



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

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

**2020-21 NCAA DIVISION II WOMEN'S GOLF CHAMPIONSHIP HOST OPERATIONS MANUAL  
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*Some responsibilities, protocols or requirements outlined in this manual (e.g., awards ceremonies, banquet, media area, medical procedures, meeting protocols, pairings, schedule of events, etc.) may be subject to change or suspended in 2021 based on COVID-19 Return to Championships protocols; consult with the NCAA championships manager for specifics related to Division II Women's Golf.*

## Section 1 - Introduction

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

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

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division II Women's Golf Championships. It is designed to use in conjunction with the Division II Women's Golf Pre-championships Manual.

The host institution/conference shall appoint staff members to assume the positions of tournament director and media coordinator.

## Section 2 - Definitions

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### **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 championships under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCAA Bylaw 31.

### **Host Institution/Conference.**

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

### **NCAA Championships Administrator.**

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

### **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. The function of the tournament director 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 director will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

#### **Local Organizing Committee.**

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

### **Section 3 - Roles**

#### **Role of the Governing Sports Committee.**

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

#### **Role of the Host Institution.Conference.**

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

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship. The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

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

#### **Role of the NCAA.**

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

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

### **Section 4 – General Administration**

#### **Tournament Structure.**

The NCAA Division II Women's Golf Committee, subject to the approval of the NCAA Division II Championships Committee, determines the format for the championships. Four 54-hole regional

competitions will be conducted to determine the participants in the championships. Tiebreakers and play-offs will be used to determine advancement to the finals. Nine (9) teams and four (4) individuals will participate in each regional competition.

Three (3) teams and three (3) individuals (not on one of the advancing teams) will advance from each regional to the championships finals. A total of 72 participants will advance to the finals.

The championships finals will consist of both team and individual competition conducted concurrently. All participants will compete in 54 holes of stroke play competition, with the top eight teams advancing to a head-to-head medal play bracket for the quarterfinal, semifinal, and championship round. In the team competition, the lowest four scores for each team will count in each day's total score. The individual national champion will be crowned after the 54 hole stroke play competition.

Head-to-head Medal Play Format:

Quarterfinals

No. 1 vs. No. 8, No. 2 vs. No. 7, No. 3 vs. No. 6, and No. 4 vs. No. 5

Semifinals

Winner of No. 1 vs No. 8 versus Winner of No. 4 vs. No.5

Winner of No. 2 vs. No. 7 versus Winner of No. 3 vs. No. 6

Championship Final

Winner of each semifinal match

**Championships Selections.**

The committee is responsible for the selection of all participants in the championships. Regional advisory committees assist in the evaluation of the teams and individuals and provide recommendations to the national committee. In the interest of developing and promoting women's collegiate golf throughout the country, the best teams and individuals will be selected.

Selections for the 2021 championships will be Monday, April 26. Before the national call, chairs will conduct a call with regional advisory committees to formulate recommendations.

2020-21 DIVISION II WOMEN'S GOLF COMMITTEE

<p><b>Brad Fleetwood, chair</b>          Head Men's and Women's Golf Coach          Southwestern Oklahoma State University          100 Campus Dr.          Weatherford, Oklahoma 73096          Phone: 580-819-2928          Email: <a href="mailto:brad.fleetwood@swosu.edu">brad.fleetwood@swosu.edu</a></p>	<p><b>Randy Loggins</b>          Associate Athletic Director for Operations          Tusculum University          60 Shiloh Road          Tusculum, Tennessee 37745          Phone: 423-636-7323          Email: <a href="mailto:rloggins@tusculum.edu">rloggins@tusculum.edu</a></p>
<p><b>Brent Nicoson</b>          Head Men's and Women's Golf Coach          University of Indianapolis          1400 E. Hanna Ave.          Indianapolis, Indiana 46227          Phone: 317-289-4653          Email: <a href="mailto:nicosonb@uindy.edu">nicosonb@uindy.edu</a></p>	<p><b>Melanie Robotham</b>          Assistant Commissioner/Senior Woman Administrator          Lone Star Conference          1221 W. Campbell Rd., Suite 171          Richardson, Texas 75080          Phone: 479-283-4054          Email: <a href="mailto:melanie@lonestarconference.org">melanie@lonestarconference.org</a></p>

NCAA STAFF

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## 2021 TOURNAMENT DIRECTORS

<p><b>Championships</b>  <b>Wayne State University and Detroit Sports Commission, hosts</b>  <b>TPC Michigan</b>  <b>Dearborn, Michigan</b>  <b>May 11-15, 2021</b></p>	<p><b>Jason Clark</b>  Executive Associate Athletics Director  Wayne State University  Phone: 313-577-4280  Email: jason.clark@wayne.edu</p> <p><b>Alma Davila Toro</b>  Sports Event Manager  Detroit Sports Commission  Phone: 313-202-1982  Email: advilatoro@detroitssports.org</p>
<p><b>Central Regional</b>  <b>Missouri Western State University, host</b>  <b>St. Joseph Country Club</b>  <b>Country Club, Missouri</b>  <b>May 3-5, 2021</b></p>	<p><b>Brett Esely</b>  Senior Associate Director of Athletics  Missouri Western State University  Phone: 816-271-5904  Email: esely@missouriwestern.edu</p>
<p><b>South Regional</b>  <b>Lee University, host</b>  <b>Cleveland Country Club</b>  <b>Cleveland, Tennessee</b>  <b>May 3-5, 2021</b></p>	<p><b>Marty Rowe</b>  Head Women’s Basketball Coach  Lee University  Phone: 423-614-8400  Email: mrowe@leeuniversity.edu</p>
<p><b>East Regional</b>  <b>University of Indianapolis, host</b>  <b>Prairie View Golf Club</b>  <b>Carmel, Indiana</b>  <b>May 3-5, 2021</b></p>	<p><b>Scott Young</b>  Senior Associate Director of Athletics  University of Indianapolis  Phone: 317-788-3306  Email: syoung@uindy.edu</p>
<p><b>West Regional</b>  <b>Dallas Baptist University, host</b>  <b>Wildhorse Golf Club at Robson Ranch</b>  <b>Denton, Texas</b>  <b>May 3-5, 2021</b></p>	<p><b>Connor Smith</b>  Director of Athletics  Dallas Baptist University  Phone: 214-333-5365  Email: connors@dbu.edu</p>

### Awards.

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

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

The shipment will include:

72 Participant medallions

5 Championship watches\*

4 Team trophies (1 Champion, 1 National Runner up, 2 National Semifinalist )

32 Mini trophies

1 Individual mini trophies (1<sup>st</sup> Place)\*\*

\*Two championship watches will be shipped to the winning coach following the championship.

\*\*Second through 10<sup>th</sup> place individual finishers will receive their mini trophies after the championship.

### Awards Ceremony.

**Regionals.** The tournament director should plan an awards ceremony with the site rep for the final day of competition (conducted at the conclusion of the final round). The plans should include team and individual award(s).

**Finals.** The tournament director should plan an awards ceremony with the committee for the final day of stroke play to recognize the individual national champion, along with the second through 10<sup>th</sup> place individual finishers. There should also be an awards ceremony after the quarterfinals and semifinals to award the non-advancing team their trophies. The final awards ceremony will take place following the championship.

### Champions Locker Room Program (final site only).

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 prior to being distributed.
- The merchandise should be distributed to the winning team only immediately following 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 inquires about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.



### **Elite 90 Award (Finals site only).**

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 his or her sport, while also achieving the highest academic standard among his or her 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 and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships administrator 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 operations point person 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. Bedics or another member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution on the morning of the announcement to allow them time to prepare.

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

#### Award presentation.

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

At this time, we would like to present the Elite 90 Award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her 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 Women's Golf with a GPA of X.XXX in (major, is student-athlete and institution).

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 administrator
- The coach of the winning student-athlete should be informed to help assure the winner's attendance
- If a photographer is available, a photo should be taken of the recipient receiving the award. 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

### Press release

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

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

## **Participation Awards.**

### **Preliminary Rounds**

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

### **Finals**

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

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

Please log on to <http://www.ncaa.com/media> for information regarding broadcast/Internet rights.

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## **Section 8 – Commercialism/Contributors**

## **Commercial Identification, Signage and Official Marks.**

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

championships, without the prior approval of the NCAA.

6. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

#### **NCAA Corporate Partners.**

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.

#### **NCAA Trademarks.**

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

#### **Official Ball/Equipment Suppliers.**

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

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

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

#### **Temporary Promotional Displays.**

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

### **Section 9 – Drug Testing**

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

#### **Drug-Testing Expenses.**

The proposed budget included in the site coordinator’s manual should be completed and submitted to the National Center for Drug Free Sport (Drug Free Sport) prior to the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug Testing Invoice upon completion of the championships for drug-testing related expenses. Receipts must accompany the

invoice to receive reimbursement.

