



# **HOST OPERATIONS 2024-25 MANUAL**

# Division III Women's Golf

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### INTRODUCTION

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

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

### DEFINITIONS

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

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

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

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

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

### ROLE OF NCAA

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

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

### ROLE OF GOVERNING SPORT COMMITTEE

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

### Gameday the DIII Way

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through **Gameday the DIII Way**. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

## CONTACT INFORMATION

2024-25 DIVISION III WOMEN'S GOLF COMMITTEE	
<p><b><u>REGION I/EAST</u></b></p> <p><b>Adele Burk, chair</b> Associate Director for Championships &amp; Compliance New England Small College Athletic Conference 100 Venture Way, Suite 13 Hadley, Massachusetts 01035</p> <p>413-587-2102 (office) 218-242-0676 (cell) <a href="mailto:adele.burk@trincoll.edu">adele.burk@trincoll.edu</a></p> <p><i>Term expires: 9/1/2027</i></p>	<p><b><u>REGION II/SOUTHEAST</u></b></p> <p><b>DeeDee Jarman</b> Senior Woman Administrator Methodist University 5400 Ramsey St. Fayetteville, North Carolina 28311-1420</p> <p>910-630-7283 (office) 910-308-2420 (cell) <a href="mailto:djarman@methodist.edu">djarman@methodist.edu</a></p> <p><i>Term expires: 9/1/2026</i></p>
<p><b><u>REGION III/GREAT LAKES</u></b></p> <p><b>Matthew Kluck</b> Head Men's and Women's Golf Coach Washington and Jefferson College 60 S. Lincoln St. Washington, Pennsylvania 15301-4801</p> <p>724-503-1001 (office) 412-576-4267 (cell) <a href="mailto:mkluck@washjeff.edu">mkluck@washjeff.edu</a></p> <p><i>Term expires: 9/1/2027</i></p>	<p><b><u>CENTRAL REGION</u></b></p> <p><b>Ali Wilson</b> Assistant Commissioner American Rivers Conference 305 Second St. SE Suite 320 Cedar Rapids, Iowa 52401</p> <p>217-871-9678 (office) 763-772-6010 (cell) <a href="mailto:awilson@rollsriver.com">awilson@rollsriver.com</a></p> <p><i>Term expires: 9/1/2028</i></p>
<p><b><u>WEST REGION</u></b></p> <p><b>Paulette Pera</b> Head Women's Golf Coach University of California, Santa Cruz 2350 Weston Road Scott Valley, California 95066 408-332-8819 (office) 408-332-8819 (cell) <a href="mailto:ppera@ucsc.edu">ppera@ucsc.edu</a></p> <p><i>Term expires: 9/1/2026</i></p>	<p><b><u>Championships Manager</u></b></p> <p><b>Demetria Young</b> Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 317-917-6270 (office) 317-612-4304 (cell) <a href="mailto:dyoung@ncaa.org">dyoung@ncaa.org</a></p>

# Section 1 • Alcoholic Beverages and Tobacco Products

## ALCOHOLIC BEVERAGES

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

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

## TOBACCO PRODUCTS

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

## Section 2 • Americans with Disabilities Act

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

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

## Section 3 • Awards

### CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

These items can be covered through the operations budget, as well as the local organizing committee budget. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-966-6790 or [narkins@ncaa.org](mailto: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.

#### 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.

### ELITE 90 AWARD PRESENTATION

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting its student-athlete who has the highest GPA and meets all other requirements. The NCAA championships and alliances staff and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide the name of the recipient to the NCAA championships manager as well as the local host shortly before the championship begins. The winner's name should not be released to the public until after they are publicly recognized. If appropriate, the championships manager

can share the information with the coach of the winning student-athlete to make sure of that person's attendance. However, they should not inform the student-athlete. Mark Bedics or a member of the NCAA media coordination staff will typically send a template of a release and the logo to the sports information director of the winner's institution the morning of the announcement to allow them time to prepare. In addition, the information will be given to the NCAA social media staff in order for them to prepare a graphic which will post shortly after the announcement.

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

#### Award Presentation

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

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

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

#### Presentation at the Student-Athlete Banquet

This award has traditionally been presented at the student-athlete banquet for most NCAA championships. In many cases the student-athlete banquet provides the best forum for the award presentation and greatest exposure for the winner as it is the one time when all championship participants and administrators are gathered in one place with a controlled, 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 assure the winner's attendance.
- If a photographer is at the student-athlete banquet or championship, a photo of the recipient receiving the award should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's SID with a copy of the photo.
- If the award winner is recognized primarily at the student-athlete banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the banquet.



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### In-Venue Presentation

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

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

### Other In-Venue Recognition

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

The Elite 90, an award founded by the NCAA, recognizes the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The Elite 90 is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.

The recipient of the Elite 90 Award for the 2025 NCAA Division III Women's Golf Championship, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

### Press Release

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

### Social Media

The NCAA X account (formerly known as Twitter) will promote the 90 winners after the on-site announcement has been made. Mark Bedics will work with the social media staff to make sure they have the appropriate information, including photo to make the graphic and the timing of when to post. The host or NCAA championships manager should ensure a photo of the presentation is taken and email to [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

Host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to [socialmedia@ncaa.org](mailto:socialmedia@ncaa.org).

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

## PARTICIPATION

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 participant awards will be distributed at the site of the championships. Hosts should work with the championship manager on award logistics.

## Section 4 • Banquets and Social Events

### BANQUET

To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet (or other student-athlete recognition event). Arrangements should be made for a banquet for the official travel party (seven per team and two per individual). Additional attendees, including parents, may be invited; however, such individuals (or the associated institution) shall be financially responsible for the cost of the banquet ticket. The host institution/agency shall not be financially responsible. Other individuals who should be on the guest list include members of the NCAA Division III Women's Golf Committee, NCAA representatives, additional host personnel (e.g., president, faculty athletics representative and selected workers significantly involved in the conduct of the championships) and community dignitaries.

