



HOST OPERATIONS 2025-26 MANUAL

Division II Women's Golf

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INTRODUCTION

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

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

2025-26 DIVISION II WOMEN'S GOLF COMMITTEE

Dom Guarnieri, chair Head Men's and Women's Golf Coach University of Findlay 1000 N. Main St. Findlay, Ohio 45840 Phone: 419-434-4522 Email: guarnieri@findlay.edu	Alex Schmitz Head Men's and Women's Golf Coach Minnesota State University, Mankato 135 Myers Fieldhouse Mankato, Minnesota 56001 Phone: 507-210-2607 Email: alex.schmitz@mnsu.edu
Travis Muncy Director of Athletics Lincoln Memorial University 6965 Cumberland Gap Parkway Harrogate, Tennessee 37752 Phone: 423-526-7993 Email: travis.muncy@lmunet.edu	Ben Greenberg Director of Sports Communication Colorado State University Pueblo 2200 Bonforte Blvd. Pueblo, Colorado 81001 Phone: 719-549-2022 Email: ben.greenberg@csupueblo.edu

NCAA STAFF

Mariah Martin Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Phone: 317-287-9078 Email: msmartin@ncaa.org	
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2026 TOURNAMENT DIRECTORS

Championship Palm Beach Atlantic University Palm Beach County Sports Commission PGA National Resort Palm Beach Gardens, Florida May 12-16, 2026	Jared Fleet Director of Event Operations Palm Beach County Sports Commission Phone: 561-233-3120 Email: jfleet@PalmBeachSports.com
Central Regional St. Joseph, MO Sports Commission Missouri Western State University St. Joseph Country Club St. Joseph, Missouri May 4-6, 2026	Brett Esely Director St. Joseph, MO Sports Commission Phone: 816-233-6688 Email: besely@stjomo.com
East Regional University of Findlay Findlay Country Club Findlay, Ohio May 4-6, 2026	David Buck Associate Director of Athletics University of Findlay Phone: 419-434-4727 Email: buckd@findlay.edu
South Regional Lee University Cleveland Country Club Cleveland, Tennessee May 4-6, 2026	Marty Rowe Associate Athletic Director/ Head Women's Basketball Coach Lee University Phone: 423-614-8429 Email: mrowe@leeuniversity.edu
West Regional Colorado State University Pueblo Pueblo Country Club Pueblo, Colorado May 4-6, 2026	Jenna McKinley-Fall Associate Athletics Director/Compliance & Student-Athlete Development/SWA Colorado State University Pueblo Phone: 719-549-2021 Email: jenna.mckinley@csupueblo.edu

Section 1 • 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. The central, east, south and west regions will have 18 teams and six (6) individual participants.

A total of 98 participants will advance to the finals. The central regional will advance five (5) teams and two (2) individuals (not on an advancing team); the east will advance four (4) teams and two (2) individuals (not on advancing teams); the south will advance four (4) teams and two (2) individuals (not on advancing team); and the west regionals will advance five (5) teams and two (2) individuals (not on an advancing team).

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 medal play aka medal match 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.

Medal Play aka Medal Match 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 2026 championships will be Sunday, April 26. Before the national call, chairs will conduct a call with regional advisory committees to formulate recommendations.

Section 2 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

Beer, wine and prepackaged/premixed beverages (in the latter case, with alcohol by volume of not greater than 15%, such as most hard seltzers) may be sold and dispensed at NCAA Division I, II and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

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

General

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

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

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

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

TOBACCO PRODUCTS

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

Section 3 • Americans with Disabilities Act

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

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

Section 4 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

These items can be covered through the operations budget, as well as the LOC budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-917-6790 or narkins@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

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

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

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

OR

Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the nonadvancing team's squad size (5) to the tournament director before competition. 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

Finals

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

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

CHAMPIONSHIP LOCKER ROOM PROGRAM

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 92 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.
- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts (jared.hunt@unrivaleddteamwear.com) and Tyler Glines or Matt Boeke at Zephyr for hats (tyler.glines@blue84.com / matt.boeke@blue84.com). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions, dclendenin@ncaa.org or 317-917-6496.

ELITE SCHOLAR-ATHLETE AWARD PRESENTATION

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

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner among student-athletes and fans at 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 Scholar-Athlete award, the NCAA and host staff should evaluate the time and venue that will create the greatest impact and amount of exposure for the award winner while also appropriately honoring and celebrating the winner's accomplishments. The presentation should be semiformal in nature and not be rushed or overshadowed by other presentations or events surrounding it. In addition, 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 Scholar-Athlete award. This award was instituted to recognize the true essence of the student-athlete by honoring the individual who has reached the-pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The 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.

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

Presentation at the Student-Athlete Banquet

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

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

In-Venue Presentation

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

- In a championship with two semifinals played on one day, the award winner could be recognized during the semifinal in which the individual is participating, so that their fans are in attendance (video board and/or public address recognition).
- If the award winner is not participating or completes competition in the championship rounds of a sport but is still in attendance, the student-athlete may be recognized during breaks between events, weight classes, heats or during a scheduled break in the game.
- The award winner could be recognized during a scheduled opening or closing ceremony at which all participating student-athletes are in attendance and fans are encouraged to attend.

Other In-Venue Recognition

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

DIVISION II WOMEN'S GOLF

The Elite Scholar-Athlete award, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The 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.

