



**2024**  
**DIVISION II MEN'S**  
**GOLF**  
**CHAMPIONSHIPS**  
*WINTER GARDEN, FL • Rollins College and  
Greater Orlando Sports Commission, Hosts*

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

# Division II Men's Golf

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### INTRODUCTION

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

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

### DEFINITIONS

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

**Governing Sports Committee:** The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championship under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 18.

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

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

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

### ROLE OF NCAA

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

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

### ROLE OF GOVERNING SPORT COMMITTEE

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

## NCAA COMMITTEE AND STAFF

NCAA DIVISION II MEN'S GOLF COMMITTEE	
<b><u>Atlantic/East Regions</u></b> Jeremy Benoit Goldey-Beacom College Director of Athletics	<b><u>South/Southeast Regions</u></b> Jimmy Wilson Georgia College Associate AD/Head Men's Golf Coach
<b><u>Central/Midwest Regions</u></b> Sara Higley, chair Ferris State University Senior Associate Athletics Director/SWA	<b><u>South Central/West Regions</u></b> Renee Yuen Chaminade University Head Men's Golf Coach

### NCAA TOURNAMENT OPERATIONS STAFF

Antonio Cannavaro  
 Coordinator, Championships & Alliances  
 NCAA  
 P.O. Box 6222  
 Indianapolis, Indiana 46206-6222  
 Office: 317-917-6956  
 Email: [acannavaro@ncaa.org](mailto:acannavaro@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 1 • Alcoholic Beverages and Tobacco Products

## ALCOHOLIC BEVERAGES

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

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

### General

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

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

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

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

## **TOBACCO PRODUCTS**

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

## Section 2 • Americans with Disabilities Act

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

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

## Section 3 • Awards

### CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

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

These items can be covered through the operations budget, as well as the local organizing committee budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Ali Narracci at 317-966-6950 or [anarracci@ncaa.org](mailto:anarracci@ncaa.org). Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

### CHAMPIONSHIP AWARDS

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

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

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

#### Regionals

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

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)

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- 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 PRESENTATION

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

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

#### Award presentation

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

At this time, we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's 90 championships.

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

Presentation at the student-athlete banquet

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

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

In-venue presentation

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

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

Other in-venue recognition

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

The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also

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achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

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

### Press release

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

### Social Media

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

For more information on the Elite 90 award winners, log on to [NCAA.com/elite-90](https://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](mailto:jared.hunt@hanes.com)) or Manisha Patel for hats ([ncaachamphat@undergroundprinting.com](mailto:ncaachamphat@undergroundprinting.com)).

Please contact David Clendenin, 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 <https://services.mtmrecognition.com/NCAA>.

## PARTICIPATION

### Preliminary Rounds

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

### Finals

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

## Section 4 • 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.

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

## Section 5 • Broadcasting/Internet

Please see the NCAA Broadcast and Media Services information, located on the NCAA website at [NCAA.com/broadcast](https://www.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.

# Section 6 • Championship Presentation/Fan Engagement

## BRANDING

### Ancillary Events

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

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

No entity may contact NCAA Corporate Champion/Partners directly. All such contact shall be directed through the NCAA staff.

### Logos

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

### Public Address Scripts

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

### Video Boards

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

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

Fred Bowen – Senior Producer  
Van Wagner  
Telephone: 574-807-5287  
Email: [fbowen@vanwagner.com](mailto:fbowen@vanwagner.com)

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

### Language for Local Organizing Committee Partnerships

We need your help to provide community engagement experiences for participating student-athletes, coaches in your communities. Community engagement represents a critical pillar in Division II's strategic positioning and emphasizes the relationship of athletics in strengthening communities. Community engagement is at the core of the Division II championship experience.

Our ability to build and create successful community engagement events in your community around our National Championships depends largely on our successful partnerships with the Local Organizing Committee and/or Sports Commission.

Area youth and adults who interact with NCAA Division II teams during outreach events are then invited to attend championship events, through complimentary admission. The objective of community engagement is to build relationships by bringing communities to experience Division II events, which also increases attendance and enhances the competitive experience for student-athletes. Those participating in outreach experiences are often invited into the championship as halftime performers, ball kids and/or special guests in another capacity.