The host institution is allowed \$7,500 for all banquet expenses (a maximum of \$30/person). The host institution will be responsible for any additional cost over \$7,500 unless prior approval has been requested from the national office. The banquet should be planned for approximately 250 people. 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.

Host institutions are encouraged to seek sponsorship of any additional entertainment expenses from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment.

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 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 should be respectful and inclusive of all.

- |           |   |
|-----------|---|
| 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 anthem video, DIII branding video) |
| 6:45 p.m. | Welcome/comments to student-athletes and guests from NCAA committee chair   |
|           | Welcome/comments to student-athletes and guests from city/host institution  |
| 6:50 p.m. | Dinner buffet lines open or plated dinner served  |
| 7:30 p.m. | Guest Speaker (optional)  |
| 7:40 p.m. | Introduction of teams/individual participants   |
|           | Senior recognition  |
|           | Other recognitions  |
| 7:50 p.m. | Presentation of Elite 90 Award  |
| 7:55 p.m. | Closing Comments (emcee with talking points from NCAA or NCAA chair)  |

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.

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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).

Seating. Designate tables for the participating teams and the national committee. The chair of the golf committee should sit at the head table, if available, with the tournament director, program speaker and dignitaries. Parents should be seated at tables separate from the teams.

Format. Representatives of the host institution, community and the golf committee should provide a short welcoming statement. The format and program should be determined by April 1 in conjunction with the NCAA championships manager and golf committee chair.

Display of Championships Trophies. If possible, the host institution should display the championships trophy at the banquet on an appropriately draped table. Adequate security measures should be taken.

Emcee. The host institution is responsible for identifying an appropriate emcee for the event.

Media. Members of the media should not be invited to the banquet.

Alcohol and Tobacco. Alcohol must not be available for consumption in connection with the NCAA championships. Use of tobacco products including vaping products will not be allowed at the banquet site.

NCAA Banner. NCAA championships banners should be hung in the banquet hall.

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).
- 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 5 • Broadcasting/Internet

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

# Section 6 • Championship Presentation/Fan Engagement

## BRANDING

### Ancillary Events

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

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

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

### Logos

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

### Game Presentation

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, recognition and sponsorships. Any enhancements that you would like to propose for the event must be approved in advance by the championship manager.

### Public Address and Text Board Scripts

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

### Video Boards

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

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

Brandon Anthony – Senior Producer  
Van Wagner  
Telephone: 925-354-5721  
Email: [banthony@vanwagner.com](mailto:banthony@vanwagner.com)

### 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, flyovers, parachute teams, precision drill teams, eagle releases around the national anthem, reunions of troops returning from overseas with their families, honorary recognitions, etc. Please discuss any forms of military involvement which you would recommend with your NCAA staff point person, 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. Flyovers 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.
- Timing of buses – Consider the route that the buses will need to drive in order to arrive on the correct side of the street and the time it will take them to get from the hotel to the location of the red-carpet arrivals/team walk.

# 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.

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### NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

[NCAA Corporate Champions & Partners](#)



### LOCAL CONTRIBUTOR PROGRAM

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

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

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

### NCAA TRADEMARKS

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

1. ALL uses of NCAA trademarks or logos must be submitted to the NCAA for approval.
2. 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](http://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 Nathan Arkins at [narkins@ncaa.org](mailto:narkins@ncaa.org) or 317-790-7596.

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

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

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

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

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

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

### **NCAA Licensed Trademarks:**

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

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

### **Helpful Links:**

[NCAA Trademarks](#)

[NCAA Digital Library](#)

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

## **OFFICIAL CHAMPIONSHIPS/LICENSES 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 - \[ncaa.org\]\(#\)](#).

## **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 90 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.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.
- f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.
- g. **Official Sticker 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. Items may not 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 • Credentials

The national office will provide the credentials. Participating student-athletes will be provided a hat clip/ball marker as their credential. Credentials for staff, officials, volunteers, media, etc., will be approximately 3.75 inches by 5.75 inches, laminated (waterproof) and the attachment method will be strong enough to be maintained throughout the four-day event. Each group of credentials will be a different color. The designated coaches credential will be a wrist band.

Working passes may be issued to bona fide working personnel, including media representatives. A participant credential will be provided to student-athletes competing in the championships.

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

- 5 – participating student-athletes

- 2 – coach

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

Parking passes (if necessary) for competitors. Plan for two per team.

Review security measures regarding issuance of credentials, access to course, etc., with staff and security personnel.

## Section 9 • 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 10 • Facility, Equipment and Space Requirements

## 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.

## BARRIERS

Standards or barriers should be used to assist in providing security for the course.

## CLOCKS

Atomic clocks should be placed at the practice areas, first tee and 10th tee. Officials should synchronize them daily before placing clocks in these areas.

## COMFORT STATIONS

Comfort stations must be strategically located on the course. Placement will be determined during the site visit. There must be enough public restrooms to accommodate both participants and spectators. Signs should be placed on the interior of the restroom doors “please do not let door slam shut.”

## CONCESSIONS

Food and beverage prices shall be no higher than similar events or primary tenants in the facility. The host will retain all revenue from food and beverage concessions.

Selling is restricted to the concession stand and established selling locations.

## COURSE

The NCAA committee and director of rules and course administration shall communicate to the superintendent the course set-up requirements.

The 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. All players should have a fair opportunity to demonstrate their skills throughout each day on courses playing as consistently as possible depending on local weather and course design characteristics and considerations. It is expected that the golf course will be in exemplary condition to host a national championships. 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.

The golf course staff should work with the director of rules and course administration 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 during the championships session or practices, other than NCAA, ESPN and radio banners, as specified by the NCAA. No local /school radio banners are allowed.