The recipient of the Elite Scholar-Athlete award for the 2026 NCAA Division II Women's Golf Championship, with a cumulative grade-point average of (GPA) in (major of study), is (winner and school: *Jane Doe of State University*).

Press Release

On the day of/or prior to the winner of the Elite Scholar-Athlete award being publicly recognized, the NCAA communication staff will send out a template of a standard press release to the sports information director of the winner's school 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 staff. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

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

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

For more information on the Elite Scholar-Athlete award winners, log on to ncaa.org/elitescholarathlete.

ORDERING ADDITIONAL AWARDS

To order additional awards please go to services.mtmrecognition.com/ncaa.

PARTICIPATION

Preliminary Rounds

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

Finals

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and are provided by the NCAA selected student-athlete participation awards licensee. The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. All participation awards will be distributed at the site of the championships. Hosts should work with the championship manager on award logistics.

Section 5 • Broadcasting/Internet

Please refer to the NCAA Broadcast Manual policies and guidelines: ncaa.com/media

For final sites of all nontelevised championships, ncaa.com will provide live streaming of the contest. For all other nontelevised rounds, the NCAA encourages all hosting institutions to provide a live webcast.

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

Section 6 • Championship Presentation/Fan Engagement

FAN FESTS

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

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

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

NCAA MARKS

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1 (31.1.1 for Division II). Only official NCAA Corporate Champions/Partners (CC/Ps) and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions, unless written approval is provided by NCAA Marketing. All and any proposed commercial advertising and promotions, if not by a CC/Ps, must be reviewed by NCAA Marketing staff prior to approval and production.

Language for Division II Community Engagements

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

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

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

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

IN-VENUE ENTERTAINMENT

Video Board Content and Public Address Scripts

NCAA championship hosts are required to utilize NCAA provided public address announcer scripts, run-of-shows and video board content. Host and participating team messaging or video board content is not allowed. This includes promotion of upcoming events at the championship site, recognitions and sponsorships. Any enhancements that you would like to propose for the event must be approved in advance by the championship manager.

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

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

Brandon Anthony - Senior Producer
 Van Wagner
 Telephone: 925-354-5721
 Email: banthony@vanwagner.com

Break in Action Contests or Promotions

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

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

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

National Anthem Singers

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

- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- Performances should not come at a cost and will not be reimbursed by the NCAA.
- A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable).
- Highly recommend a pre-event rehearsal with the performer(s) and others involved.

Enhanced Team Introductions

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

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

Musical Entertainment

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

Affiliated Award Recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite Scholar-Athlete award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness. Sponsored awards should not be incorporated without approval from an NCAA Corporate Relations staff member.

Military Involvement

Military involvement in NCAA championships may include national anthem or break performances (military singer, instrumentalist or band), color guard, fly-overs, parachute teams, precision drill teams, etc. Please work with the NCAA Corporate Relations and Game Presentation team to finalize military involvement, as some elements may be influenced by partnership agreements. *Please see Military Involvement below for full description and guidelines.*

MILITARY INVOLVEMENT

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

Guidelines

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Host connections with local military bases will be most cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band... and for all of the American military service personnel who they proudly represent.").

- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA point person who would in turn discuss with the NCAA Corporate Relations team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA point person if providing complimentary access to watch the championship before or after their presentation is appropriate and possible.
- When several military groups are in attendance and recognized during one game/session of a multiday championship, you may want to consider a theme night “Military Appreciation Day/Night.” This should be discussed with your NCAA point person. Marketing should also be involved if you do a theme night.

STUDENT-ATHLETE BANQUET

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

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

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

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

Run of Show

- | | |
|-----------|---|
| 6:30 p.m. | Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair).
Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA tribute video, DII branding video - optional). |
| 6:45 p.m. | Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative. |
| 6:50 p.m. | Dinner buffet lines open or plated dinner served. |
| 7:20 p.m. | Guest Speaker (optional). |
| 7:40 p.m. | Comments by Head Coaches or Q&A with selected student-athletes (optional)*
<ol style="list-style-type: none"> 1. Team 1 2. Team 2 3. Team 3 4. Team 4 |
| 7:50 p.m. | Comments by the NCAA committee chair and the presentation of Elite Scholar-Athlete Award.
Championship Video (if available). |
| 7:55 p.m. | Closing Comments (emcee with talking points from NCAA or NCAA chair). |

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

Best Practices

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

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

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

Sample Enhancements

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

Coaches' Association Award Guidelines

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

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

Section 7 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. Laser pointers of any kind are not allowed.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

NCAA Corporate Champions and Corporate Partners are dedicated to emphasizing the role of athletics in higher education, support all 92 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

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

[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

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

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

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

NCAA TRADEMARKS

NOTE: These general guidelines do not include merchandise designs. All product designs must be submitted through the NCAA's licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff.

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

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

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

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

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

Identification of Commercially Named Venues on NCAA Materials

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

NCAA Logo Use by Commercially Named Venues

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

The following conditions apply to this NCAA logo use:

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

NCAA Trademarked Protection Language

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

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

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

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

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ashley Murray at amurray@ncaa.org or 317-917-6349.