Division II governance funds a community engagement contractor to ensure a consistent community engagement philosophy and experience across each national championship. The contractor works with your local organizing committees and community groups on behalf of the championship sport manager, identifying shared experience opportunities and alleviating logistical burden from the sport manager. This contractor will communicate with your point person early and often in order to foster great community partnerships and events held within our National Championships.

### STUDENT-ATHLETE BANQUET

To celebrate and welcome all participating student-athletes and championship personnel at the final site, the host may provide a banquet (or other student-athlete recognition event). The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes. Per NCAA policy, student-athlete banquets (or other celebratory events) are not permitted at preliminary-round sites.

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

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

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

A Sample Run of Show is below:

6:30 p.m.	Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)
	Soft A/V presentation (e.g., music, slideshow of participating teams and student-athletes, NCAA tribute video, DII branding video – optional)
6:45 p.m.	Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative
6:50 p.m.	Dinner buffet lines open or plated dinner served
7:20 p.m.	Guest Speaker (optional)

7:40 p.m. Comments by Head Coaches or Q&A with selected student-athletes (optional)\*

1. Team 1
2. Team 2
3. Team 3
4. Team 4

7:50 p.m. Comments by the NCAA committee chair and the presentation of Elite 90 Award

Championship Video (if available)

7:55 p.m. Closing Comments (emcee with talking points from NCAA or NCAA chair)

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

### Best Practices

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

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

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

### Sample Enhancements

- Unique venue – a skybox club overlooking the host university's football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium).
- Favors unique to the sport or area – examples include mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.

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- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site.
- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships).

### Coaches' association award guidelines

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

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association.
- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches' association as needed.

# Section 7 • Commercialism/Contributors

## SPACE REQUIREMENTS

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

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

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

## PREMIUMS GUIDELINES

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

**Laser Pointers.** No laser pointers of any kind.

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

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

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

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

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### NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

For more information and a current list of corporate champions and partners, please click on the following link:

[NCAA Corporate Champions & Partners](#)

### LOCAL CONTRIBUTOR PROGRAM

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

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

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

### NCAA TRADEMARKS

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

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

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

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

To further expand, if the NCAA primary logo, which displays the registered mark, is used in a prominent position; NCAA Women's Final Four would require an ® 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).
7. There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: [www.memberx.edu/ncaa](http://www.memberx.edu/ncaa).

**Identification of commercially named venues on NCAA materials**

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

**NCAA logo use by commercially named venues**

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

The following conditions apply to this NCAA logo use:

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

**NCAA trademarked protection language:**

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

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

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

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

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The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact David Lovell at [dlovell@ncaa.org](mailto:dlovell@ncaa.org) or 317-917-6222.

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

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

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

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

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

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

### **NCAA Licensed Trademarks:**

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

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

### **Helpful Links:**

[NCAA Trademarks](#)

[NCAA Digital Library](#)

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

## **OFFICIAL CHAMPIONSHIPS/LICENSEES AND SUPPLIERS**

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

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

For a list of NCAA licensees and official equipment suppliers, [NCAA Licensing - ncaa.org](#).

## **ADVERTISING/SIGNS/"LOOK AND DÉCOR"**

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

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

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

## 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

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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 following link for a list of NCAA licensees and official equipment suppliers: [ncaa.org/championships/marketing/ncaa-official-licensee-list](https://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 established by its membership, to safeguard the health and safety of the participating student-athletes.

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

# Section 9 • Facility, Equipment & Space Requirements

## ALCOHOLIC BEVERAGES AND TOBACCO PRODUCTS

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

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

### General

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

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

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

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

## 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. Wednesday (regionals) and Monday (finals) through the conclusion of the final round Saturday (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 that includes Division II men's golf student-athletes 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 7 feet) and in diameter (maximum 3/4 inch from a point 3 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.

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**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 ¼ 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 1½ inches next to the fairway and green to provide definition and fairness. This cut should be developed early to eliminate need for a large amount of “topping” at championship time.

**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 ¼ to ¾ 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 (R) - 160 (F)	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	Host	
Starter's boxes	yes	yes	2	Host	
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 (starter's tents) 9 & 18 greenside (scoring tents) Location TBD (merch. tent)
Trash receptacles	yes	yes	as needed	Host	
TV Monitor or computer monitor for Scoreboard by Clippd	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 alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all the NCAA's 90 championships.