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

**Institutional Signage.** Institutional signage does not need to be covered. Championships banner may remain if permanent (not hung seasonally). If temporary and hung on a seasonal basis, they must be taken down.

**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 course; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming upon request.

## DRIVING RANGE

The driving range should accommodate a minimum of 65 players at any given time.

## EQUIPMENT

The following equipment is required for the conduct of the championships.

ITEM	QUANTITY	RESPONSIBILITY	COMMENT
Air horns	8	Host	
Apparel (officials, committee & volunteer)		NCAA	
Atomic clocks	6	NCAA	
Awards		NCAA/MTM	
POWERADE/DASANI		NCAA/Coca-Cola	
Concession stands		Host	
Coolers	Ice chests Coolers Water bottles	NCAA/Coca-Cola	
Covered electric golf carts	at least 90	Host	35 - Coaches 7 - NCAA 14 - Rules officials 5 - Host 2 - Scoring 15 - Spectators 5 - Media/photographers 3 - Misc.
Credentials		NCAA	
Driving range signs	40	NCAA/Premier Golf	
Flagsticks	36	Host	
Golf balls	215 dozen	NCAA/Titleist	
Internet connections (wireless)		Host	
Locker room apparel/hats		NCAA/Event 1 & Underground Printing	
Marking paint		Host	
Merchandise		NCAA/Event1	
Pairings boxes	4	NCAA	
Participation awards (mementos)		NCAA/Birdie Box	



## DIVISION III WOMEN'S GOLF

Pin flags	60 NCAA logo-no hole number	NCAA/Northstar	
Portable toilets	Determined during site visit	Host	
Printer/copy machine	2	Host	1 needs to be high-speed/ color
Program (digital)		NCAA/LEARFIELD	
Public-address system	1	Host	
Radios (w/ earpieces)	Approx. 35	Host	
Range balls	3,000	Host	
Scorecards - players	800	NCAA/Scoreboard by Clippd	
Scorecards - spectators	300	Host	
Scoresheets	At least 40	NCAA	
Signage	See "Signage" section	Host/NCAA	
Stake and roping	As appropriate for course layout	Golf Course	
Standards	5	NCAA	
Starter's boxes	4	NCAA	
Tables, chairs	10 tables, 20 chairs	Host	
Tees		NCAA	
Tee markers	72	NCAA	2/hole
Tee signs	36	NCAA/Premier Golf	
Tent/tables/chairs - merchandise*	1 (20 x 20)	Host	
Tents/tables - refreshments*	Determined during site visit (10 x 10)	Host	
Tents/1 table/5 chairs - scoring*	4 (10 x 10)	Host	2/course
Tents/1 table/2 chairs - starters*	2 (10 x 10)	Host	
Tent - volunteers*	Size determined during site visit		
Trash receptacles	30	Golf course	

\*For safety reasons, tents should not be pop-up style. They should be anchored.

### FACILITY USE DATES

Tournament and practice facilities must be reserved for the tournament commencing 7 a.m. Sunday through the conclusion of the final round Friday. No competition or practice will be allowed at the championships course in the 10 days preceding the championships for the teams and individuals selected to the national championships.

## FAIRWAYS

In setting the tee markers, we 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 crosscut. 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 championships, fairways should be cut at championships level on each of the five days prior to the championships. Early morning dew conditions may require a method of whipping or other removal to provide a consistent test for all players.

## FIRST AID

A medical 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 (practice and competition days).

## FLAGS

Flagsticks must be uniform in height (at least 7 feet), color and in diameter (maximum ¾ inch from a point 3 inches above the ground to the bottom of the hole). The NCAA will ship 60 flags. They will be printed with the NCAA and host institution logos. Flags will be distributed after the championships as follows: first place team and two coaches (7), one each for the 28 remaining teams (28), top 10 individual winners (if did not already receive one as a participant of the winning team) (10), one for each of the six individual participating institutions (6), one for the clubhouse (1), two for the tournament hosts (2), one for the tournament director (1) and one for the director of rules and course administration (1).

## GOLF BALLS

Titleist shall provide 215 dozen golf balls for the participants.

## GOLF CARTS

A minimum of 90 electric golf carts for the rules officials, members of the golf committee and designated coaches must be available.

## 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 the practice rounds or competition days. The director of rules and course administration in conjunction with the national committee will determine course markings, boundaries, tee settings and hole locations. At completion of play each day, remove and store flags and tee markers.

## HAZARDS AND BOUNDARIES

Out of bounds should be marked with white stakes wherever possible approximately 12 yards apart (to 2 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. Additional stakes should be on hand in case of necessary changes. Hazards will be defined according to the USGA Rules of Golf.

The course must supply paint, three marking guns and additional stakes (paint charges should be included in the championship budget).

## HOSPITALITY

If space is available, a hospitality area shall be reserved for student-athletes and coaches at the course. This area should include tables and chairs away from public areas. Additional hospitality should be provided in tents on the course.

Obtain local contributors to underwrite hospitality functions not covered in proposed budget (e.g., special functions for committee, student-athlete hospitality). *NOTE: Ensure that NCAA local corporate involvement policies are followed.*

Check with the NCAA championships manager regarding all hospitality plans.

Provide lunch for volunteers, officials and NCAA committee.

Participant refreshments, media hospitality and meals for officials, volunteers and the NCAA committee are all included in the entertainment budget.

### MEETING SPACE

The facility shall provide the space listed below. All spaces must have access to high-speed wireless internet.

1. Media work area (8) – Should be separate from the other designated areas.
2. NCAA committee office (12) – With access to a high-speed, color printer/copier.
3. Officials work area (10) – If space allows, with access to a printer/copier, otherwise, can work in committee office.
4. Scoring area (2) – If space allows, can work in committee office.
5. Athletic training room – This area should provide the necessary facilities for all athletic training needs.
6. Drug testing room – Refer to Section 9.
7. Coaches meeting room (85).
8. Student-athlete study/testing room.