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

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

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

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

For blue disc/secondary marks plus another NCAA trademark used with other authorized business entities, please use (for example):

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

NCAA Licensed Trademarks

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

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

Helpful Links

[NCAA Trademarks](#)

[NCAA Digital Library](#)

[NCAA Corporate Champions and Partners | \[ncaa.com\]\(http://ncaa.com\)](#)

OFFICIAL CHAMPIONSHIPS/LICENSEES AND SUPPLIERS

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

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

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

ADVERTISING/SIGNS/“LOOK AND DÉCOR”

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA,

including costs of production and installation and strike. The NCAA must be notified within 60 days if any signage has changed after the site visit or before the championship. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. Professional and collegiate signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification within broadcast view or viewable by game attendees in the competition venue bowl must be covered at the expense of the host or venue. Any alcohol advertising that is deemed by the NCAA as not viewable from within the bowl does not need to be covered, whether in the concourse or in ancillary venues; tobacco or gambling advertising in the concourse must be covered. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA. This would apply to preliminary rounds and the championship rounds for all 92 NCAA championships.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA corporate champion or corporate partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).
- e. **Covering Existing Signage/Product Branding.** Regarding any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. **Official Stickers and Stencils.** The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
- h. **Fan Promotional Materials.** If facility approves, patrons are permitted to bring in small signs and non-noise-making items in accordance with NCAA and venue policies. Items may include any (non-CCP) commercial identification.
- i. **Digital Inventory.** At no charge, the NCAA will have full access to, and control of, all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all internal and external signage, digital or otherwise. This includes all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after this bid document is signed.

Section 8 • Drug Testing

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

Comprehensive drug testing details for hosts can be found at the following link: [NCAA Drug Testing Program - ncaa.org](https://www.ncaa.org/sportscollection/2020-21/competition/competition-operations/ncaa-drug-testing-program).

Section 9 • Facility, Equipment & Space Requirements

AMERICAN WITH DISABILITIES ACT

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

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

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 3/4 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 nonemergency 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 nonchampionships 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.

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

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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	15 at Regionals 40 at Finals	Host	

Range balls	Yes	Yes		Host	
Scoresheets	Yes	Yes	30-35	NCAA	
Signs	No	Yes	See "Signage" section	Host/NCAA	
Standards	No	Yes	20	Host	
Starter's boxes	Yes	Yes	2	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 (nonbranded)	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 nonbranded
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.

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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 nonmotorized 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 9th and 18th 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 3 feet by 2 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 9th and 18th greens. Each tent should include a 6-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 10th tees. The tent should include a 6-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 or 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 one and a half hours prior to the beginning of the first practice round. Club members will be allowed to use 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 1st and 10th tees and various holes around the course. Sideline product (Dasani water, Powerade) and equipment (coolers, ice chests, cups) will only be provided by the NCAA at the championships site (final site only).

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

Finals Site Program

Equipment Information

The NCAA will provide certain championships relevant equipment (sideline hydration product, competition sideline hydration equipment, etc.) on a sport-by-sport basis that must be used in all championship activity. The purpose of the product and equipment is to hydrate student-athletes for competition. Each championship will receive information from the NCAA pertaining to any product and 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), BODYARMOR powder, and when applicable, BODYARMOR 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 BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

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

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

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

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas), the host must purchase and provide only Coca-Cola products (e.g., Dasani, Coca-Cola, BODYARMOR 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 BODYARMOR, 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. Postround interviews may be conducted near the 18th green or in a designated interview room at the completion of a round. If necessary a media room should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA 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

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

Section 10 • Financial Administration

AUDIT

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

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

APPROVAL OF THE BUDGET

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

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

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

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expenses, within 60 days after the final date of competition at the site (if applicable). An automated email will be generated notifying the host of the final, approved settlement payable/receivable amount. Remittance of any amount due to the NCAA should be made to the NCAA upon approval of the financial report by the NCAA staff and receipt of the automated email noted above. If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "Summary" tab as documentation supporting each line of their revenue and expense figures.

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

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) (ncaa.org/Student-Athlete Programs/Health and Safety).

PARTICIPANTS

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

SITE REPRESENTATIVES

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

TRANSPORTATION

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

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

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

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

NCAA Championship Travel Policies

Section 11 • Game 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 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 scoring platform designated by NCAA.

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 prechampionships 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 pretournament 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, Clippd 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.

DIVISION II WOMEN'S GOLF

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 Clippd 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 10th 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 Division II Women's Golf Committee will approve all starting times and order of play (outlined in participant manuals).

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. Clippd 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 3 feet wide and 2 feet high.

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

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

Section 12 • Health & Safety Considerations

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

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

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

Ambulance Service

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

Coaches, Officials, Event Staff and Spectators

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

Medical Staff Credentials and Access

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

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

Portable Immersion Tubs

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

Section 13 • Hydration Product

POWERADE

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

Coca-Cola will provide a bottled water product (e.g., Dasani), BODYARMOR powder, and when applicable, BODYARMOR 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 BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact Mariah Martin (317-287-9078); msmartin@ncaa.org.