**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 1st and 10th tees and various holes around the course. Sideline product (Dasani water, Powerade) and equipment (coolers, ice chests, cups) will only be provided by the NCAA at the 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.
- *Local Organizing Committee* - The host shall provide the local organizing committee 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), 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), 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 Antonio Cannavaro (317-917-6956; [acannavaro@ncaa.org](mailto:acannavaro@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	9th & 18th greens	18x12	Coroplast
1	Volunteer Check-In		18x12	Coroplast
1	Reserved (Host Athletics Director)	Parking Lot	18x12	Coroplast w/ stand
1	Reserved (Tournament Manager)	Parking Lot	18x12	Coroplast w/ stand
1	Reserved (Championships Committee)	Parking Lot	18x12	Coroplast w/ stand
8	Reserved NCAA	Parking Lot	18x12	Coroplast w/ stand
12	Reserved Rules Officials	Parking Lot	18x12	Coroplast w/ stand
12	Players and Coaches Only	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:

**Scoreboard by Clippd 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. Internet 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.

## DIVISION II MEN'S GOLF

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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 approval of financial reports, but reserves the right to audit a site up to one year after the championship. Receipts, facility settlements, expense reimbursements and honorariums are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the documentation requested could include: box office audit reports or sales summaries; ticket purchase invoices or statements; unsold tickets; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; check copies and reconciliations; competition venue rental agreement; and any other documentation to support all information reported on the host financial report. In addition, overages between budgeted and actual number will be reviewed.

## APPROVAL OF THE BUDGET

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

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

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

## FINANCIAL REPORT

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

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

## 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 Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](#) ([ncaa.org/Student-Athlete Programs/Health and Safety](http://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.

### SITE REPRESENTATIVES

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

### TRANSPORTATION

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

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

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

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

### NCAA Championship Travel Policies

# 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. Ten teams and the top four individuals not with a team will be selected from each region to compete in one of four 54-hole regional tournaments.

The top three teams and the top two individuals not with a team from each regional (regardless of region) will advance to the finals. The remaining eight team berths will be allocated to regional tournaments based on a formula determined by the men's golf committee. Tiebreakers and playoffs will be used to determine team and individual champions and advancement to the finals.

**Finals.** At the finals, all 20 teams and eight 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 tiebreaker will be used 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

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 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 8

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

#### Thursday, May 9

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

## DIVISION II MEN'S GOLF

### Friday, May 10

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

### Saturday, May 11

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

## **FINALS**

### Monday, May 20

- 10 a.m. Practice Facilities open
- 12 p.m. Shotgun practice round (all teams participating)

### Tuesday, May 21

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

### Wednesday, May 22

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

### Thursday, May 23

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

### Friday, May 24

- 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

### Saturday, May 25

- 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.

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**Computer Operator.** The NCAA has contracted with Scoreboard by Clippd to provide a software system to develop pairings, compile results and provide statistical information. The host will hire an individual to operate the software system. This individual will be the official scorer. For the finals site, a representative from Scoreboard by Clippd will be on-site.

**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 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.

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**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.)

**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 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 for Regionals and eight 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. Scoreboard by Clipd 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 - Spectator will be removed from course for the remainder of the competition

Disabled Spectators. The DII Men's Golf Committee recognizes the unique circumstances surrounding spectators who may require special assistance in order to watch the championships, striving to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully.

For spectators with accessibility issues, the following protocol has been established with respect to the use of golf carts:

1. The head coach should request, in writing, special assistance from the tournament director no later than Friday, May 17, 2024. Requests should be directed to the tournament director, via email.
2. If use of a cart is approved, it is strongly preferred that a companion drive the cart for the spectator requiring special assistance. We additionally request that the individual with accessibility issues remain in the cart as much as possible while on the golf course. Only one companion to an individual requiring special assistance will be allowed to be in the golf cart (preferably as driver). All others will be required to walk the course.
3. Use of the cart will also require a fee to be paid on arrival to the course. There will be a limited number of carts available each day on a first-to-register, first-served basis.