### 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.

### PA SYSTEM

One quality public address systems should be available for starting, announcements, the awards ceremony and any other activity planned in conjunction with the tournament.

### PARKING

- Officials – The host shall provide the rules officials with 12 reserved parking spaces. Additional secondary space will be required based on the number of rules officials that will attend the competition.
- NCAA – The host shall provide the NCAA with 6 reserved parking spaces.
- LOC – The host shall provide the LOC with parking spaces including an area for volunteers to park.
- Teams/Individuals – The host shall provide 40 spaces for the championship teams and individual participants.

### PIN PLACEMENT

Placement will be determined by the director of rules and course administration in conjunction with the committee.

### PRACTICE AREAS

Adequate practice facilities should include range and grass space for a minimum of 70 players to hit every club. There should be a separate sand practice area, at least one putting green and a chipping green. If a pitching green is not available, a suitable target area should be developed. There also should be target and/or distance flags on the practice area the same height as the flag sticks on the course. Practice areas will be roped off and only appropriate credentialed persons shall be admitted to the practice areas.

### PRACTICE BALLS

A sufficient number of practice balls of good quality should be available (recommend 3,000).

### PUTTING GREENS

Greens should be cut each morning of the competition and each day for at least ten 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. It is expected that the greens will be at approximately 9-10 on the stimp meter.

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 championships, hole locations should be in nonchampionships position.

## **RADIOS**

Multi-channelled hand-held radios (with earpieces) should be provided by the host for use by each official and member of the games committee. Approximately 35 radios will need to be secured for the following: committee (7); officials (12); tournament director (1); athletic trainer (1); course superintendent (1); tournament personnel (5); official scorekeeper (1); and backups (6).

## **RESTROOMS**

Ensure that there are adequate and functioning on-course restroom facilities.

## **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. 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.

## **RULES**

The NCAA Division III Women's Golf Championships shall be conducted according to the Rules of Golf with certain modifications as noted in the prechampionships manual, hard card and in the notice to competitors.

The director of rules and course administration will prepare the notice to competitors (local rules).

## **SAND**

Bunkers should have clearly delineated boundaries. 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**

A surface must be provided adequate to post a minimum of 31 3-feet by 2-feet high sheets, along with space for summary sheets for competitors (approximately 32-feet by 8-feet). A covering should be available in case of inclement weather.

## **SCOREBOARD SHEETS**

Scoreboard sheets (approximately 3-feet by 2-feet) will be provided by the NCAA national office. Names of the teams, individual players and head coaches should be printed by a calligrapher on the sheets prior to the tournament.

## **SCORECARDS**

Scoreboard by 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 head rules official.

## **SCORING**

Scoreboard by Clippd will provide computer-generated pairings and results.

## **SIGNAGE**

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

## DIVISION III WOMEN'S GOLF

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

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

In addition to the signage provided by the NCAA, it is recommended that the following signs be produced:

MESSAGE	PLACEMENT
NCAA Committee Room	NCAA Office
Rules Officials Room	Rules officials office
Registration	Registration
Scoring Central	Scoring office
Media Center (media/coaches only)	Media headquarters
Players, Coaches and Rules Officials Only	
Pro Shop (open to the public)	Pro Shop
Restaurant (open to the public)	Restaurants
Scoring Tent (players and rules officials only)	Scoring tents
Volunteer Check-In	
Reserved Parking	
Directional signage	
Spectator Rules	
No Alcohol Beyond This Point	Outside restaurants/clubhouse
Athletic Training	Training room

### SIRENS

A warning system, audible throughout the entire course during extreme weather conditions, must be available. Eight to 10 air horns must be provided.

### SPECTATORS

Create an area for spectators to pick up a course map, spectator rules, pairings sheet and scorecard near both starts or as determined by the host and approved by the national committee.

Spectators/Parents of Participating Student-Athletes. Carts are not provided to spectators; however, we strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. Requests for an accommodation or for inquiries about accessibility should be directed to the NCAA championships liaison. The request must be provided in advance of the first day of competition to the NCAA liaison. If approved, the specified individual is allowed one passenger to ride in the cart. The golf course may charge a rental fee for the cart.

If possible the host institution could designate various appropriate areas to provide a viewing area for disable spectators. Volunteers should be available to assist disabled spectators (via cart/shuttle, if necessary) to the viewing area and transport them from one area to another as needed. It is recommended that at least one viewing area be established on both the front and back nine.

### SPECTATOR GUIDELINES

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

Ringers on electronic devices must be turned off.

Institutional personnel other than the designated coach are considered spectators.

Cameras are permissible; flash photography is prohibited.

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

#### Violation/Penalties:

First - Warning (for the championship duration)

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

Third - Spectator will be removed from course for the remainder of the competition

*NOTE: As defined under "Assistance" on the Rules Sheet, anyone (spectators, coaches and teammates) may provide a player (during a competitive round) with items such as medicine, food, towels, umbrellas, rain suits, etc., but the player must carry her own bag. In order to protect players from incurring a penalty, spectators may leave water, towels, umbrellas, etc., for players at a tee box or outside the 15-yard distance.*

Drinks and snacks should be available for credentialed personnel (coaches, players and administrators) on #1 and #10. Water should be available on an additional two tees. No spectators are allowed in these hospitality areas.

Spectator refreshment carts should be strategically placed around the course.

## STAKES AND ROPING

As noted by the committee and head rules official, the course will stake and rope areas identified.

## TEES

Teeing grounds, including the practice tee, should be firm and cut daily. One set of tee markers should be used from the first practice day to the final round.

## TENTS (SCORING)

Scoring tents with sides must be available for the ninth and 18th greens. Each tent should include a 6-foot table, four chairs and a wastebasket.