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

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

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

Section 14 • Insurance

LIABILITY

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

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

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

Section 15 • Lodging

NCAA Predetermined Preliminary-Round Competitions and Predetermined Championships

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

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

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

Release Policy

Participating institutions are expected to stay at the hotel assigned by the host and are responsible for confirming with the hotel the number of rooms they will require and the rooming lists. If an institution prefers to stay in another hotel, the institution must use the rooms for persons accompanying the official travel party or will be charged a financial penalty as follows:

1. If the event is one to three nights, the institution will be required to pay for one night.
2. If the event is four or more nights, the institution will be required to pay for two nights.

The participating institution is expected to pay the penalty to the impacted hotel prior departing from the locale.

MERCHANDISING

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

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

Section 16 • Marketing

CONTACTS

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

EXPECTATIONS

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

MARKETING PLAN

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

MARKETING COLLATERAL

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

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

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username and password. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

DIVISION II WOMEN'S GOLF

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

- PRINT
 - Poster
 - Flyer
 - Print ad
 - Table tent
- DIGITAL
 - Email blast
 - Banner
 - Social media graphics
 - Video board
- OUTDOOR
 - Billboard
 - Banner
- RESOURCES
 - Marketing best practices
 - Social media guidelines
 - Special artwork requests

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

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

Collateral should not be created outside of the NCAA Marketing Portal. The website ensures proper usage of NCAA logos and trademarks, as well as ensures consistent branding across each championship round and all 92 NCAA Championships.

NOTE: A limited number of Division I predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing contact; they will not have access to the NCAA Marketing Portal.

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

SOCIAL MEDIA GUIDELINES

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

Section 17 • Media Services

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

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

ALL-TOURNAMENT TEAM

The Division I WGA All-American Teams will consist of 40 total players. First and second will consist of at least 11 players each. For Division II, the number of All-Americans is 12 for first team, 12 for second team and 12 for Honorable Mention. The number of players recognized for Division III is up to 20. Division I All-Americans will be announced after medal play at the NCAA Championship. Division II All-Americans will be announced at the conclusion of stroke play at the NCAA Championship.

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

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

CREDENTIALS

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

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

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

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

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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

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

CREDENTIAL BOARDS

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

FINAL RESULTS BOOKS AND STATISTICS

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

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

FLIP CARDS

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

INTERNET POLICY

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

The NCAA and its partners own the Internet rights to all of its 92 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and postevent footage use. The NCAA and its partners own all game action, practice footage, press conferences, one-on-one interviews or any other content on the NCAA website.

Internet Live Statistics

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

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

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

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

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

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

Meals. Media meals are not required at all championships. Disbursements should be guided by the budget which was originally submitted by the tournament manager and approved by the NCAA national office.

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

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

NEWS FILM AND MINI-CAMS

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

OFFICIATING QUESTIONS/POOL REPORTER

The host media coordinator shall appoint one member of the media to serve as the pool reporter at the competition site and must be approved in advance by the NCAA staff.

Pool reporters may request an officiating and/or rules interpretation via the NCAA committee and staff members on site, when a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant; if a rules interpretation is needed; or there is a clock/timing issue. Additionally, if a member of the respective sport committee deems it in the best interest of the championship for broadcast partners and members of the media to receive an interpretation pertaining to another specific situation, the officiating crew shall return to its locker room and conduct a conference call with the NCAA's national coordinator of officiating for interpretation. No one other than the game officials, members of the committee and the NCAA staff representatives assigned to the site are permitted in the locker room during this meeting.

Upon completion of the meeting and if competition is continuing at the host site, staff will communicate with the pool reporter and the sideline reporter from the broadcast entity (without camera or microphone) to share the officiating crew's interpretation to help enhance the public's understanding of what transpired.

The NCAA will issue a statement and will distribute it to its broadcast partners, on social media and to media covering tournament games at that site.

PERSONNEL

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

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

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

- Copy Machine Personnel – Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution – Pass out credentials to the media; check government-issued photo ID.
- External PA – Announcer for fans.
- Internal PA – Announcer for the media.
- Locker Room Attendant – Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator – Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers – Compiles worthy notes during and after the game or day.
- Photo Marshall – Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator – Introduces players and coach; directs questions from media.
- Quote Takers – Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator – Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Runner(s) – Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter – Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew – Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts – Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

NEWS CONFERENCES

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

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

A 30-minute open locker room policy applies to all formal press conferences and to any interview requests for coaches and/or student-athletes not involved in the press conferences. A team open locker room can include both the formal locker room and/or adjacent areas. Failure to do so may result in a misconduct finding, as determined by the respective sport committee.

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

1. **Individual Championships with no Postevent News Conference.** Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.
2. **Individual Championships with a Formal News Conference.** Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.
3. **Team Championships with a Formal News Conference.** The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. *(NOTE: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)*

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

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

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

News Conference Moderator Duties

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

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

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

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

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

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

PHOTOGRAPHER

Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Please refer to information [here](#) for further information regarding photography done at the championships.

PHOTOGRAPHY AREA POLICIES

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

PROGRAMS

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

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

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

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

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

RADIO/INTERNET AUDIO COVERAGE

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

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

TEAM VIDEOGRAPHER

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

SCOUT VIDEO COORDINATOR

A scout video coordinator is permitted to film the game from an upper video position. A credential also may be issued to a team videographer. The scout video coordinator will receive a media credential and may only film the game of the team represented by the video coordinator. Representatives of participating institutions may record the network telecast of any game at the site, using a video distribution outlet in the video distribution area. The institution must provide its own recording equipment.