#### **Drug-Testing Procedures.**

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

#### **Facility Specifications.**

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

#### **Host Notification.**

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

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

#### **Media Obligations.**

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

#### **Participant Notification.**

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

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

#### **Site Coordinator's Responsibilities (Host).**

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

Confidentiality. Keep testing information confidential at all times.

Couriers (individual/team championships). The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with the student-athlete and escort him/her to the drug-testing area within 60 minutes of their notification..

Championship Site Coordinator Manual. The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

Facilities. Review the facilities required for the drug testing area according to the site coordinator's manual, paying particular attention to the possibility of next morning testing. At individual/team championships, one large facility is required. Only the drug-testing crew, selected student-athletes, institutional representatives, site coordinator and witnesses will be allowed in the area. The drug-testing area shall **not** be identified with any signage.

Fluids. Arrange for a sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

Meeting with Tournament Manager. Meet with the tournament manager to discuss duties and budget development.

Second Meeting. Meet with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site:

Assistance. Assist drug-testing crew chief during testing.

Confirmation. Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.

Credentials. The host will issue all-access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management or medical/athletic training is preferred.

Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.

Meet with Crew Chief. Meet with the drug-testing crew chief the day prior to the scheduled testing date.

Plans. Meet with the tournament manager to finalize plans.

Report. Submit drug-testing invoice (with receipts) to Drug Free Sport after the championships.

Transportation. Pre-arrange for transportation for student-athletes to and from the sports venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.

Transportation/Lodging (Drug-testing crew). The drug-testing crew chief will make arrangements for the crew's transportation and lodging but, may request the assistance of the site coordinator.

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## **Section 10 – Facility, Equipment & Requirements**

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

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

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

### **American with Disabilities Act.**

The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championships and to advise the NCAA national office by January 1 if it will NOT be in compliance.

### **Athletic Training.**

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

### **Concessions.**

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

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed on the course. During competition, selling is restricted to established selling locations.

### **Course Requirements.**

The women's golf committee's interest in setting a golf course for the NCAA championships is to provide a fair, competitive test of golf that rewards excellent play at the appropriate level. All players should have a fair opportunity to demonstrate their skills throughout each day on a course playing as consistently as possible depending on local weather and course design characteristics and considerations.

The following general observations 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 and if the course superintendent considers it inadvisable to follow any of them, please communicate to the NCAA golf chair in charge of the competition.

Communication Area. The host should establish a general communications area at the course for all coaches and staff. There shall be a plan to alert all participants should there be a delay in play prior to the participants arriving at the golf course.

Fairways. In setting the markers, the committee will be looking for prime landing areas that are "fair"; providing firm, tight turf with a premium on accuracy and avoiding areas with fluffy lies or areas where soft and hard spots are next to each other. Prior to the championships, fairways should be cross-cut. During competition, at least the landing areas should be cut daily at the standard height of between one-half and five-eighths inch. In addition to daily cutting during the championship, fairways should be cut at championship level on each of the five days prior to the championship.

Early morning dew conditions will require a method of whipping or other removal to provide a consistent test for all players.

Flags. Flag sticks must be uniform in height (at least seven feet), color and diameter (maximum three-fourths inch from a point three inches above the ground to the bottom of the hole). **Flags will be ordered by the NCAA.** They will be printed with the championships logo or the NCAA logo. Extra flags will be sent in the event of theft. Flags will be shipped directly to the host site. Flags will be distributed at the conclusion of both the regional and finals championships.

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 NCAA golf committee. During the competition, a member of the crew will be assigned, under direction of the NCAA golf 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 championships and additional stakes should be on hand if there are to be any changes necessary at that time. Hazards will be defined by according to USGA Rules of Golf. No marking should be painted for four weeks before the championships.

The course must supply three marking guns and additional stakes.

Practice Areas. Adequate practice facilities should, besides the balls, include grass space for a minimum of 30 players to hit every shot including the driver. There should be a separate sand practice area, at least one putting green with holes 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. All practice areas should be roped off (including driving range, short game areas, and practice greens) and only appropriate coaching personnel and participants shall be admitted to the practice areas.

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 will be determined during the site visit for the event.

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 stimpmeter reading as the greens on the course.

For the three days prior to the tournament hole locations should be either generally toward center or in non-championships positions.

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 and other equipment should be on site and available for quick water removal by the grounds crew. Three to six air horns must be provided to notify players on the course.

Ropes and Stakes. The 1st and 10th tees and the 9th and 18th greens must be roped off. The scoreboard and any other congestion points also should be roped off as well as the entrance to the scoring tents and the practice areas. All practice areas should be roped off (including driving range, short game areas, and practice greens) and only appropriate coaching personnel and participants shall be admitted to the practice areas. The NCAA has arranged for Executive Sports to handle all roping in conjunction with the course superintendent.

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

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

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

Scoreboard. An adequate surface must be provided to post a minimum of 20 three-foot by two-foot high sheets along with space for summary sheets 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 the height determined during the site visit. For the championships finals, the NCAA will provide tee markers for use during the championships.

The golf course staff should work in conjunction with the LOCAL RULES GOVERNING BODY and the golf committee to ensure that the course is set to championships specifications beginning with the first practice round. Prime areas on the tee boxes and prime hole locations should be saved for rounds of competition.

#### **Decorating and Advertising.**

Covering. The facility shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the course (i.e. any place that can be seen from the course or seats), including the scoreboard, during the championship session or practices, other than NCAA, ESPN and radio banners, as specified by the NCAA. No local /school radio banners are allowed.

Institutional Signage. Institutional signage does not need to be covered. Championship banner may remain if permanent (not hung seasonally).

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

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming on request (regionals and finals).



**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	10 at regionals 15 at finals	Host	Detailed list will be sent via email
Flags	yes	yes	36	NCAA	
Hole signs	yes	yes	18 (each tee box)	Host (Regionals) NCAA (Finals)	
Marking paint	yes	yes	as needed	Host	
Portable toilets	as needed	as needed	as needed	Host	
Public-address system	no	yes	1 (finals)	Host	Awards ceremonies (Thurs. – Sat.)
Radios w/ headsets or earphones w/ repeater(s)	yes	yes	10 at regionals 30 at finals	Host	
Range balls	yes	yes		Host	
Scoresheets	yes	yes	30-35	NCAA	
Signs	no	yes	see "Signage" section	Host/NCAA	
Standards	no	yes	20	NCAA	
Starter's boxes	yes	yes	2	NCAA	
Tables/Chairs	yes	yes	4 tables/8 chairs	Host	1 table per tent (1, 9, 10, & 18) 4 chairs in scoring tents (9 & 18)
Table Throws	yes	yes	2	NCAA	For starter's tents
Tee markers	no	yes	36	NCAA (finals only)	
Tents-starters (non- branded)	yes	yes	5 (10 x 10)	Host	1 & 10 tees (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 Golfstat	yes	yes	1 (minimum)	Host	
Water coolers	yes	yes	14 ice chests 4 coolers	Host (Regionals) NCAA (Finals)	Coolers should be non-branded
Internet hookups	yes	yes	Minimum of 5	Host	

Barriers. Standards or barriers to assist in providing security for the course.

Clocks. Clocks should be placed at the practice areas, first tee and tenth tee. An additional four clocks should be available to use for pace of play checkpoints. Officials should synchronize clocks daily before

placing clocks in these areas.

Comfort Stations. Comfort stations strategically placed on the course. Placement will be determined during the site visit. There must be enough public restrooms to accommodate spectators separate from those used by the players. Signs should be placed on the interior of the restroom doors "Please do not let door slam shut."

Computer Equipment. A computer and laser printer should be available in the committee room for typing announcements, updates, tee times, scorecards and coaches notifications.

Copy Machine. A high-speed copy machine is required to reproduce results, hole location sheets and other material necessary for the conduct of the tournament. The machine should be able to reproduce 75 copies per minute and should be located at the course. Please be sure the copier is well maintained.

Cups and Coolers. Final site only will receive a supply of cups and coolers from the national office. Other cups and coolers used on the course must be free of commercial identification. The NCAA cups and coolers should be placed on the finishing holes first. Water, sports drink, soda, juices and snacks should be available at No. 9 and No. 18. Water should be available at every other hole.

Driving Range. The driving range should accommodate 30 players at any given time.

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

Golf Carts. Electric golf carts should be available for the rules officials (8), medical staff (2), media (3), members of the NCAA committee (5) and designated coaches for each institution (32). Only an institutional representative (a designated coach) may drive or ride in the assigned golf cart for that institution during the competition.