## WEATHER SYSTEM

Weather Detection System. The NCAA will provide a weather detection system for the championships site. The host tournament director will receive a registration form to complete and submit. The web-based system should be set up, operational and staff trained prior to the walk through.

It is the responsibility of the host institution to provide:

1. A laptop computer on which the system may be set up and monitored. The laptop should be located in or close to the NCAA committee area and out of public traffic patterns.
2. Qualified personnel must be trained on the system and be available to monitor the system from 7 a.m. until the conclusion of the walk-through, the day of practice and all competition. It is recommended that the personnel have a background in meteorology.
3. Secure local meteorology assistance through an "on-call" meteorologist, the local emergency weather system phone number and contact person and a local Accu-weather contact person.

Weather Evacuation Plan. The host institution is responsible for creating an evacuation plan in case of severe weather. This plan must be distributed to all participants, coaches, officials and staff. Include a copy of this plan in each registration packet.

This plan should include the appropriate means and staff to provide a safe haven for all on course players and personnel, as well as a spectator plan. **The plan must be in place prior to the walk-through day.**

## DIVISION III WOMEN'S GOLF

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Weather Guidelines for Championships Competition. In the event of a discontinuance of play, the committee reserves the right to modify the format (e.g., field size, number of rounds, pairings, administrative cut). If the decision is to shorten the tournament, then a 54-hole total will be used. If that is not possible, then a 36-hole total or 18-hole total will be used. If that is not possible, the committee will determine place finish based on the original seeding of the teams. **Play will not be extended beyond the last scheduled day of competition.**

1. If no team has completed nine holes, the day may be cancelled.
2. If some teams have finished 18 holes, every effort will be made to finish the round, including continuing on the next day.

### Warmup Policy

1. If the weather delay is less than one hour, there will be no warmup.
2. If the weather delay is longer than one hour, there will be a minimum 10-minute warmup

## YARDAGE BOOKS

The host institution should be prepared to provide yardage books for each competitor and coach.

# Section 11 • Financial Administration

## AUDIT

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

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

## APPROVAL OF THE BUDGET

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

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

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

## FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). 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 best efforts to reimburse the host within five business days of the report being approved by the NCAA 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](https://ncaa.org/Student-Athlete Programs/Health and Safety)).



### PARTICIPANTS

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

### SITE REPRESENTATIVES

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

### TRANSPORTATION

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

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

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

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

### NCAA Championship Travel Policies

# Section 12 • Game Management

## FORMAT

The championships finals will be a 72-hole competition. All participants will play 36 holes of stroke play. After 36 holes of competition, the field will be cut to the top 15 teams and top six individuals not on one of those teams. If conditions dictate a change in format, only the NCAA women's golf committee may make a decision to shorten the tournament or implement an administrative cut.

There are two practice days prior to the start of the championships (both days for playing practice rounds).

## COMPETITION TIMES

See [Appendix C](#) (Tentative Schedule of Events).

## PAIRINGS

Before grouping the teams and individuals for the first day of competition, the NCAA women's golf committee will seed both the teams and individuals using Scoreboard by Clippd ranking. The teams will be grouped in threes or twos by seed. Team groupings for the first two days of competition will remain the same. **Tea times will be reversed for the second day of competition.** For the third and fourth days of competition, team pairings will be by position according to score, with the times listed at the discretion of the committee.

Refer to the participant manual for specific pairings information.

## 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 certified athletic trainers are needed to provide treatment before, during and after competition and practice rounds.

**Couriers.** Approximately four individuals (e.g., student athletic trainers) are needed to escort student-athletes for drug testing.

**Course Maintenance.** A sufficient number of individuals will be needed to have the course properly prepared before each round of practice and competition.

**Course Superintendent.** The course superintendent will ensure that the course is prepared according to NCAA golf committee specifications before the arrival of the committee. They will secure all necessary equipment (e.g., paint, rope) for the conduct of the tournament (see Equipment and Course Requirements). The course superintendent should check with the games committee chair and tournament director each day to ensure that the course is prepared according to NCAA guidelines.

**Drivers for Evacuation Vans.** The designated drivers shall be at the vans whenever the committee deems it necessary.

**Drug-Testing Site Coordinator.** A physician or athletic trainer is preferred and will be responsible for assigning couriers, setting up the drug-testing facility, purchasing supplies and, if assigned, handling financial responsibilities. They will also work closely with the NCAA national office and the games committee. This individual cannot have any other responsibilities at the championships.

**Financial Officer.** The financial officer is responsible for the preparation of the proposed budget and approval of all expenditures. It is important that proper control over expenditures is maintained since proposed budgeting procedures will be followed to the letter. Within 60 days of the conclusion of the championships, it is the responsibility of the host institution to complete and submit their financial report to the NCAA.

**Forecaddies and Spotters.** The tournament manager should arrange a sufficient number of individuals to assist on difficult holes to ensure a proper pace of play.

## DIVISION III WOMEN'S GOLF

**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 practice and competition. The superintendent should assign a member of the crew to assist the NCAA in marking the course beginning two days prior to the championships. The games committee and rules officials will determine course markings, boundaries, tee settings and hole locations. The NCAA will work with the course superintendent for installation of course equipment (e.g., tee signs, pairings boxes).

**Hospitality Coordinator.** The hospitality coordinator will oversee and plan all hospitality activities according to NCAA guidelines. They also will plan the prechampionships banquet, 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 setup of the awards ceremony. The menu should be approved by the NCAA championships manager in advance.

**Media Coordinator.** The media coordinator will handle pretournament publicity and prepare press kits for members of the media and coordinate all press passes. Each day of practice and competition should be promoted via social media. Additionally, they will organize the press area and prepare a summary of daily team and individual results. The media coordinator should also ensure a photographer is present at the banquet.

**Merchandising.** An appropriate number of individuals will be needed to handle expected crowds. NCAA merchandising policies and procedures are to be followed. It is recommended that the host sell merchandise in conjunction with the NCAA banquet and scheduled social activities.