SEAT ASSIGNMENTS

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

SECURITY

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

STATISTICS REPORTING TO THE NCAA

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

Institutions should send all information as follows:

- Email the information to NCAA-Editorial@warnermedia.com. Specify the division, sport, round and region in the subject area.
- Paste the text (official results, including date of competition, round, etc.) directly into the message box.
- Attach HTML box score, if available.

INTERNET

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

TELEVISION

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

LIVE STREAMING

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

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

HOST CITY/NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

Venue information

Host venue details should be included within the microsite; the following are topic suggestions for this section:

- Venue address.
- Venue parking map details including hours, pricing, etc.
- Venue security information.

For email communication: ncaa.com/newsletter-signup

Travel and Transportation Information

It is permissible, and encouraged, to share travel information such as local hotel options, car rental, public transportation, etc., within the microsite for consumer knowledge. Links should direct away from the microsite and no mention of company names are to be included within the copy of the microsite.

EXAMPLE: "For hotel options with the {CITY NAME} area, please click here" (link can be to city tourism page or visitor's bureau, etc.).

Dining, Shopping and Local Attractions

The following topics are permissible and encouraged to house within your microsite, but must link away from the main page:

- Local fan gathering and entertainment locations.
- Shopping and dining options.
- Special attractions unique to city.

Selections, Preliminary Rounds and Broadcast Schedule

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

Local News

The microsite can contain story modules to promote local press releases or additional information pertaining to hosting the event. This should not include national information about the competition that is covered by the NCAA. You should link back to the official NCAA championship page, when applicable. The championship manager can provide this information, as needed.

Volunteer Information

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

Travel Information

Hotel, car rental and other travel accommodations should link to: ncaa.com/travel

Copyrights, Photos, Licensing, Trademarks and Corporate Marks

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

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

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

If the microsite is built within an existing site's framework, exceptions will be made at the NCAA's discretion, as needed.

Logo Usage

For official NCAA blue disk and championship logos, please submit a request to access the NCAA Digital Library to Nathan Arkins at narkins@ncaa.org.

Social Media

All social media icons should link to the appropriate NCAA-hosted platforms for the specific championship. The official list of NCAA social media pages and hashtags located at ncaa.com/social.

Local Contributor Program

The host can recognize their local contributors under the following, guidelines:

- This page should be titled, "Local Contributors." Do not use any other reference such as "sponsors" or "partners."
- Contributor name can be listed in text format only. No corporate logo usage is permitted.
- The NCAA logos should not be included within this specific page.
- Include text at the bottom of the page indicating that the Local Contributors are not official sponsors of the NCAA.

Examples

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

- [Visit Oklahoma City / Women's College World Series Microsite](#)
- [University of Wisconsin / Division I Cross Country Championships Microsite](#)

NOTE: The website should be clean of any and all corporate sponsor marks. Additionally, the information provided regarding local travel accommodations, restaurants, or the like must link away from the microsite completely. Final approval of the city-specific microsite will come from the NCAA event marketing, ticketing and/or branding team. Prior to the microsite URL going live, please share with the championship manager to begin the official approval process.

PHOTOGRAPHY

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

All photographers will agree to the NCAA Championship Photography Terms and Conditions upon requesting a credential. Photo sales are strictly prohibited.

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

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

For internal member institution use, please contact Clarkson-Creative at info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos. For all other uses, please contact Howie Burke (howie.burke@gettyimages.com).

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

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

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: on.ncaa.com/socialaccounts

Host Promotion of Championships

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

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

Please send direct questions, ideas or news to Jeffrey Donely, jdonely@ncaa.org.

Section 18 • Meetings/Schedule of Events

ADMINISTRATIVE MEETING

Prior to the practice round, the NCAA site representative, host tournament director and head rules official will conduct an administrative meeting for participants and coaches. The NCAA shall provide a PowerPoint presentation to be used as the agenda for the meeting.

PARTICIPANTS AND COACHES RULES MEETING

The participants and coaches' prechampionship 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 (for finals) or committee/site representative (for regionals) will approve the schedule of events.

Section 19 • Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 92 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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

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

- Restocking of back-up inventory in a fast and efficient manner.
 - Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
 - Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
 - Calling Event 1, Inc. to request reorders should sales warrant.
- i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.
 - j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

DIVERSE SUPPLIERS

The NCAA encourages and requests that local organizing committees/hosts diversify the pool of qualified businesses and select the best vendor(s) that can provide necessary goods and services for awarded championships.

Section 20 • 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 70 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.

Section 21 • 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 22 • 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 the day prior to the start of competition. 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. Coaches may reserve a time to use the practice facility the day prior to the practice round from noon to 6 p.m. 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.

Section 23 • Programs

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

All digital programs available can be found at ncaa.com/gameprograms.

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PROMOTION

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

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

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 24 • Safety and Security

The NCAA is committed to supporting a safe and secure environment for championship events and is appreciative of the many federal, state and local partners who aid in maintaining safe events for all athletes, coaches, officials, fans and staff.

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 [Safety and Security Best Practices](#) when developing a safety and security Event Action Plan.

The suggestions outlined in the Safety and Security Best Practices 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 plan.

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 plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all-hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources and support the NCAA Championship event.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the Critical Incident Response Team form when completing our bid via the NCAA Championships Bid Portal. Please be as specific as possible when providing emergency contacts and numbers.