The host institution should identify the golf carts for their intended use (i.e., NCAA committee, official, institution, medical staff and media). Reverse signals should be silenced for the officials and committee carts.

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

Internet Access. The host should provide internet access for scoring and committee computers.

PA System. A quality public address system should be available for the awards ceremony and any other activity planned in conjunction with the tournament.

Paint Guns. A minimum of three paint guns. A paint sleeve should be secured painting the inside edges of the cup. A sufficient supply of marking stakes of red, white and yellow also should be provided.

Practice Balls. A sufficient number of practice balls of good quality should be available.

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

Regionals. Approximately 15 radios should be secured. NCAA site representative (1); officials (4); tournament director (1); trainer (1); course superintendent (1); support personnel (3) and scorers (7).

Finals. Approximately 40 radios should be secured. Committee (5); officials (6); tournament director (1); trainer (1); course superintendent (1); support personnel (5) and scorers (7).

Ropes and Stakes. Gallery ropes and stakes, especially around 1st and 10th tees and 9<sup>th</sup> and 18<sup>th</sup> greens. All practice areas should be roped off (including driving range, short game areas, and practice greens) and only appropriate coaching personnel and participants shall be admitted to the practice areas.

Scoreboard Sheets. Scoreboard sheets (approximately three feet by two feet, provided by the NCAA office) with the names of the teams, individual players by position and the head coach printed on the sheets prior to the tournament.

Scoring. Computer and laser printing capability in the committee room for scoring, pairings, scorecards and results. There should be 25 clipboards available for use by live scorers.

Scorer's Box. A score box shall be provided in each scorer's tent. The box should be of a sturdy material (wood or plastic), with a slot in the lid for placement of scorecards.

Signs. Sign should be posted explaining policies for spectators.

Siren. A siren system audible on the entire course in the worst of conditions must be available to inform players of a suspension of play. Six to eight air horns must be provided.

Table, etc. Tables, chairs, beverages, TV, etc., for drug-testing facility.

Tents (Scoring). Scoring tents (with sides) for the 9<sup>th</sup> and 18<sup>th</sup> greens. Each tent should include a six-foot table and six chairs and scorer's box. A scorer's box with a slot in the lid large enough to deposit a scorecard. A wastebasket also should be in the tent. The host must provide pencils and tees. It is recommended that ball markers also be provided.

Tents (Starter). Starter's tent for the first and 10<sup>th</sup> tees. The tent should include a six-foot table and two chairs. A wastebasket also should be in the tent. The host must provide pencils and tees. It is recommended that ball markers also be provided.

Weather. If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

Lightning and Weather Detection Service. The NCAA uses WeatherSentry to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and the NCAA site representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided so that all sites will have the resources available to ensure the safety of our student-athletes, spectators and event management staff. Both the site representative and host tournament director should request to include his/her emails and/or phone numbers via text to the WeatherSentry system so he/she can receive the weather updates. The site representative and tournament director should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the site representative and the tournament director monitor the national storm center forecast using [weather.gov](http://weather.gov) or [weatherbug.com](http://weatherbug.com). It is also recommended that the tournament director make contact with a local meteorologist.

## **Facility Use.**

Practice facilities will be available during the championships and those competing will be advised of the dates and times when the facilities will be available. Teams or individuals entered in the NCAA Division II Women's Golf Championships will not be allowed to practice at the site of the regional or national championship 10 days before the first practice round. If individuals or teams do practice on the championships course, they will be subject to disqualification by the games committee from participation in the championships. The host institution's team shall be exempt from this policy, provided the championships are conducted on the institution's home course.

Coaches and athletes will not be allowed to walk the course prior to the first day of the official practice round. However, the driving range and practice facilities shall be made available by the host institution on the day before the first practice round. Coaches' and student-athletes are not allowed on the course after their practice round.

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

Regionals. The facility shall be reserved for the exclusive use of the NCAA beginning at 6 a.m. one day before the competition through the conclusion of the final round (i.e., Sunday through Wednesday). All space shall be available and facility set up no later than 1 ½ hours prior to the beginning of the first practice round. Club members will be allowed to used the course once all the participants are off the course. Practice facilities are to remain closed to the public until 1.5 hours after competition has ended for the day. Coaches may reserve a time to use the practice facility through the golf course one day prior to the practice round.

Finals. Tournament and practice facilities must be reserved for the tournament commencing 7 a.m. Monday through the conclusion of the final round Saturday. Coaches may reserve a time to use the practice facility through the golf course one day prior to the practice round.

## **Hospitality**

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

## **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 10-12 scoresheets at both regional and finals sites.

## **Sideline Product and Equipment**

### **Final Site Program**

### **Equipment Information**

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

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

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

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

### **Hydration Program**

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

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

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

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

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

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

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

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

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

### **NCAA Space Requirements.**

The facility shall provide the space listed below.

Hospitality (Participant). A hospitality area shall be reserved for student-athletes and coaches.

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

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

Media Work Area. The facility shall provide work areas for approximately 10 working press. Telephone, high speed internet, and copy machines shall be made available to the working media. The host media coordinator shall oversee this area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices and competition. Only DASANI and POWERADE and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

NCAA Committee Office. An area should be available to accommodate 15 persons. The committee, host and officials for various meetings during the tournament will use this space. This area needs to be at the golf course and preferably not visible to the public. The area should be equipped with (or have ready access) a high speed internet.

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

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

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

### **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.

### **Parking.**

There should be enough parking spaces adjacent to the arena for the committee, team personnel, match officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

## **Section 11 – Financial Administration**

### **Championship Expenses.**

The host institution is responsible for all championship expenses, including (but not limited to) facility rental, maintenance, insurance, personnel, police and security, promotion, publicity, advertising,

meetings, banquets, medical staff and any other expenses approved by the NCAA.

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.

The host institution must file, within 60 days following the competition, the "Financial Report" section of the proposed budget/financial report form. The golf committee may assess a financial penalty against the host institution for failure to submit the financial report within 60 days following the conclusion of the competition. Your timely cooperation will be greatly appreciated. The proposed budget/financial report is available on the NCAA website at: <https://champsauth.ncaa.org/login?service=https%3A%2F%2Fchampionships.ncaa.org%2F>.

#### **Committee Expenses.**

The host institution will be responsible for the committee's lodging expenses. The proposed budget/financial report is available on the NCAA Web site at: <https://champsauth.ncaa.org/login?service=https%3A%2F%2Fchampionships.ncaa.org%2F>.

#### **Drug Testing Expenses.**

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. 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](#).

#### **Lodging Expenses.**

Rules Officials. Room and tax shall be direct billed to the host institution and be reimbursed via budgeted disbursements (officiating expenses section) on the final financial report. Officials will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Administrator. Will be responsible for their own expenses.

NCAA Golf Committee/Site Rep. Room and tax shall be direct billed to the host institution and be reimbursed via budgeted disbursements (personnel section) on the final financial report. Committee members/NCAA rep will be responsible for their own incidentals.

#### **Participating Institutions Expense Form.**

Once the championship is completed, participating institutions should submit expense forms to the NCAA Travel Department at the NCAA national office within 30 days of the competition.

## **Section 12 – Game Management**

#### **Insurance.**

[Reference: Bylaw 31.7.4 in the NCAA Manual.]

NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage. Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary

comprehensive general public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage). Institutions that are covered by state tort laws should provide a statement on institutional letterhead detailing the coverage provided, including limits.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

[Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours before the championships.]

#### **Games's 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 NCAA site representative, head rules official and tournament director. The NCAA site representative shall serve as the chair of the games committee.

**Finals:** The NCAA Division II Women's Golf Committee, NCAA championships administrator, head rules official and tournament director.

#### **Personnel.**

The following provides a general description of the personnel needed to conduct the championships. In some cases, responsibilities can be assumed by one person; however, the committee recommends that the tasks be delegated as provided in this manual. Following is a general outline of the various areas of responsibilities that must be met:

Athletic Trainers. An adequate number of athletic trainers are needed to provide treatment before and after rounds, staff competition and practice. Athletic trainers should be on site at least one and one half hours before the first tee time and one and one half hours after the completion of play each day.

Computer Operator/Official Scorer. For the regionals, the host should secure a computer operator/official scorer to develop pairings, compile results and provide statistical information. This individual will be the official scorer and will use the Golfstat.

For the finals, the committee will hire a computer operator to develop pairings, compile results and provide statistical information. This individual will be the official scorer. Golfstat will be the statistical service for the championships.

Couriers. Approximately 10 individuals (e.g., student trainers) to escort student-athletes to drug-testing site, **if** your site is designated 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 committee chair and tournament director each day to ensure that the course is prepared according to NCAA guidelines.