**Meteorologist.** The host should provide a local A.M.S. meteorologist to assist the games committee.

**Official Scorer.** A Clippd staff member will attend the championships and will provide computer-generated pairings, results and statistical information. This individual will be the official scorer.

**Officials.** The NCAA will work with the head rules official and director of course setup to secure officials for the championships. The officials' hotel rooms and tax will be direct billed to the host and reimbursed by the NCAA through the online financial report system. Two officials will be designated to staff the scorer's tables.

**Registration Workers.** Two workers will be needed to organize the registration desk prior to the start of competition on Saturday and Sunday.

**Runners.** Students or volunteers who will assist in any capacity are needed to effectively operate the tournament. One individual will be assigned to work with scoring.

**Scoreboard Artist.** This individual should be able to print neatly (calligraphy preferred). They will prepare 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 lineups have been submitted by the coaches in person. A plastic covering should be ready and easily hung in case of rain.

**Scoreboard Assistants.** One or two individuals will be needed to assist the scoreboard artist and provide backup assistance.

**Scorers.** Scores must be posted every hole during the first three days of competition, and 10 to 12 walking scorers will be used for the last round of competition. One volunteer will work with Clippd in the clubhouse.

**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.

**Standard Bearers.** A minimum of 5 individuals (preferably 10) should be arranged for standard bearers on the final day of competition. These individuals must be knowledgeable of golf scoring.

**Starters.** A starter will be placed on the first and 10th tees for all rounds. Starters are responsible for monitoring the tees and ensuring all groups tee off on time. Starters should obtain and ensure that all necessary materials are at the tees on time (i.e., scorecards, pencils, hole-location sheets, PA system, local rules sheets, evacuation plans, designated coaches sign-in sheets, credentials/wristbands for designated coaches).

**Shuttle Drivers.** Drivers will be needed 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 is responsible for the overall conduct of the tournament. All internal subcommittee chairs should report to the manager, who works with the women's golf committee and the NCAA championships manager.

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

## REGISTRATION PROCEDURES

The tournament director shall compile a participant manual for the competing institutions that provides information on housing, transportation, practice facilities, tentative schedule of events, etc. **The NCAA championships manager and committee chair must approve a draft and final version of the manual in advance of the publication being released.**

An alphabetical list of qualified schools and/or participants for use by registration desk personnel should be prepared.

Make arrangements for an area at the headquarters hotel or golf course large enough to accommodate the registration procedures. Registration constitutes the formal beginning of the events. Team lineup forms must be emailed or presented to the tournament director and the championships manager by noon local time at the host site the day of the first practice round (Sunday, May 11).

Registration material should include, but is not limited to yardage books, golf balls (provided by NCAA), golf tees (provided by NCAA), participant medallions (provided by NCAA), participant pins (provided by the NCAA), birdie boxes (provided by the NCAA), maps of the area, names of popular restaurants and suggestions of "things to do and see" in the area.

Registration personnel should give each coach a packet including general information as well as credentials for the coach and players, a parking pass, championships scorecard, banquet tickets for the coaches and players, etc. The team travel party is seven; the individual travel party is two. An institutional representative must accompany all competitors (teams or individuals) to the championships. During registration, coaches must submit their final team lineups for the competition. Refer to Appendix D for the official lineup sheet. Registration personnel must collect the lineups and give them to the NCAA championships manager, who will use them to complete pairing sheets.

Copies of the practice round starting times will be in the coaches' packets.

The registration desk should have a cash box/point of sale mechanism and additional NCAA banquet tickets for sale to spouses, parents, etc.

## SCORING

### **Scorecard Procedure.**

1. Players should proceed to the scorer's tent at completion of round and check their scorecard, sign it and give it to the LOCAL RULES GOVERNING BODY official. Only players will be allowed in the scorer's tent.
2. Cards will be taken immediately to the official scorer.
3. Runners will then take cards to the scoreboard. A runner shall be assigned to each scorer's tent. The runner is responsible for taking completed scorecards to the official scorer's area immediately.

**Scoring.** Scorecards for all championships shall be kept in accordance with Rule 3.3 of the Rules of Golf "Scoring in Stroke Play." The Rules of Golf for stroke play, plus any local rules implemented, will govern the tournament. Officials will be available for interpretations of the rules modifications and other decisions governing the competition. The scorecard has been returned when the player has placed the card in the scorer's box, or submitted the scorecard to the scoring rules official and left the scoring area. Clippd will print scorecards each day with the par and yardage for each hole as it will be played in the championships.

**Score Sheets.** The NCAA national office will provide score sheets to be placed on the scoreboard. The score sheets should be appropriately marked to identify the tournament, year, host institution and location. The name of the institution, head coach and each player should be hand lettered on the sheet. Score sheets should be placed on the scoreboard in alphabetical order. Each sheet is three feet wide and two feet high.

**Summary Sheets for Scoreboard.** The NCAA will provide summary sheets for the host institution to post 18-, 36-, 54- and 72-hole results for teams and individuals. These sheets cannot have any commercial identification on them.

## Section 13 • Health & Safety Considerations

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

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

**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 14 • Hydration Product

## **POWERADE**

### **Equipment Information**

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

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

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

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

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

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

If you have any questions regarding any of this information, please contact Nancy O'Hara (317-917-6222; [nohara@ncaa.org](mailto:nohara@ncaa.org)).

# Section 15 • Insurance

## LIABILITY

If event is held on-campus:

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

If event is held off-campus:

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

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

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



## Section 16 • Lodging

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

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

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

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

### **MERCHANDISING**

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

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

# Section 17 • 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 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 championship 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 championship 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 marketing contact prior to implementation. A marketing plan template may be found in Appendix E.

## 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 [sproutloud.com/cn/ncaachampspromotions](https://sproutloud.com/cn/ncaachampspromotions).