## 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

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution on a complimentary basis for all rounds of competition for outdoor championships. It is expected that the host institution will identify one or more tournament staff members that will have designated responsibility for weather monitoring and the timely communication about all monitoring system and other weather updates and that the site representative and responsible host tournament staff will submit relevant email and/or cell phone contact information as part of system set-up to enable timely receipt of all system weather updates. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place. The tournament director should also consider contacting a local meteorologist to further facilitate weather and environmental monitoring as part of each event.

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

## 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 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 • Health & Safety Considerations

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

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

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

**Ambulance Service**

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

**Coaches, Officials, Event Staff and Spectators**

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

**Medical Staff Credentials and Access**

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

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

**Portable Immersion Tubs**

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

# Section 13 • Hydration Product

## POWERADE

### **Equipment Information**

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

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

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

### **Hydration Program**

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

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

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

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

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

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

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

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

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

If you have any questions regarding any of this information, please contact Antonio Cannavaro (317-917-6956; [acannavaro@ncaa.org](mailto:acannavaro@ncaa.org)).

# Section 14 • Insurance

## LIABILITY

If event is held on-campus:

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

If event is held off-campus:

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

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

Notes:

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

Certificates of insurance must be uploaded to the NCAA Championships Bid Portal.

## Section 15 • Lodging

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

For DII Men's Golf, championship participants are mandated to stay at the NCAA's contracted hotel properties for the event. Any participants staying outside of the NCAA contracted hotel block(s) will not be reimbursed.

The participating institution may use the rooms for persons accompanying the official traveling party. If an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution.

### CONTRACTS

At Regional sites, the following number of rooms will be reserved for participants:

**Regional sites** - 102 rooms per site.

- Four rooms for each of the 20 participating teams (4 Double-Double rooms).
- Two rooms for each of the eight participating individuals (1 Double-Double and 1 King).
- One room each for five rules officials and one NCAA representative (all Kings).

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

At the final site the following number of rooms will be reserved for participants:

**Final Site** - 135 Rooms

- Five room for each of the 20 participating teams (4 double-double rooms and 1 King).
- Two rooms for each of the 8 participating individuals (1 double-double and 1 King).
- One room each for 14 rules officials, four NCAA Committee members, and one NCAA Championship Manager (all Kings).

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

### RESERVATIONS

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

### HEADQUARTERS HOTEL

NCAA. Room expenses, excluding incidentals, for the NCAA men's 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. 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

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.

## MERCHANDISING

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

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

# Section 16 • Marketing

## CONTACTS

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

## EXPECTATIONS

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

## MARKETING PLAN

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

## MARKETING COLLATERAL

**NCAA Marketing Portal.** The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The **NCAA Marketing Portal** can be accessed at <https://sproutloud.com/cn/ncaachampspromotions>.

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

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

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

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

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

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

Collateral should not be created outside of the NCAA Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 90 NCAA Championships.

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

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

## SOCIAL MEDIA GUIDELINES

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

### APPLICABLE MARKETING BYLAWS

#### NCAA Division II Bylaws - Pertaining to NCAA Championship Promotions

**12.5.1.2 - 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)

**13.4.3.2 - 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.

## Section 17 • Media Services

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

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

### BROADCASTING/INTERNET

Please log on to [NCAA.com/media](https://www.ncaa.com/media) for information regarding broadcast/internet rights.

### 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.

### CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](https://www.ncaa.org) - [ncaa.org/championships/statistics/ncaa-records-books](https://www.ncaa.org/championships/statistics/ncaa-records-books).

### CREDENTIALS

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

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

- All Access – For event management-type people who need access to every area, including game surface.
- Event Management – For event management staff who does not need all access (based on space and demand, it may not be necessary to produce an event management and an all-access pass).
- Media – For members of the media to provide them access to press areas (press box, media room, interview room, locker rooms (postgame only)).
- Participant – For student-athletes, coaches, equipment managers (essentially anyone in the official travel party).
- Photo – For still photographers and television camera operators (if the contest is not going to be televised) to allow them access to appropriate areas [playing surface, locker rooms (postgame only), press box and media room].
- SID – For sports information directors of the participating teams (may allow access to media areas and locker rooms as needed).