Course Superintendent. Ensures that course is prepared according to NCAA golf committee specifications before the arrival of the committee. Must be available to work with the NCAA golf



committee member who is assigned to set the course for competition. Secures all necessary equipment for the conduct of the tournament (see Course Requirements and Equipment).

Drivers for Evacuation Vans. There shall be one driver for each evacuation van who does not have any additional responsibilities. These drivers shall be stationed at 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 proposed budget and approval of all expenditures. It is important that the proper control over expenditures is maintained, since proposed budgeting procedures will be followed to the letter. Within 60 days after the championships, it is the responsibility of the host institution to complete and forward to the NCAA national office the financial report for the championship. If desirable, the financial officer may also handle drug-testing budget and financial report.

Hospitality. Oversees and plans all hospitality activities according to NCAA guidelines. Plans the pre-championship banquet (finals only), including contributions to offset the cost and any other social activities for the players, coaches and officials. The hospitality coordinator should also be responsible for the set up of awards ceremony.

Live Scoring (regionals and finals). Regionals. Contemporaneous live scoring will be conducted during the championships. The host shall provide a minimum of six volunteer live scorers to collect scores from competitors at holes 3, 6, 9, 12, 15 and 18 for all days of competition. Additionally, the final day of competition should have volunteer live scorers stationed from holes 10 through 18. Adequate communications devices (radios or cellular telephones) shall be secured for contact with the official scorer.

Finals. Contemporaneous live scoring will be conducted during the championships. The host shall provide a minimum of six volunteer live scorers to collect scores from competitors at holes 3, 6, 9, 12, 15 and 18 for all days of the 54-stroke play competition. Additionally, the final day of stroke play competition should have volunteer live scorers stationed from holes 10 through 18. During the Head-To-Head Medal Match play quarterfinal rounds, there should be a minimum of six volunteers to collect scores every three holes at 3, 6, 9, 12, 15, and 18. During the match play semifinals and finals it is required to have a live scorer for every pairing. Adequate communications devices (radios or cellular telephones) shall be secured for contact with the official scorer

Media Coordinator. Handles pre-tournament 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. Ensures NCAA merchandising policies and procedures are followed.

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

Officials. The NCAA will coordinate with the local golf governing body for officials. The 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 tournament.

Scoreboard and Scoring. Supervises the scoreboard and the scoring procedures between the scoreboard, Golfstat and the media.

Individual should be able to print neatly. Prepares all scoreboard material (score sheet 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 tournament 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.

If leaderboards are available, they should be updated in a timely manner. None-hole scores should be reported and posted on the scoreboard.

Scoreboard Assistants. One or two individuals who assist the scoreboard artist and provide back-up assistance. Walking scorers should radio three-hole summaries to those volunteers in the Golfstat scoring area.

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 the drug-testing site.

Spotters. Tournament director should arrange a sufficient number of individuals to assist on difficult holes to ensure a proper pace of play.

Starter(s). For regionals, one starter for the first tee for practice rounds. For finals, one starter each for the first and 10<sup>th</sup> tees for practice rounds.

The starter is responsible for operating the tees and ensuring all groups tee off on time. The starter should obtain and ensure that all necessary materials are at the tees on time (i.e., score cards, pencils, hole location sheets, PA system, local rules sheets, evacuation plans, designated coaches sign-in sheets). The LOCAL RULES GOVERNING BODY will provide starters for rounds of competition.

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 between some holes. This will be determined during the course setup.

Tournament Director. The tournament director, in conjunction with the NCAA committee representative(s) and the NCAA championships manager, is responsible for overall conduct of the tournament.

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.

#### **Starting Times.**

The committee will approve all starting times. The host institution in consultation with the NCAA championship administrator and the Division II Women's Golf Committee will determine order of play.

## **Publications and Printed 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.

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 director 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.

Hole Location Sheets. There should be a sufficient number of sheets, color-coded by day, at the tees each day of the tournament. The host must order six different colors of paper on which hole locations will be run (see Appendix A).

List of Coaches. Coaches will be asked to list designated coach(es) and sign off on distribution of wristbands.

Local Rules Sheets. All local rules should be printed and distributed to all participants and coaches. A sufficient number should be available at the starter's table each day and at tournament headquarters. The NCAA committee will review sheets (see Appendix E).

Notice to Competitors. Practice-round pairings will be typed and printed by the host institution 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 officials. Volunteers who are serving as markers should also receive a copy each morning.

Scorecards. Golfstat will be responsible for printing scorecards for use during all rounds. All yardage information will be determined after consultation with the NCAA and the rules officials.

Score Sheets. Are received from the NCAA office and placed on the scoreboard. Should be appropriately marked to identify the tournament, year and host institution. Name of institution, 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. They are three feet wide and two feet high.

Tee Signs. Should be printed for each hole with the yardage and par for championships play (see Appendix B).

Yardage Books. Should be provided free of charge in the registration packets for participants.

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## **Section 13 – Lodging**

Regionals. The host is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants [minimum of four per team (9) and two per individual (4); NCAA committee representative (1); and officials (4)].

The host institution will advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists with the advance mailing. Please advise the hotel that participating institutions may not contact the hotel before prior to selection.

Institutional Responsibility. Each institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at a designated property; however, it is financially responsible for

canceling its reservations and then securing its own accommodations. If an institution wants to stay at another hotel, it must (a) obtain a release for the rooms (in writing) from the hotel manager, or (b) use the rooms for persons accompanying the official travel party. If an institution fails to make satisfactory arrangements for use of the rooms with the hotel, full charges for the rooms will be billed to the institution.

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

Room Rate. Attempt to secure a special rate and the NCAA accepts standard complimentary policy of at least 1/40.

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

Finals. The host is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants [minimum of 4 per team (12) and 2 per individual (12)]; their travel party, NCAA committee members (4), NCAA staff (not more than 2) and officials (8).

The host institution will advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists. Please advise the hotel that participating institutions may not contact the hotel until Regional play has been completed.

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

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

Room Rate. Attempt to secure a special rate and the NCAA accepts standard complimentary policy of at least 1/40.

Room and Tax. The tournament director will arrange for the officials', NCAA committee, NCAA staff and/or representative's hotel room and tax to be master-billed to the institution. This expense should be included on the financial report form. Officials are responsible for their incidental charges.

#### **Drug Testing Crew.**

The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel (if requested).

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### **Section 14 – Meetings/Schedule of Events**

#### **Administrative Meeting.**

Due to COVID-19 policies and procedures, the administrative meeting will be conducted virtually.

### **Participants and Coaches Rules Meeting.**

The participants and coaches' pre-championship rules meeting will be conducted prior to the first round of competition. 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 women's golf committee representative will conduct the meeting in conjunction with presentations from the head rules official and tournament administration.

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

### **Officials Meeting.**

The head rules official will conduct a meeting prior with the team of rules officials, tournament director, and site representative to the start of the first competition round to review course set up, local rules and potential ruling areas.

### **Schedule of Events.**

The committee representative will approve the schedule of events.

## **Section 15 – Media/Credentials**

### **Media.**

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 Andy Krause ([Andrew.Krause@gettyimages.com](mailto:Andrew.Krause@gettyimages.com)).

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

For additional questions regarding championship photography, please contact Levida Maxwell by email ([lmaxwell@ncaa.org](mailto:lmaxwell@ncaa.org)) or phone 317-917-6356.

### **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 (or include your specific credential policies for your sport). 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](http://NCAA.com/credentialterms), should also be visible at credential pickup.

Regionals. The host institution will be responsible for producing credentials. Working passes may be issued to bona fide working personnel, including media representatives, and participation passes may be provided to student-athletes competing in the championships, as well as their coaches. Please refer to <http://www.NCAA.com/content/credential-terms-and-conditions> for conditions placed on the use of non-team credentials.

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.

PDF templates are available for preliminary round credentials if desired. Please contact Sahar Abdur-Rashid ([srashid@ncaa.org](mailto:srashid@ncaa.org)) or Jenn Rodgers ([jroddgers@ncaa.org](mailto:jroddgers@ncaa.org)) for more information.

Finals. The NCAA will provide credentials to the host institution.

Team. 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
- 2 – designated coaches

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

Official Travel Party. The official traveling party for the championships is seven (7) for teams and two (2) for individual participants.

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

1. One for each participant that has been selected to participate in the championships.
2. One for each head coach.
3. Three for an assistant coach, trainer and/or administrator if requested during registration.

4. One for each member of the NCAA golf committee, officials governing body and NCAA representatives in attendance.
5. Members of the media, to be administered by the media coordinator, according to the media guidelines policy.