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

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

## DIVISION III 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
- OUTDOOR
  - Billboard
  - Banner
- RESOURCES
  - Marketing best practices
  - Social media guidelines
  - Special artwork requests

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

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

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

*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 marketing contact.

### SOCIAL MEDIA GUIDELINES

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

## Section 18 • Media Services

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

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

### BROADCASTING/INTERNET

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

### CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](https://ncaa.org) - [ncaa.org/sports/2021/2/9/statistics.aspx](https://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](mailto:jrodgers@ncaa.org)) for more information. If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [ncaa.com/credentialterms](https://ncaa.com/credentialterms), should also be visible at credential pickup.

The following is a sample of the types of credentials that will 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 row/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](https://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.

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

The NCAA and its partners own the Internet rights to all of its 90 championship events. Rights include live statistics, video and audio streaming, electronic commerce, and 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](mailto:nflannery@ncaa.org)).

### MEDIA GUIDES AND POSTSEASON GUIDES

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

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

## NEWS FILM AND MINI-CAMS

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

## OFFICIATING QUESTIONS/POOL REPORTER

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

When a game includes a potential fighting situation that results in a technical foul and/or ejection of a participant, a rules interpretation is requested or there is a clock or timing issue, the pool reporter shall accompany the NCAA staff representatives to the officials' locker room to receive an interpretation in order to enhance the media's understanding of the activities that occurred. Interpretations are not given if the situation in question is a judgment call. Prior to entering the officials' locker room, the pool reporter shall go to the interview room or media workroom to speak to other media members and compile a list of questions to ask the official involved.

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

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

## PERSONNEL

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

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

## DIVISION III WOMEN'S GOLF

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 (i.e., website, email, social media).
- 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.

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

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

1. **Individual Championships with no 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.)

#### **Press Conference Moderator Duties**

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

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

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



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

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

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

### PHOTOGRAPHER

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

### PHOTOGRAPHY AREA POLICIES

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

### PROGRAMS

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

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

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

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

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

### 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](http://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](http://ncaa.com/content/audio-policies-0).

## 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.

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

## TEAM VIDEOGRAPHER

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

## INTERNET

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

## TELEVISION

If an NCAA championship is to be televised, the media coordinator will be notified by the NCAA championships liaison, media coordinator or member of the broadcast staff. This person will relay any needs specific to television, such as power, press row space, etc., to the host media coordinator. Information about NCAA broadcasts can be found online at [ncaa.com/media](http://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](https://ncaa.com/rights-request). Questions about Internet streaming can be directed to Nate Flannery (317-917-6523; [nflannery@ncaa.org](mailto:nflannery@ncaa.org)).

### NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

#### INFORMATION

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

- Venue address.
- Venue parking map - details include hours, pricing, etc.
- Venue security information.
- For email communication: [ncaa.com/newsletter-signup](https://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 within 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.

#### 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](https://ncaa.com/travel).

#### SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

All information regarding the details of selections, all preliminary rounds and broadcast schedules should be linked to [ncaa.com](https://ncaa.com). The championship manager can provide this information.

#### LOGO USAGE

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

## 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 cannot promote or click thru to any URL other than [ncaa.com](http://ncaa.com).

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

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

## SOCIAL MEDIA

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

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

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

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

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

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

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

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

For additional questions regarding championship photography, please contact Nate Flannery ([nflannery@ncaa.org](mailto:nflannery@ncaa.org) or 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](https://on.ncaa.com/socialaccounts)

#### Host Promotion of Championships

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

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

Please send direct questions, ideas or news to Lynnea Phillips, [lphillips@ncaa.org](mailto:lphillips@ncaa.org).

# Section 19 • Meetings/Schedule of Events

## HOST/COMMITTEE MEETING

A meeting with representatives from each of the departments/areas involved with the administration of the championships and the NCAA Division III Women's Golf Committee will be conducted the day prior to the championships. The purpose of this meeting is to review the schedule of events and policies and procedures of the championships.

## COACHES MEETING

The coaches prechampionships rules meeting will be conducted the afternoon of the second practice day. The purpose of this meeting is to review policies and procedures governing the conduct of the championships and local rules and procedures regarding the course. The NCAA women's golf committee chair will conduct the meeting, in conjunction with presentations from the director of rules and course administration and tournament administration.

The head coach of each team/individual **MUST** be present for the coaches meeting. Other institutional representatives (i.e., assistant coach, director of athletics, trainer, sports information director) may attend. Student-athletes should not attend.

## SCHEDULE OF EVENTS

See [Appendix C](#).

# Section 20 • Merchandise/Licensing

## ADMINISTRATION

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

## AVAILABILITY

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

## GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 championships; host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser. The official NCAA event souvenir merchandiser is Event 1.

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 strongly encourages the participation, directly or indirectly, when possible, by diverse businesses in providing goods and services in support of NCAA championships and requests local organizing committees/hosts to explore opportunities for diverse businesses to provide any necessary goods and services for awarded championships. At the NCAA, diverse suppliers are defined as entities that are majority (at least 51%) owned, managed and controlled by ethnic minorities, women, LGBTQ people, people with disabilities or veterans. At a minimum, we encourage local organizing committees/hosts to ensure that at least 10% of the suppliers invited to participate in the championship are diverse suppliers.



## Section 21 • Officials

The host, in conjunction with the NCAA Division III Women's Golf Committee and the director of rules and course administration, is responsible for confirming and assigning officials.

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

### **CONDITIONS OF COMPETITION**

The director of rules and course administration, along with the NCAA Division III Women's Golf Committee, will determine the conditions of competition.

### **LODGING**

The host institution is financially responsible for the officials' accommodations, to be reimbursed by the NCAA. The host should set up a direct bill for officials' hotel rooms (room rate and tax only).