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

**FINAL SITE 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.

## DIVISION II MEN'S GOLF

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.

## CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

**Regional Site**- Regional Site media coordinators should send a credential request form to members of the local media to determine who will be covering the event.

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

## CREDENTIAL BOARDS

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

## HOSPITALITY

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

## INTERNET

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

## INTERNET POLICY

The NCAA website, [NCAA.com](http://NCAA.com), serves as the official online resource for NCAA championships. Please visit [NCAA.com/media](http://NCAA.com/media) for updated NCAA championship internet policies.

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

### Internet Live Statistics

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

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

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

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

## LIVE SCORING

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

## LIVE STREAMING

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

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

## MEDIA GUIDES AND POSTSEASON GUIDES

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

### NEWS FILM AND MINI-CAMS

Please visit [NCAA.com/media](https://www.ncaa.com/media) for updated information related to television, video and ENG policies.

### PHOTOGRAPHY

NCAA Photos (also known as Clarkson-Creative/Clarkson) will be on site for the final day of competition, unless otherwise specified. Hosts institutions are not required to have a photographer when Clarkson is not on site. An additional photographer may be hired by NCAA staff to shoot additional days and ancillary events, if the staff 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 upon requesting a credential. Photo sales on site are strictly prohibited.

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

*"For official NCAA member institution athletic department website 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 Howie Burke ([Howie.burke@gettyimages.com](mailto:Howie.burke@gettyimages.com)).

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

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

### PROGRAMS

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

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

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

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

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

### 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.

## RADIO/INTERNET AUDIO COVERAGE

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

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

## 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 working media areas and interview area, 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.

## TEAM VIDEOGRAPHER

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

## TOURNAMENT MEDIA COORDINATOR 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 email 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.

### NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

NCAA Championship hosts and local organizing committees 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.*

**Regional Round Microsite Requirement: Starting with the 2022-23 academic year, all Division II preliminary-round hosts are required to create a microsite (i.e., a single webpage for the event and a link to it from the school's main athletics website) that includes select minimum requirements about the championship. Requirements can be found [here](#).**

### DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

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

### LOCAL NEWS

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

### VENUE AND TRANSPORTATION INFORMATION

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

- Venue address.
- Venue parking map and details, Google map.
- Venue security information.
- Public transportation options.

### VOLUNTEER INFORMATION

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

## TRAVEL INFORMATION

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

## SELECTIONS, REGIONAL ROUNDS AND BROADCAST SCHEDULE

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

## EMAIL SIGN UP

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

## LOGO USAGE

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

## COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

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

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

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

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

## SOCIAL MEDIA

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

## MOBILE VERSION

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

## MICROSITE EXAMPLES

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

- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

## NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

**The official NCAA social media pages and official hashtags can be found here:** [on.ncaa.com/SocialAccounts](https://on.ncaa.com/SocialAccounts)

### Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, local organizing committee, sports corporation, venue or city pages/accounts. These pages/accounts are all acceptable places to promote hosting of an NCAA championship through the use of marketing messages and products supplied from the NCAA (links, web

## DIVISION II MEN'S GOLF

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banners, fliers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA account on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established methods, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

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

Please send direct questions, ideas, or news to Chris Dion, [cdion@ncaa.org](mailto:cdion@ncaa.org).

# Section 18 • Merchandise/Licensing

## ADMINISTRATION

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

## AVAILABILITY

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

## GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1. 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% 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 [ncaa.org/championships/marketing](http://ncaa.org/championships/marketing).

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. Everything sent must be returned to Event 1 within two days of the conclusion of the event.
- f. An appropriate number of selling locations and sellers throughout the facility in order to meet the demands of the projected crowds.
- g. Selling locations that are well displayed and fully stocked prior to the public's access to them.
- h. Strict adherence to the merchandising and display standards as outlined below:
  - Merchandise made available for sale at all times during the event.
  - Each item neatly displayed with correct prices clearly marked.
  - Merchandise should be neatly folded at all times.
  - Neatly dressed personnel that are customer-oriented.
  - Skirted tables for display and checkout.