Personnel. Each host SID is responsible for organizing workers to assist in the press operation of the championships. The number of workers will depend upon the media demand for all rounds at the site. Communication with the media coordinator and the SID's knowledge of the area media will help with advance planning. Such duties as quote takers, copy machine personnel, fax machine operators, etc., should all be coordinated with the tournament director.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association's enforcement procedures if the media coordinator disregards this policy.

Conference Offices. Two all-access credentials may be issued to full-time members of the host institution's conference office. Staff members from other conferences shall not receive credentials unless they are serving as volunteer assistants for the host.

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

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

Printing. The NCAA will distribute credential boards (finals only), print photography policies, news film and mini-camera policies.

Photography. In most cases photographers will be restricted to the spectator rule and will not be allowed on the course.

Carts. The committee discussed the feasibility of allowing photographers to use carts. The following criteria were established:

1. The on-site media coordinator will be assigned three to four carts for media use.
2. Photographers may request use of a cart from the media coordinator.
3. The media coordinator will have the authority to approve use of a cart by photographers.
4. If approved, host media personnel or volunteer must escort the photographer.
5. No photographer will be authorized to drive a cart.

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.

Radio. Credentials may be provided to the number of individuals required by a station or network. However, in no case may more than four credentials be provided for any single station/network. Broadcasts of any championship match must conform to the general broadcasting policies established by the Association.

For the radio agreement form, and radio and Internet policy, refer to the [NCAA Broadcast Site](#)

Television Providing Play-by-Play (if applicable). A total of 50 credentials shall be provided to the entity televising the matches and claimed in person by the producer. Please refer to the [NCAA Broadcast Site](#).

Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.

Golf Committee. Representatives of the golf committee should be issued a credential that gives them total access to the facility.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

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

Results. A primary responsibility of the SID is to report the results according to the following procedures:

- During the championships and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to the NCAA official website. Please email a copy of results to [ncaa-editorial@turner.com](mailto:ncaa-editorial@turner.com). Please be sure to submit all information in the following manner:
- Specify the sport (division, championship and round) in the SUBJECT area.
- Paste the text directly into an email or send email as an attachment in a Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the email.

#### **Headquarters Hotel.**

The media coordinator is responsible for media arrangements at the headquarters hotel. Lodging for participating media shall be arranged by the media coordinator.

#### **Hospitality.**

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

#### **Live Scoring.**

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

#### **Mini-Cams and News Film.**

If a match is televised, only the station that has purchased rights may film tournament action. For mini-cam and news film photography policies, refer to the [NCAA Broadcast Site](#).

#### **News Conferences.**

The media coordinator shall have the authority to designate and require any student-athlete to attend a post play news conference and/or those scheduled before any round of competition in the national championship.

Obligation of Coaches. Regardless of any personal regular-season radio or television contract(s), the coach



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

Pretournament News Conference. Because of travel and class schedules, in-person news conferences are not required. Instead, the host institution may conduct a telephonic news conference two days prior to the first day of competition.

Staffing. The media coordinator shall appoint a moderator for the news conference.

#### **Parking.**

Media parking is desired, but the host must make this decision. If media parking is limited, "car pools" should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes, if necessary.

#### 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 Coach's 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.

#### **Security.**

Security personnel should be instructed to protect the press conferences and working press areas, especially before and after each round, and to limit access in all restricted areas to individuals wearing

credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the greenside media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each round as deemed necessary.

#### **Statistical Services.**

Golfstat will update score and stats after each day and results will be distributed by the host media coordinator to the media and to each and individuals participating in the championships.

#### **Team Films/Videotapes.**

Each participating team is permitted to tape all rounds at the site in which it is participating with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping.

Noncommercial Usage. Films or videotapes of any of the games of the championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Restricted Space. On completion of the hole being filmed/videotaped, the representative will be required to immediately depart the area in order for other videographers to establish their shooting positions.

#### **Working Press Room.**

The media coordinator is responsible for the working pressroom at the arena.

Equipment. It is desirable to have a facsimile machine and operators available for faxing. In addition, an appropriate number of DSL lines should be installed for transmitting information.

SID Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team's arrival.

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Thursday and Saturday as scheduled by the NCAA.

Computer Ethernet. At each site there should be a minimum of two ethernet connections or wireless (preferred) access.

Printers. At least one high-speed printer with collating and stapling capabilities shall be available in the media area.

### **Section 16 – Medical Procedures**

#### **Medical Procedures.**

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

Each scheduled practice or contest of any round of an NCAA championships should include the following (see NCAA Sports Medicine Handbook for more information):The presence of a person qualified and delegated to render emergency care to a stricken participant.

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

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

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

#### **Section 17 – Merchandise**

#### **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)).

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.

#### **Exclusive Rights.**

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

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

#### **Institutional Merchandise.**

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

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

#### **Team Orders.**

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

Questions regarding the online team ordering process should be directed to Event1.

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#### **Section 18 – Officials**

Regionals. The host institution may need to assist in identifying appropriate officials, with assistance from the head rules official for the national championships and national committee.

Finals. The NCAA Division II Women's Golf Committee is responsible for the assignment of officials. The host institution will be notified of the officials named to serve the championships by the NCAA staff as soon as confirmations have been finalized.

#### **Credentials.**

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

#### **Fees and Expenses.**

The tournament director is responsible for taking care of the officials' hotels only. The NCAA will pay the officials' per diem and travel expenses through Arbiter.

Per Diem. Officials will receive \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive per diem.

#### **Hotel.**

Officials' hotel rooms and tax should be billed to the host institution; the officials are responsible for incidental charges. The host institution will then file these expenses on the officiating expense section of the financial report form after the competition. The officials should be housed in the same hotel as the NCAA representatives and should not be housed with the teams.

#### **Meetings.**

The head rules official will conduct a meeting to include all head coaches (mandatory) prior to the start of the first competition round to review course set up, local rules and potential ruling areas.

#### **Parking.**

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

#### **Transportation.**

Officials will be reimbursed according to the actual mode of transportation, not to exceed jet coach fare or 54 cents per mile, but not including terminal or other local transportation (unless approved in advance by the NCAA national office). Officials who receive approval for air travel must make flight arrangements through Short Travel at 866-655-9215.

#### **Uniform.**

Officials shall wear color-coordinated polo shirts and khakis. At a minimum, one polo will be supplied by the NCAA.

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### **Section 19 – Participating Teams**

#### **Participant Manual.**

Regionals. The NCAA will provide the host institutions a template of the participant manual by late February. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by late March.

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.

Finals. The NCAA will provide the host institution a template of the participant manual by late February. The tournament director will send a draft of the participant manual to the NCAA championships

manager for review by late March. The NCAA shall provide his/her comments to the draft manual by late March. The manual will be posted on the NCAA's website.

## Section 20 – Promotions and Marketing

### Banners..

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

### Marketing.

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

Championship hosts should customize and download all necessary artwork to promote the championship from the online marketing website. Hosts should make every effort to use the NCAA Championships online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided for the championship you are hosting. to you.

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

Customizable artwork templates available on the marketing website include:

- Poster
- Flyer
- Print Ad
- Email blast
- Banner
- Web Banner
- Billboard
- Table Tent
- Social Media Graphic

If you have needs for artwork outside of what is available on the NCAA Championships Online Marketing Website, you may contact Sean Ward ([sward@ncaa.org](mailto:sward@ncaa.org)) for assistance.

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

Collateral should not be created outside of the NCAA Championship marketing online resource unless directly provided by the NCAA Championships Marketing contact. The website ensures proper usage of NCAA logos, trademarks, and ensures consistent branding across all 90 NCAA Championships.

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

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.

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

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

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

### **:30 Radio Spot**

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

### Social Media Guidelines.

**The official NCAA social media pages and official hashtags can be found here:**

<http://www.ncaa.org/socialmedia>

### **Host Promotion of Championships**

A lot of hosts already have an established presence in social media. Examples are school, LOC, sports corporation, venue or city pages. These pages 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 banners, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages, 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 (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through the championships Assistant Director of Social Media, [cdion@ncaa.org](mailto:cdion@ncaa.org).

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

### **Top 10 considerations when planning for social media event marketing:**

- 1. Know your social media audience.** Utilize Facebook Insights to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Know peak times for posting.** Research has shown that usage of social media peaks twice during weekdays: before people go to work and when they get home from work.
- 3. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 4. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit

throughout social media platforms.

5. **Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
6. **Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook. Get to the point within two sentences. Less than that, if possible.
7. **Lead your video.** You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.
8. **Like or Follow people to help you.** Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.
9. **Keep it light.** While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.
10. **If you hesitate about posting something, you probably shouldn't.** There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

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

#### NCAA Logos.

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

All NCAA logos are available online at <https://sportgraphics.widencollective.com/login> to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use.