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

WEATHER

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution on a complimentary basis for all rounds of competition for outdoor championships. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place.

It is expected that the host institution will identify one or more tournament staff members who will have designated responsibility for weather monitoring. The site representative, host tournament staff, and any other stakeholders should share relevant email and/or cell phone contact information to enable timely receipt of all weather updates. A severe weather response should be created and available for reference. The host or tournament director is encouraged to contact a local meteorologist or the nearest National Weather Service office to further facilitate weather and environmental monitoring as part of each event.

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

Section 25 • Transportation

PARTICIPATING INSTITUTIONS

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

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

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

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

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

PARKING

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

Section 26 • Volunteers

GOAL AND RECRUITMENT

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

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

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

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

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

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

WAIVERS

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

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2025-26 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

Appendixes

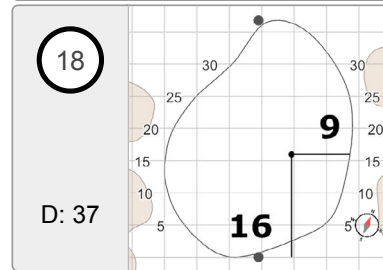
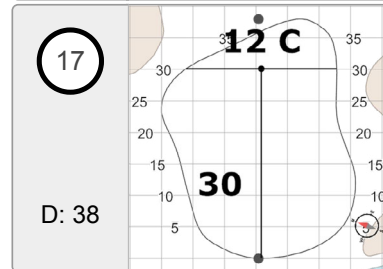
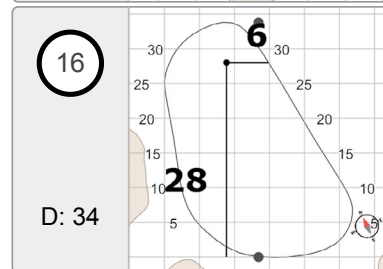
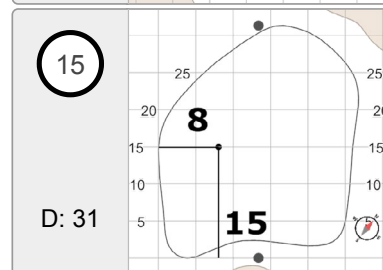
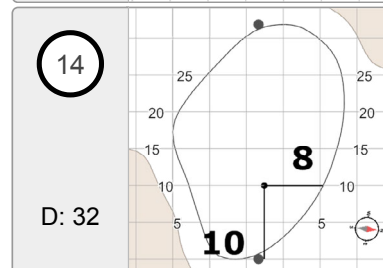
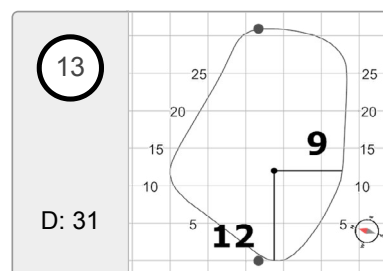
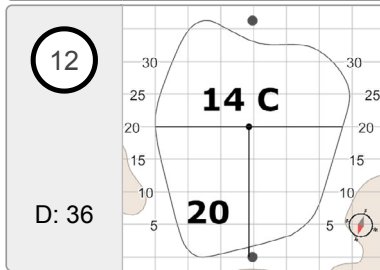
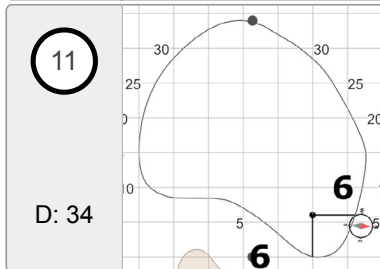
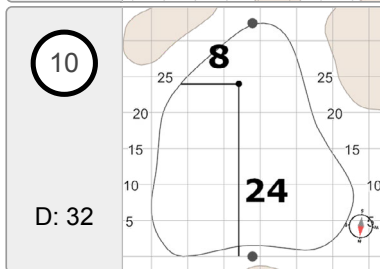
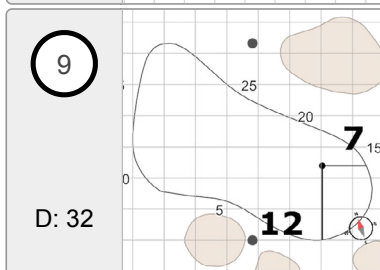
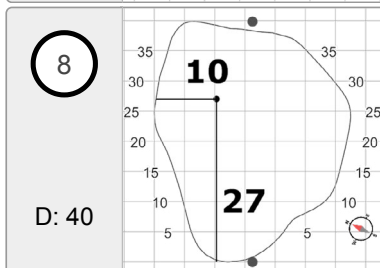
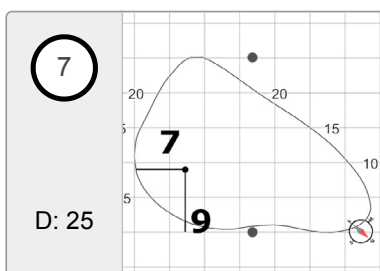
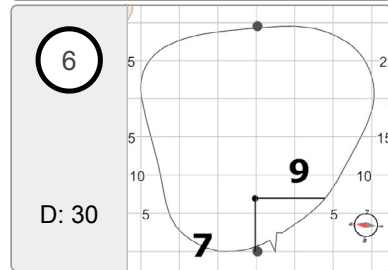
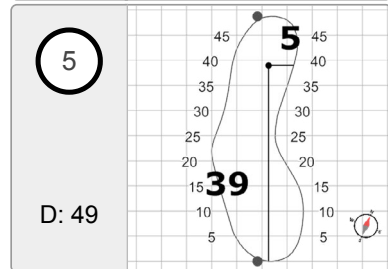
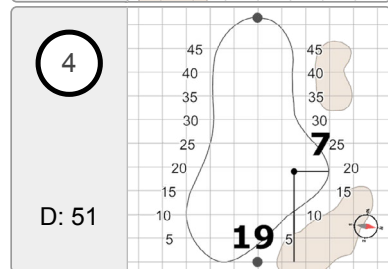
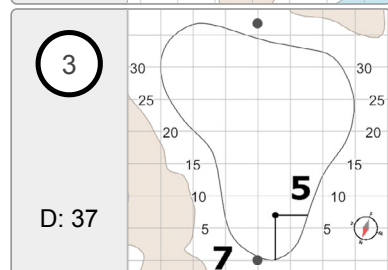
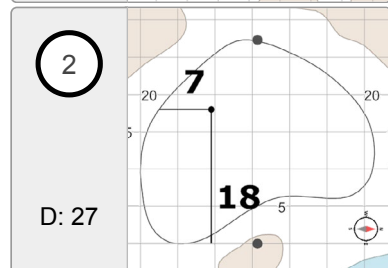
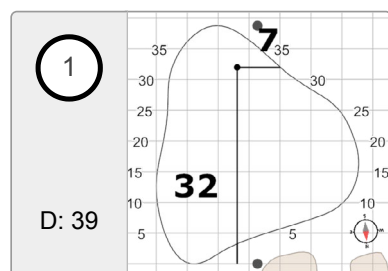
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Appendix A • Sample Hole Locations