## DIVISION II MEN'S GOLF

- Display boards and grids to properly display product at all selling locations.
  - Selling locations located in high traffic and easily located locations.
  - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
  - Keeping selling areas clean and neat at all times.
  - Re-stocking of back-up inventory in a fast and efficient manner.
  - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
  - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
  - Calling Event 1, Inc. to request re-orders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
  - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
  - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
  - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

**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.**

## Section 19 • 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 Scoreboard by Clippd 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 20 • Participating Teams

### PARTICIPANT MANUAL

Regionals. The NCAA will provide the host institutions a template of the participant manual by March 1. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by April 1. The NCAA shall provide comments to the draft manual by April 15.

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 March 1. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by April 1. The NCAA shall provide comments to the draft manual by April 15.

# Section 21 • Practices

## 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.

## Section 22 • Programs

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

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

### CONTENT/EDITORIAL

#### LEARFIELD Responsibilities

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

#### Host Responsibilities

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

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

### PROMOTION

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

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

#### Best Practices

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

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

### SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

### QUESTIONS

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

## Section 23 • Safety and Security

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

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

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

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

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

Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

### 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.

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).

### 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 17 for further information regarding photography regulations.

### WEATHER

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

#### Lightning and Weather Detection Service

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

# Section 24 • Transportation

## PARTICIPATING INSTITUTIONS

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).

Expense reimbursement for participation in championships will be filed through our online system. The TES can be found at [travel.ncaa.org](https://travel.ncaa.org).

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

## PARKING

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

# Section 25 • Volunteers

## APPAREL (FINALS ONLY)

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee's logo may appear on the right chest or sleeve. The licensee's logo may be no larger than 2¼ inches square.

The local organizing committee 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:

Personnel	Number
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)

## GOAL AND RECRUITMENT

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

- Provide an enthusiastic and warm welcome to participants and guests.
- Answer questions and provide information to visitors.

- Contribute to the general excitement surrounding the championship.
- Assist the local organizing committee with championship operations.

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

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

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The Local Organizing Committee 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 local organizing committee as necessary.

## 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.

# Appendixes

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## Appendix A • Regionals and Finals Pairings

### 2024 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS REGIONALS

#### First-Round Pairings Thursday, May 9

Other Reg. #7, Host Reg. #7, Other Reg. #8

7:30	5
7:40	4
7:50	3
8:00	2
8:10	1

Host Reg. #8, Other Reg. #9, Host Reg. #9

8:20	5
8:30	4
8:40	3
8:50	2
9:00	1

Other Reg. #10, Host Reg. #10, Individuals 1-5

9:10	5
9:20	4
9:30	3
9:40	2
9:50	1
10:00	Individuals 6-8

Other Reg. #1, Host Reg. #1, Other Reg. #2

10:10	5
10:20	4
10:30	3
10:40	2
10:50	1

Host Reg. #2, Other Reg. #3, Host Reg. #3

11:00	5
11:10	4
11:20	3
11:30	2
11:40	1

Other Reg. #4, Host Reg. #4, Other Reg. #5

11:50	5
12:00	4
12:10	3
12:20	2
12:30	1

Host Reg. #5, Other Reg. #6, Host Reg. #6

12:40	5
12:50	4
1:00	3
1:10	2
1:20	1

**2024 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
REGIONALS****Second-Round Pairings  
Friday, May 10**

Other Reg. #1, Host Reg. #1, Other Reg. #2

7:30	5
7:40	4
7:50	3
8:00	2
8:10	1

Host Reg. #2, Other Reg. #3, Host Reg. #3

8:20	5
8:30	4
8:40	3
8:50	2
9:00	1

Other Reg. #4, Host Reg. #4, Other Reg. #5

9:10	5
9:20	4
9:30	3
9:40	2
9:50	1

Host Reg. #5, Other Reg. #6, Host Reg. #6

10:00	5
10:10	4
10:20	3
10:30	2
10:40	1

Other Reg. #7, Host Reg. #7, Other Reg. #8

10:50	5
11:00	4
11:10	3
11:20	2
11:30	1

Host Reg. #8, Other Reg. #9, Host Reg. #9

11:40	5
11:50	4
12:00	3
12:10	2
12:20	1

Other Reg. #10, Host Reg. #10, Individuals 1-5

12:30	5
12:40	4
12:50	3
1:00	2
1:10	1

2024 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
REGIONALS

1:20                    Individuals 6-8

**Third-Round Pairings  
Saturday, May 11**

Team 18, Team 19, Team 20

7:30	5
7:40	4
7:50	3
8:00	2
8:10	1

Team 16, Team 17

8:20	5, Individual 8
8:30	4, Individual 7
8:40	3, Individual 6
8:50	2, Individual 5
9:00	1, Individual 4