#### Signage.

Each round of every NCAA championship will receive a shipment of official NCAA signage that helps identify the event as an NCAA championship. The signage includes a quantity of banners and decals displaying NCAA logos in a variety of sizes.

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.

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## Section 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.

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



women's golf committee officials to ensure the course is properly set for the practice round. Groups of five are permissible during the practice round; however, no groups of six are allowed and coaches are not allowed to play. Coaches may reserve a time to use the practice facility the day prior to the practice round from 12:00-6:00pm if the course is available. All times must be confirmed with the course one day prior.

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

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## Section 22 – Programs

### **Digital Programs.**

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

All digital programs available can be found at <http://www.ncaa.com/gameprograms>.

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

### **Content/Editorial**

#### IMG College Responsibilities.

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

#### Host Responsibilities.

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

Any pages promoting the host institution/venue/city will not be display advertisements; those interested in purchasing ad space for sponsors, etc., should contact Doug Iler ([doug.iler@img.com](mailto:doug.iler@img.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, IMG College allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

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

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

All supplemental content is subject to NCAA and IMG College approval.

### Questions.

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

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## **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 located at:

[http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security.pdf?division=d2](http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2) when developing a safety and security program.

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

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

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

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

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) must 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 venue alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers), cups, strobe lights, laser pointers and video cameras. The facility may have additional restrictions on items that may not be brought into the arena.

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

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

Laser Pointers. Laser pointers are not permitted.

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

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

interviews, etc.).

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

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

### **Section 24 – Transportation**

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

### **Section 25 – Volunteers**

#### **Goals.**

The LOC volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to guests visiting the area;
- Answer questions and provide information to visitor's; and
- Contribute to the general aura of excitement surrounding the championship.

#### **Recognition (Finals Only).**

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

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

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2018-19 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

**Waivers.**

Each volunteer must sign a waiver of liability before the start of the championships (see Appendix I). After the championship is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference.

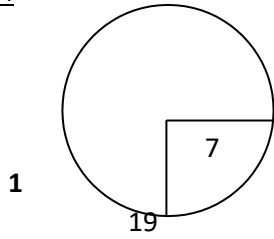
Hole Location Sheet Template

NCAA Division II Women's Golf Championships

ROUND 1

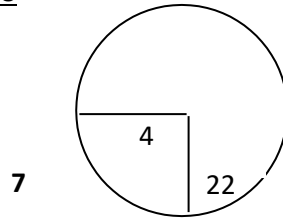
Measurements in yards. The underlined numbers represent green depths.

24



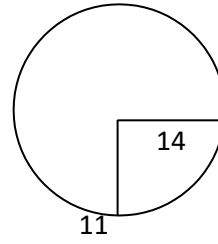
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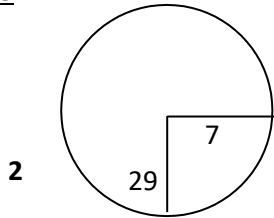
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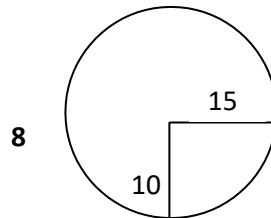
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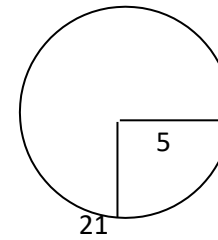
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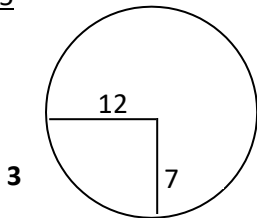
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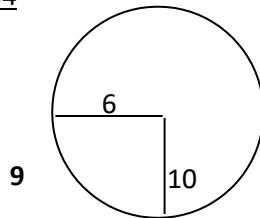
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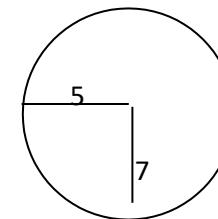
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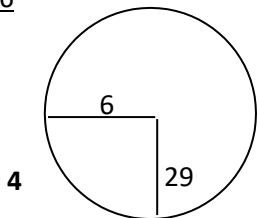
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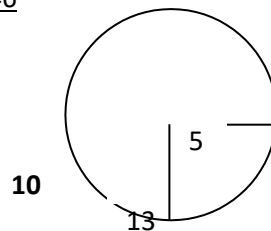
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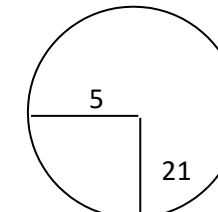
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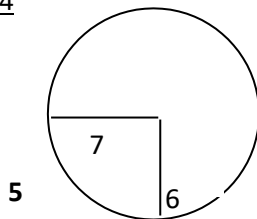
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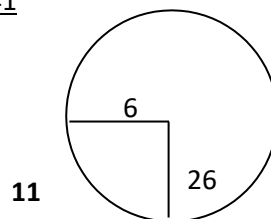
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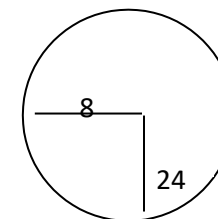
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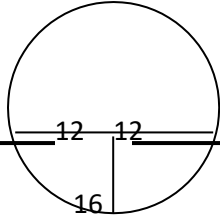
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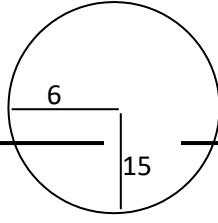


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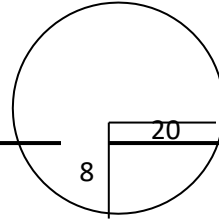
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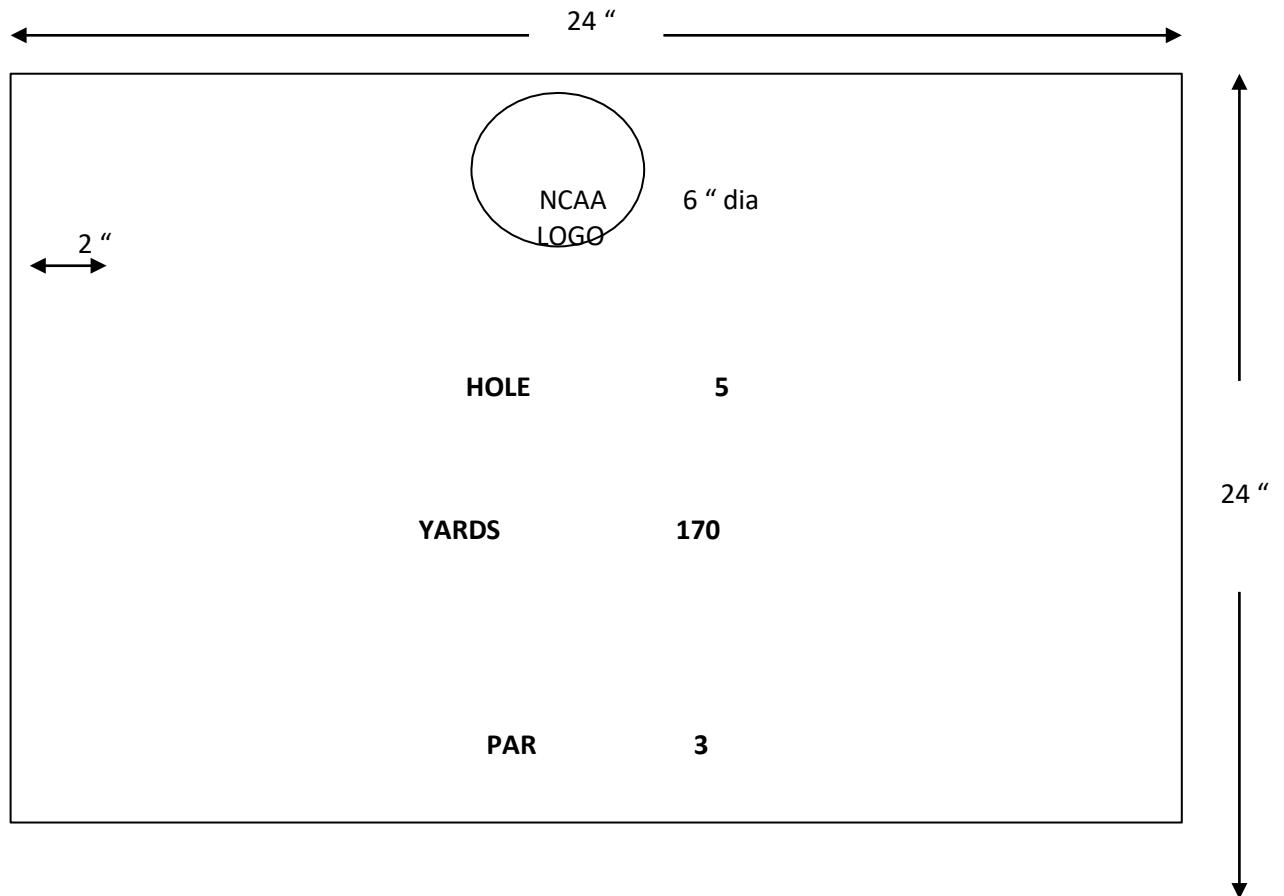
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Specifications for Tee Signs