NCAA DII Women's Golf National Championship

Stroke Play ROUND 1



Appendix B • Volunteer Waiver

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

Event: _____ (the "Event")

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

Participant's Age: _____

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

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

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

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

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

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

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

Signature of Participant

Date

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

Date

Appendix C • Tiebreaking Procedures

TEAM TIEBREAKING PROCEDURES - REGIONALS

(Teams must be determined before individuals)

If conditions and time permit, ties shall be broken during a sudden victory playoff counting all five 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:

All five scores against par on each hole until a winner is determined.

Substitutions may be made up to 10 minutes before the start of the playoff.

Team tiebreakers (after the draw for position, coaches will determine which players will be in each group):

Two teams (A & B; tee off alternately)

A	B	A	B	A
B	A	B	A	B

Three teams

A	B	C	A	B
C	A	B	C	A
B	C	A	B	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

At regionals, ties will be broken for purposes of advancement and for regional team trophy champions.

At finals, ties will be broken for purposes of advancing to medal play aka medal match play, and/or determine the individual national champion.

During medal play aka medal match play in the quarterfinals and semifinals, ties will be determined by the following:

1. Sudden-victory playoff holes for the match(es) that are still tied, then if still tied after first playoff hole, move to a second playoff hole, etc. Continued play until a winner is determined. Holes to be assigned by the committee.
2. Cumulative total of all five players, with the lowest cumulative team score advancing.

During medal play aka medal match play in the championship match, ties will be determined by the following:

Sudden-victory playoff holes for all five (5) players; counting the low four scores. All five (5) players will play one hole, in two groups, following the Two Team A & B tie breaker guideline. The hole(s) to be played will be assigned by the committee with play continuing for as many holes as required until a winner is determined.

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 the three lowest individual scores.
2. Cumulative total of the two lowest individual scores.
3. Best individual cumulative score.
4. Committee decision.

Individuals

1. In all stroke play events, ties will be broken using the USGA-recommended method. The following holes will be compared in order: holes 10-18, holes 13-18, holes 16-18, hole 18, No. 1 handicap hole, the No. 2 handicap hole and so on until the tie is broken.
2. For breaking ties with multiple rounds of stroke play, comparisons will begin with the most recent round. If the tie remains, earlier rounds will be reviewed one at a time in reverse order until the tie is broken: holes 10-18, holes 13-18, holes 16-18, hole 18, No. 1 handicap hole, No. 2 handicap hole and so on until the tie is broken.

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.

TEAM TIEBREAKING PROCEDURES - FINALS

If conditions and time permit, ties shall be broken during a sudden-victory playoff counting all five scores (relative to par). The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. At the conclusion of the stroke play rounds at the finals, if playoffs are required for both team advancement and the individual champion, the committee may elect to conduct both playoffs concurrently (on different holes) provided that none of the individual playoff participants are members of any team involved in the team playoffs.

For all playoffs, the following procedures will be used:

- All five scores against par on each hole until a winner is determined.
- Substitutions may be made up to 10 minutes before the start of the playoff.

Team Tiebreakers.

Team tiebreakers where two or three teams play in groups of five:

- Team positions A and B or A, B and C will be determined by lot or coin toss. After the draw for team position, coaches will determine which players will be in each group.