Team 13, Team 14, Team 15

9:10	5
9:20	4
9:30	3
9:40	2
9:50	1

Team 10, Team 11, Team 12

10:00	5
10:10	4
10:20	3
10:30	2
10:40	1
10:50	Individuals 1,2, 3

Team 7, Team 8, Team 9

11:00	5
11:10	4
11:20	3
11:30	2
11:40	1

Team 4, Team 5, Team 6

11:50	5
12:00	4
12:10	3
12:20	2
12:30	1

Team 1, Team 2, Team 3

12:40	5
12:50	4

2024 NCAA DIVISION II MEN’S GOLF CHAMPIONSHIPS  
REGIONALS

1:00	3
1:10	2
1:20	1

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 arrangements.

2024 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
FINALS

**First-Round Pairings**  
**Tuesday, May 21**

Time	1st Tee		
	A/E #4, C/MW #4, S/SE #4		SC/W #1, A/E #2, C/MW #2
7:30	5	11:21	5
7:41	4	11:32	4
7:52	3	11:43	3
8:03	2	11:54	2
8:14	1	12:05	1
	SC/W #4, A/E #5, C/MW #5		S/SE #2, SC/W #2, A/E #3
8:25	5	12:16	5
8:36	4	12:27	4
8:47	3	12:38	3
8:58	2	12:49	2
9:09	1	1:00	1
	S/SE #5, SC/W #5, Indiv. 4-8		C/MW #3, S/SE #3, SC/W #3
9:20	5 and Indiv. #8	1:11	5
9:31	4 and Indiv. #7	1:22	4
9:42	3 and Indiv. #6	1:33	3
9:53	2 and Indiv. #5	1:44	2
10:04	1 and Indiv. #4	1:55	1
10:15	Individuals #3, #2, #1		
	A/E #1, C/MW #1, S/SE #1		
10:26		5	
10:37		4	
10:48		3	
10:59		2	
11:10		1	

## DIVISION II MEN'S GOLF

### 2024 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS FINALS

#### Second-Round Pairings Wednesday, May 22

Time	1st Tee			
	A/E #1, C/MW #1, S/SE #1		A/E #4, C/MW #4, S/SE #4	
7:30	5	11:10	5	
7:41	4	11:21	4	
7:52	3	11:32	3	
8:03	2	11:43	2	
8:14	1	11:54	1	
	SC/W #1, A/E #2, C/MW #2		SC/W #4, A/E #5, C/MW #5	
8:25	5	12:05	5	
8:36	4	12:16	4	
8:47	3	12:27	3	
8:58	2	12:38	2	
9:09	1	12:49	1	
	S/SE #2, SC/W #2, A/E #3		S/SE #5, SC/W #5, Individ. 4-8	
9:20	5	1:00	5 and Individ. #8	
9:31	4	1:11	4 and Individ. #7	
9:42	3	1:22	3 and Individ. #6	
9:53	2	1:33	2 and Individ. #5	
10:04	1	1:44	1 and Individ. #4	
		1:55	Individuals #3, #2, #1	
	C/MW #3, S/SE #3, SC/W #3			
10:15		5		
10:26		4		
10:37		3		
10:48		2		
10:59		1		

Teams will be re-paired according to score after the second round.

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.