HEIGHT : 24 inches

LENGTH: 24 inches

**LETTERS AND NUMBERS: 3.5 " H X 2" W**

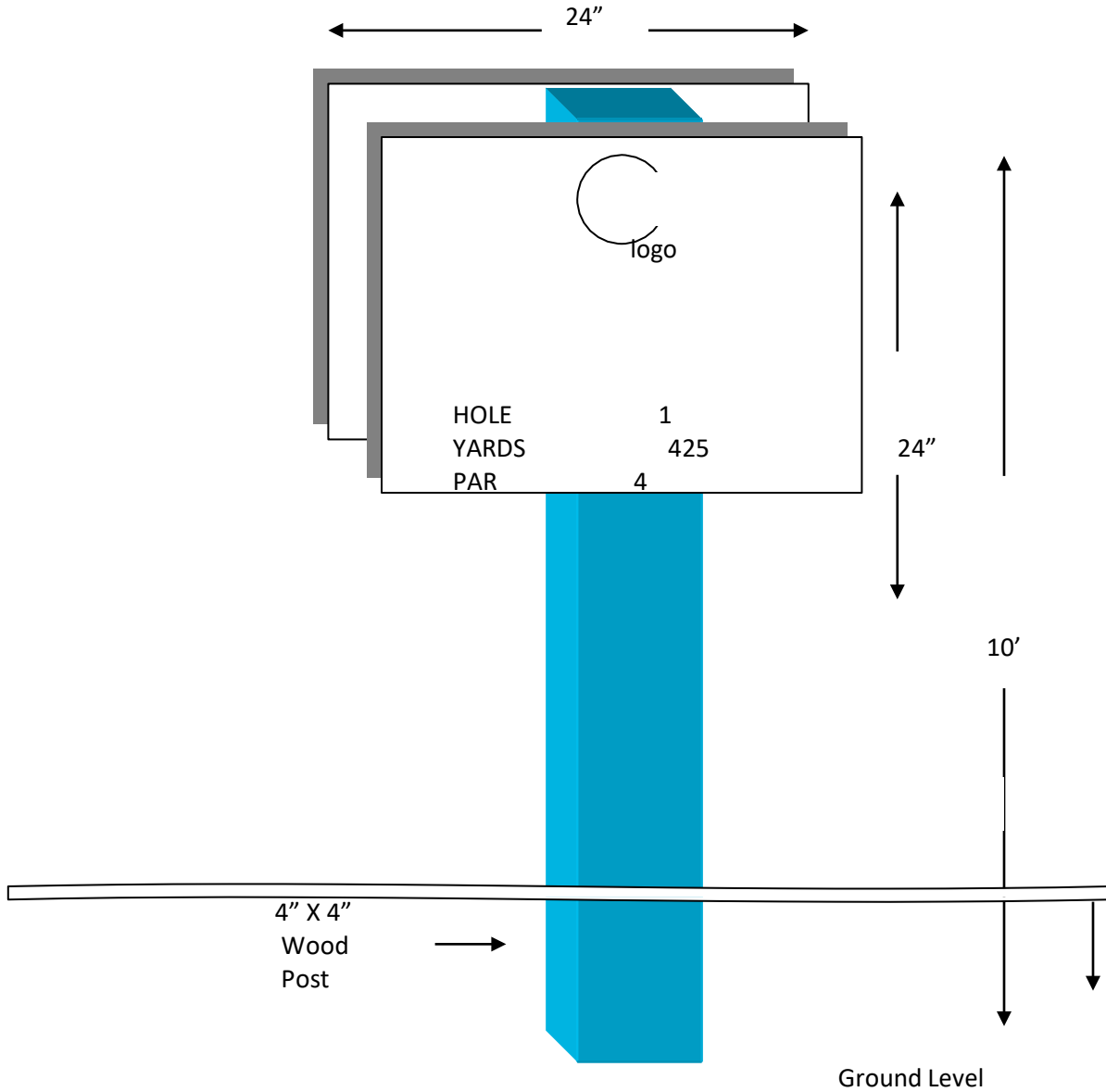
**SIGNS: WHITE BACKGROUND—LETTERS AND NUMBERS AND NCAA LOGO SHOULD BE PAINTED BLACK. PMS COLOR #342—DO NOT USE WATER-BASED PAINT!**

HOLE, YARDAGE & PAR: information must correspond to the information provided on the course preparation memo.

Each sign must provide the above information.



### Specifications for Tee Signs



**POST:** Ideally, the sign should be attached to a 10-foot long 4"x 4" post, and set into the ground approximately two feet so that the top of the sign is eight feet from the ground. It should be set into the ground so that it is easily removable (moveable obstruction under the Rules of Golf). At a minimum, a fully framed sign with a durable metal post should be used.

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

Event: \_\_\_\_\_ (the "Event")  
Participant's Name (Please print): \_\_\_\_\_ (the "Participant")  
Participant's Age: \_\_\_\_\_

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

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

**Release and Waiver:** The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, \_\_\_\_\_ or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

**Severability:** The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of \_\_\_\_\_ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

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

\_\_\_\_\_  
Date



**Team Tiebreaking Procedures**  
(Teams must be determined prior to individuals)

If conditions and time permit, ties shall be broken during a sudden victory playoff counting the low four scores (relative to par). The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. The team playoff will be conducted first. If a shotgun start is necessary, the following procedure will be used:

Best four scores against par on each hole until a winner is determined. Team tiebreakers (teams will draw for positions):

**Two teams (A & B; tee off alternately)**

#5 A	#5 B	#4 A	#4 B	#3 A
#3 B	#2 A	#2 B	#1 A	#1 B

**Three teams**

#5 A	#5 B	#5 C	#4 A	#4 B
#4 C	#3 A	#3 B	#3 C	#2 A
#2 B	#2 C	#1 A	#1 B	#1 C

**SHOTGUN FORMAT**

**Three teams**

A #5	B #5	C #5	playoff hole 5
A #4	B #4	C #4	playoff hole 4
A #3	B #3	C #3	playoff hole 3
A #2	B #2	C #2	playoff hole 2
A #1	B #1	C #1	playoff hole 1

**Four teams**

A #5	B #5	C #5	D #5	playoff hole 5
A #4	B #4	C #4	D #4	playoff hole 4
A #3	B #3	C #3	D #3	playoff hole 3
A #2	B #2	C #2	D #2	playoff hole 2
A #1	B #1	C #1	D #1	playoff hole 1

**Five teams**

A #5	B #5	C #5	D #5	E #5	playoff hole 5
A #4	B #4	C #4	D #4	E #4	playoff hole 4
A #3	B #3	C #3	D #3	E #3	playoff hole 3
A #2	B #2	C #2	D #2	E #2	playoff hole 2
A #1	B #1	C #1	D #1	E #1	playoff hole 1

## **Individual and Team Tiebreaking Procedures**

If conditions and time do not allow for a playoff, the following procedure will be used to break ties:

### **Teams**

1. Cumulative total of all five players' scores from all previous rounds.
2. Lowest team score for the final round.
3. Lowest team score for the third round (finals only).
4. Lowest team score for the second round.
5. Committee decision.

### **Individuals**

1. Lowest final round score.
2. Lowest third round score (finals only).
3. Lowest second round score.
4. Committee decision.

## **Tiebreaking Procedures for Pairing Purposes**

### **Team**

1. Cumulative total of all five players' scores from all previous rounds.
2. Highest individual cumulative total.
3. Second highest individual cumulative total.
4. Third highest individual cumulative total.
5. Fourth highest individual cumulative total.
6. Lowest cumulative total.
7. Committee decision.

### **Individuals (within a team)**

1. When a tie exists within a team, the individual with the lowest team position will be given the later tee time.
2. That round's score.
3. Score from previous round(s).
4. Pairing that day will be used.

### **Individuals**

1. Low score of most recent round.
2. Low scores next previous round.
3. Pairings that day.
4. Most recent scorecard backwards.

Note: Tiebreaking procedures will be used for regional advancement only.

**REGIONAL TOURNAMENT  
DIRECTOR'S TIMELINE****May**

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

**July**

- Contact corporations and civic groups regarding group contributions to the championships (i.e., volunteers, hospitality and host families).

