on site
- Click thru information
- Unique Visits/Traffic Numbers

## **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.
- 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/>

Once your site has been developed, please send the URL to Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org)) for review and approval.

Should you have any questions, please contact:  
Digital and Social Media  
317-917-6222