Key:

A/E – Atlantic/East Region

C/MW – Central/Midwest Region

2024 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
FINALS

S/SE – South/Southeast Region

SC/W – South Central/West Region

**Third-Round Pairings**  
**Thursday, May 23**

<b>Time</b>	<b>1st Tee</b>		
	Teams 18, 19, 20		Teams 7, 8, 9
7:30	5	11:10	5
7:41	4	11:21	4
7:52	3	11:32	3
8:03	2	11:43	2
8:14	1	11:54	1
		12:05	Individuals 1, 2, 3
	Teams 16, 17, Individuals 4-8		Teams 4, 5, 6
8:25	5, individual 8	12:16	5
8:36	4, individual 7	12:27	4
8:47	3, individual 6	12:38	3
8:58	2, individual 5	12:49	2
9:09	1, individual 4	1:00	1
	Teams 13, 14, 15		Teams 1, 2, 3
9:20	5	1:11	5
9:31	4	1:22	4
9:42	3	1:33	3
9:53	2	1:44	2
10:04	1	1:55	1
		Teams 10, 11, 12	
10:15		5	
10:26		4	
10:37		3	
10:48		2	
10:59		1	

2024 NCAA DIVISION II MEN’S GOLF CHAMPIONSHIPS  
FINALS

Head-to-Head Medal Play Pairings  
Friday, May 24  
*Quarterfinals*

Time	1 <sup>st</sup> Tee Quarterfinal #1		10 <sup>th</sup> Tee Quarterfinal #2
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
	Quarterfinal #3		Quarterfinal #4
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

Head-to-Head Medal Play Pairings  
Friday, May 24  
*Semifinals*

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

2024 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS  
FINALS

**Head-to-Head Medal Play Pairings**  
**Saturday, May 25**  
***Finals***

	<b>1<sup>st</sup> Tee</b>
<b>Time</b>	<b>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:** Seeds for Head-to-Head Medal Play are determined by 54-hole scores with ties within the top eight being broken by using the non-sudden death tiebreaking procedures outlined on page 14 of this manual. Ties for the eighth spot will be broken by a sudden death playoff, time permitting.

**QUARTERFINAL TIME AND TEE CHOICE FOR #1 SEED**

**Note 2:** For pairing purposes within a given team match, 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.

**Note 3:** Tee times may be altered by the games committee for weather.

Appendix B • Registration Card

NCAA DIVISION II MEN’S GOLF CHAMPIONSHIPS

REGISTRATION CARD

ORANGE COUNTY NATIONAL GOLF CENTER AND LODGE  
WINTER GARDEN, FLORIDA

MAY 21-25, 2024

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

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

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

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

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

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

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

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

## Appendix C • Tournament Director's Timeline

### 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.

## **DIVISION II MEN'S GOLF**

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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.

## DIVISION II MEN'S GOLF

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### 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**

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

### **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 • Tournament Director's Checklist

### 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.

### 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 Clippd live scoring at the site.

## Appendix E • Volunteer Waiver

### **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.

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Signature of Volunteer	Date
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Signature of Parent/Guardian of Minor (if Volunteer is under the age of 18)	Date
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Signature of Parent/Guardian of Minor (if Volunteer is under the age of 18)	Date
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## Appendix F • Guide to Live Video and Stats



**WBD Sports**



**Tupelo Honey** is responsible for video content and live productions at thousands of events annually. Since 2010, in partnership with WBD Sports (Turner Sports) and NCAA.com, Tupelo Honey 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 50 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 WBD/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 in a secure, weather-proof production space. 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 most cases, the cameras are cabled to the production position. Tupelo Honey 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

WBD/Turner Sports provides all necessary equipment for a successful NCAA.com broadcast. The production crew and announcers are secured by Tupelo Honey and WBD 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 Honey Senior Director of Production, Remote Andrea Crawford at [andrea.crawford@tupelohoney.net](mailto:andrea.crawford@tupelohoney.net)

**WARNERMEDIA**

## 2023-24 Host Site Stats Document

### NCAA LiveStats

NCAA.com is now fully integrated with NCAA LiveStats. Hosts that utilize NCAA LiveStats, a representative from WarnerMedia will contact you to confirm your scoring software. You should not have to do anything differently for these sports.

### Hosts not Utilizing NCAA LiveStats

WarnerMedia and StatBroadcast will be collaborating 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. Transmitting stats to NCAA.com is **REQUIRED** for your hosted event.

### Downloading NCAA Broadcastr

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 may 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.

### For Hosts Utilizing StatCrew

All hosts using Statcrew will need to have the latest version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

If you are using Presto Stats, please contact Jason Venson ([Jason.venson@warnermedia.com](mailto:Jason.venson@warnermedia.com)), for alternate instructions.

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