**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**

- Work in conjunction with the NCAA and the officials governing body identified by the committee to secure officials for the regional competition you are hosting.
- Contact national office to receive updated information regarding any changes in championships format.
- Secure a headquarters hotel to house all championship participants, NCAA committee representatives and officials.
- Make arrangements for meeting rooms and facilities to be used by games committee and officials governing body during championships.
- If possible, conduct a regular-season tournament and use the same personnel and equipment that will be used for the regional championship.

**October**

- Contact scoreboard operator and secure this individual's services for the tournament.
- Procure primary liability insurance per Bylaw 31.7.4.1 (see Insurance). [Note: Host institutions no longer have to list the NCAA as an additional insured but the NCAA must be listed as the certificate holder. The host institution must submit a certificate of insurance that indicates the institution carries adequate liability insurance. The expense for the insurance must be covered by the host institution.]

**November**

- Prepare rough draft of any promotional literature. Send draft to national office for review and approval.
- Establish local support groups of university personnel and assign duties.

- Contact tournament physician and trainers to determine needs for the championships.
- Make arrangements with campus security and police for security and traffic control. Be sure to check budget regarding amount available for security needs.
- Contact the national office to confirm arrangements for the printing of the program, daily results, information bulletin, etc.

### **December**

- Make arrangements to sell NCAA merchandise with national office and Event 1, Inc.
- Contact NCAA national office to review media arrangements and dissemination of credentials.
- Print promotional literature and credentials.

### **January**

- Establish a press conference to promote the tournament, or send promotional literature to a selected mailing list.
- Order championships scorecards.

### **February**

- Review proposed budget to determine if it is in line with expected expenditures.
- Identify personnel and facility for possible drug-testing per instructions from The Center for Drug Free Sport, Inc. (see Drug Testing).
- Send draft of informational mailing to the NCAA staff liaison and appropriate committee chair.

### **March**

- Provide information to the NCAA for participant mailing.
- Arrange for a computer with internet access for weather detection system. You will be sent information on a web based system to be used throughout the regional tournament.
- Arrange for a computer to be set up so that coaches can check results throughout the championship.

### **April**

- Ensure that all equipment is on site and make plans to have it installed before the championships.
- Check arrangements regarding meeting rooms and equipment needed for committee.

### **Fourth Week Prior to Tournament**

- Review checklist to ensure all details have been attended to and are completed or in the final stages of completion.
- Final site visit with officials' coordinator to review course preparations.

### **Third Week Prior to Tournament**

- Call key officials to ensure their availability.
- Begin to prepare registration material (i.e., material to be stuffed in participant's package, credentials, practice information, etc.).

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

- Review proposed budgets and contact national office if there are questions.
- Contact local hotels to determine if housing arrangements are satisfactory.

### **Week Prior to Tournament**

- During last meeting with local committee, conduct final run-through of all preparations for the championships.
- If notified of drug-testing, complete drug-testing budget, purchase appropriate materials, confirm personnel and setup drug-testing facility.

### **Week of Regional Championships**

- |                            |  |
|----------------------------|--|
| Day 1<br>(Saturday)        | - NCAA committee member arrives.<br>- Meet with committee to inspect the course and report on preparations for tournament.<br>- Registration.<br>- Check warning systems.                            |
| Day 2<br>(Sunday)          | - Practice round.<br>- Meet with key officials and committee.<br>- Mandatory rules meeting.  |
| First Round<br>(Monday)    | - Competition begins.<br>- Meeting in p.m. with committee and all officials (after first round).   |
| Second Round<br>(Tuesday)  | - Meeting in p.m. with committee, host and officials' coordinator (after second round).  |
| Third Round<br>(Wednesday) | - Meeting in p.m. with committee, host and officials' coordinator (after 3rd round).<br>- Conclusion of competition.<br>- Disseminate finals information to advancing teams and individuals. (NCAA). |



### **Following Championships**

- Send a set of results to [ateopas@ncaa.com](mailto:ateopas@ncaa.com).
- Within 24 hours, submit completed merchandising reports to Event 1, Inc., also contact Event 1 regarding any unsold merchandise and package for immediate shipping. Total gross sales revenues and accompanying sales report must be returned within ten business days after the event.
- Email results to participating institutions once they have been declared official (no later than 30 days after the championships).
- Within 60 days, complete the financial report online. A financial penalty will be assessed for late reports. If drug-testing was conducted, complete drug-testing financial report and return to The Center for Drug Free Sport.

REGIONALS TOURNAMENT  
DIRECTOR'S CHECKLIST

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

**Commercial Involvement**

- \_\_\_ 1. Review the NCAA local corporate involvement policies from the NCAA Promotions Assistance Guidelines with staff to ensure that you are in compliance with this policy when attempting to solicit local contributors.
- \_\_\_ 2. Ensure that logos that appear on equipment provided by companies are the normal logos that appear on equipment sold to the public.

**Course**

- \_\_\_ 1. Confirm that the course and its facilities meet the requirements of the Americans with Disabilities Act.
- \_\_\_ 2. Ensure that course has been setup according to specifications as outlined by the appropriate NCAA golf committee (see Course Requirements).
- \_\_\_ 3. Provide diagrams to the committee of each green with dimensions for determining hole locations.
- \_\_\_ 4. The officials' governing body will prepare the notice to competitors (local rules).
- \_\_\_ 5. Obtain the necessary equipment to conduct the tournament and ensure that NCAA rules and regulations are followed regarding permissible logos (see Equipment).
- \_\_\_ 6. Arrange for sufficient personnel to serve as marshals and fore caddies.
- \_\_\_ 7. Arrange for sufficient personnel to serve as scorekeepers.
- \_\_\_ 8. NCAA will provide a web-based weather detection system. It is recommended to have a meteorologist on call during the event. Provide a course evacuation plan in case of weather or other emergency situation.

**Credentials**

- \_\_\_ 1. Prepare credentials. (The NCAA will provide credentials for the designated coaches).
- \_\_\_ 2. Parking passes. Print parking passes for competitors. Plan for two per team.
- \_\_\_ 3. Review security measures regarding issuance of credentials, access to course, etc., with staff and security personnel.

### **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 athletic trainers.
- \_\_\_ 2. Supervise on-site coordinator's appointments of personnel and drug-testing site setup.
- \_\_\_ 3. If notified of drugtesting (approximately one week before the competitions), be prepared to implement per instructions from The Center.

### **Financial Administration**

- \_\_\_ 1. Periodically review the proposed budget that was approved prior to the championships to ensure that you are not exceeding the proposed expenditures. Budget adjustments may be made prior to the start of competition; however, only extenuating circumstances will be considered.
- \_\_\_ 2. If you are notified drug-testing will take place, complete a drug-testing budget sent from The Center.
- \_\_\_ 3. Arrange in advance of the championships to pay the rules officials before they leave the site.  
Appropriate forms will be sent to your attention prior to the championship.
- \_\_\_ 4. The financial report for the championships must be filed with the NCAA national office within 60 days following the competition. A separate drug-testing financial report also will be sent and must be filed within the 60 days.

### **Hospitality**

NOTE: The NCAA does not allow hospitality functions (e.g., banquet, social, etc.) at regional events.

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

### **Housing**

- \_\_\_ 1. Reserve an adequate number of hotel rooms for participants, NCAA committee members/representatives and rules officials. Set up a direct bill for officials' and NCAA committee members' hotel rooms (room and tax only).
- \_\_\_ 2. Advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists with the advance mailing. Please inform the hotel(s) that institutions may not contact the hotel before April 25.

### **Insurance**

- \_\_\_ 1. Procure primary liability insurance.
- \_\_\_ 2. Forward appropriate insurance certificate to NCAA office at least three months before the championships.

### **Media Arrangements**

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

### **Medical Arrangements**

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

### **Officials**

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

### **Registration Procedures**

- \_\_\_ 1. All regional participant manuals will be posted on the NCAA Web site. There will be a memo sent to all member institutions that sponsor women's golf no later than two months prior to regional competition. The manual should include registration procedures as well as information on housing, transportation, practice facilities, tentative schedule of events, etc. Each regional tournament director must provide the first draft of the participant manual to the NCAA national office no later than March 18.
- \_\_\_ 2. Prepare alphabetical list of qualified schools and/or participants for use by registration desk personnel.

- \_\_\_ 3. Prepare packets for all institutions that have student-athletes participating; it should include general information regarding the championships, passes for participants and coaches, tickets to hospitality functions, program, etc.
- \_\_\_ 4. Make arrangements for an area at the headquarters hotel large enough to accommodate the registration procedures.

**Transportation**

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