Two teams (A & B; tee off alternately)

A	B	A	B	A
B	A	B	A	B

Three teams

A	B	C	A	B
C	A	B	C	A
B	C	A	B	C

Team tiebreakers using shotgun format:

- Teams will be assigned to position A, B, C and so on based upon the team ranking position at the start of the finals with the highest ranked team being A and so on.
- Player positions one through five will be assigned based on the player position submitted by the team prior to the start of Round 1 of the final. If a sub is used, that sub will take the position of the player that the sub is replacing in the line up.

SHOTGUN FORMAT

Two teams

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

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

DIVISION II WOMEN'S GOLF

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

TEAM TIEBREAKING PROCEDURES ADVANCING TO MEDAL MATCH PLAY

Team Tiebreakers.

Team tiebreakers where two or three teams play in groups of five:

- Team positions A and B or A, B and C will be determined by lot or coin toss. After the draw for team position, coaches will determine which players will be in each group.

Two teams (A & B; tee off alternately)

A	B	A	B	A
B	A	B	A	B

Three teams

A	B	C	A	B
C	A	B	C	A
B	C	A	B	C

Team tiebreakers using shotgun format:

- Teams will be assigned to position A, B, C and so on based upon the team ranking position at the start of the finals with the highest ranked team being A and so on.
- Player positions one through five will be assigned based on the player position submitted by the team prior to the start of Round 1 of the final. If a sub is used, that sub will take the position of the player that the sub is replacing in the line up.

Two teams

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

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

During medal match play in the quarterfinals and semifinals, ties will be determined by the following:

1. After all five individual medal match play scores have been reported, in the event that the team medal match score is tied (e.g., 2.5 to 2.5) all individual matches that were tied at the completion of 18 holes will resume, on hole(s) to be determined by the committee. Each match will continue for as many extra holes as needed to resolve the individual match tie with an identified medal match winner. Should multiple matches continue past 18 holes, all remaining unresolved matches shall end when one team has advanced to the next round by scoring three or more points.
2. Cumulative total of all five players, with the lowest cumulative team score advancing.
3. In the event of unforeseen circumstances, as determined by the committee (e.g., weather), the committee may use cumulative total as the first tiebreaking criterion.

During medal match play in the championship match, ties will be determined by the following:

Sudden-victory playoff holes for all five (5) players; counting all five scores (relative to par). All five players will play one hole, in two groups, following the Two Team A & B tie breaker guideline. The hole(s) to be played will be assigned by the committee with play continuing for as many holes as required until a winner is determined.

INDIVIDUAL TIEBREAKING PROCEDURES**Individuals**

At finals, individual ties will be broken during a sudden-victory playoff for the individual national champion. The committee will determine the individual playoff hole(s).

Individual order to start the playoffs is based upon the final round start:

- The player with the earliest starting time will play first.
- Players with the same starting time in a “two-tee” start, the player that started on the lowest numbered hole (typically hole #1) will play first.
- Players in the same group, the player that started first in the group will play first.

All players will play in the same group, unless the group size is so large that the committee determines that the playoff should be split into multiple groups.

INDIVIDUAL AND TEAM TIEBREAKING PROCEDURES WHEN CONDITIONS OR TIME DO NOT PERMIT A PLAYOFF

The following procedure will be used to break ties:

Team

1. Cumulative total of the three lowest individual scores.
2. Cumulative total of the two lowest individual scores.
3. Best individual cumulative score.
4. Committee decision.

Individuals

1. In all stroke play events, ties will be broken using the USGA-recommended method. The following holes will be compared in order: holes 10-18, holes 13-18, holes 16-18, hole 18, No. 1 handicap hole, the No. 2 handicap hole and so on until the tie is broken.
2. For breaking ties with multiple rounds of stroke play, comparisons will begin with the most recent round. If the tie remains, earlier rounds will be reviewed one at a time in reverse order until the tie is broken: holes 10-18, holes 13-18, holes 16-18, hole 18, No. 1 handicap hole, No. 2 handicap hole and so on until the tie is broken.

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.

Appendix D • Tournament Director's Timeline

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.

DIVISION II WOMEN'S GOLF

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 DrugFree 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).

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
(Saturday) | <ul style="list-style-type: none"> • NCAA committee member arrives. • Meet with committee to inspect the course and report on preparations for tournament. • Registration. • Check warning systems. |
| Day 2
(Sunday) | <ul style="list-style-type: none"> • Practice round. • Meet with key officials and committee. • Mandatory rules meeting. |
| First Round
(Monday) | <ul style="list-style-type: none"> • Competition begins. • Meeting in p.m. with committee and all officials (after first round). |
| Second Round
(Tuesday) | <ul style="list-style-type: none"> • Meeting in p.m. with committee, host and officials' coordinator (after second round). |
| Third Round
(Wednesday) | <ul style="list-style-type: none"> • Meeting in p.m. with committee, host and officials' coordinator (after 3rd round). • Conclusion of competition. • Disseminate finals information to advancing teams and individuals. (NCAA). |

Following Championships

- Send a set of results to 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.

Appendix E • Tournament Director's Checklist

REGIONALS TOURNAMENT

DIRECTOR'S CHECKLIST

The following checklist is provided to assist the tournament director to ensure that they do 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 prechampionships 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 drug testing (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).

DIVISION II WOMEN'S GOLF

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 prechampionships 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

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