### **PARKING**

An adequate number of parking spaces should be reserved for the tournament officials if necessary.

# Section 22 • Participating Teams/Individuals

## PARTICIPANT MANUAL

The tournament director shall compile a participant manual for the competing institutions.

Contents. The participant manual should be “personalized” with information specific to the host institution. Final drafts of manuals should be sent to the NCAA championships manager and committee chair four months prior to selections for review and approval.

Distribution. The NCAA championships manager will send the participant manual via email to the director of athletics, senior woman administrators and head coach of each team and individuals selected to participate in the championships. The manual will also be posted online at [ncaa.org](http://ncaa.org).

The participant manual should be finalized and posted online by March 1 prior to the May championships. The manual will be sent to fall automatic qualifiers and the host hotel should be prepared to accept reservations at that time.

**The NCAA golf committee chair and the NCAA championships manager must approve the participant manual by mid-January.**

## Section 23 • Practices

Practice facilities must be available during the championships, and those competing will be advised of the dates and times when the facilities will be available. The range and putting green will be available one hour prior and 30 minutes following practice and competition days.

Two practice rounds shall be scheduled before the championships. The committee will assign practice times. Golf course personnel must work with the officials' and the NCAA women's golf committee officials to ensure the course is properly set for practice rounds. Groups of five participants are allowed during the practice round and coaches are not allowed to play.

Coaches and student-athletes will not be allowed to walk the course before the first day of the first practice round. Coaches and student-athletes are not allowed on the course after their practice round. Practice rounds will be Sunday, May 11, and Monday, May 12.

Coaches, 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 24 • Programs

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

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

### CONTENT/EDITORIAL

#### LEARFIELD Responsibilities

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

#### Host Responsibilities

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

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

### PROMOTION

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

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

#### Best Practices

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

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

### SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

### QUESTIONS

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

## Section 25 • 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, 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 [Best Practices for Venue Safety and Security](#) when developing a safety and security program.

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

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

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

Please submit your final safety and security plan 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 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.

### GENERAL SECURITY GUIDELINES

**Preparation.** Competition site management is reminded of its responsibility to provide an environment that is safe and secure for all student athletes, coaches, officials, and fans. This includes sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals. The championship manager and host institution staff shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the competition site or interruption of the game. In the event of a critical incident, contact the NCAA championship manager immediately before making any decisions.

Each host will be asked to provide the following:

1. Local authorities and critical incident response team contact information.
2. Review emergency protocol before the start of the event.
3. Identify chain of authority.
  - a. Incident commander (second in command).
  - b. Decision-making personnel/team.
4. Identify incident command center.
5. Identify incident communication plan.

6. Review evacuation plan – review plan with competition site manager.
7. Review emergency response plan for typical emergencies, severe weather, and potential criminal actions.
8. Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program go [here](#). PSAs can be reached via email at [central@cisa.gov](mailto:central@cisa.gov) (submitter should provide their contact information and where they are located so they can be matched up to the nearest PSA).

**Interruption of Competition.** The officials have the authority to interrupt the championships. If competition is interrupted because of events beyond the control of the committee, it shall be continued from the point of interruption at a time determined by the committee. If necessary, the remaining competition schedule also shall be adjusted by the games committee. The committee should review the following procedures for interruption of competition:

**Head Table.** Assure that the timing devices are operational and manual times are accurately recorded.

**Officials.** Assure that the officials know the exact situation when competition was halted.

**Student-Athletes and Coaches.** On instruction from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

**Power Source/Public Address.** Facility management should protect the power source and the public-address system. If an alternate public-address location is available (i.e., away from the competition area) it should be used so communication is not interrupted.

**Disruption.** Building security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if competition is otherwise disrupted. Under no circumstances are student- athletes, coaches, officials or NCAA representatives to become involved in the removal of such persons.

**Communication.** A senior member of the facility management and the senior law-enforcement officer at the site must proceed immediately to the previously identified location with means of communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Participants, coaches and officials must be kept informed throughout the delay.

**Meeting.** The committee chair, NCAA staff and meet management staff (facility manager, meet director and senior law-enforcement officer) should assemble immediately at a predetermined location to assess the situation.

**Normal Conditions.** The committee shall determine when conditions have returned to normal.

**Resumption of Competition.** As soon as possible, competition shall be resumed from the point of suspension. The event staff shall determine the revised schedule after consultation with the committee. If possible, the competition should be resumed in the primary facility. If necessary, the games committee has the authority to limit attendance to credentialed individuals, those on each institution's pass list, other individuals designated by each institution's director of athletics, and required facility operations personnel. Also, the committee has the authority to reschedule the competition in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA rules.

**Spokesperson.** The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, city, county, state and federal law-enforcement agencies, will serve as spokesperson in the event of an emergency.

## 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.

## DIVISION III WOMEN'S GOLF

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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 plan should be created and available for reference. The tournament director should also consider contacting 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 manager with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule prior to making or announcing any formal changes.

## Section 26 • Site Visit

The NCAA championships manager, committee chair, head rules official and director of course setup will conduct a site visit at least six months prior to the championships.

Course Tour. The tournament director should make arrangements to tour the course that will be used during the championships, including locker rooms, banquet facility, hotel(s), etc.

Hotel. The tournament director should reserve nonsmoking rooms for the NCAA championships manager, committee chair, head rules official and director of course setup at the host hotel, if possible, for one night only. The NCAA will pay for the necessary hotel rooms for the site visit.

Meetings. The tournament director should organize meetings for all pertinent people, including the marketing director, ticket manager, hotel coordinator, concessions coordinator, drug-testing site coordinator, etc.



# Section 27 • 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](mailto: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](mailto: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](http://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 28 • 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 F). 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 2024-25 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.*

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## Appendix A • Host Timeline

### HOST TIMELINE

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

#### MAY

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

Attend the Division III Women's Golf Championships and meet with the respective committee to review plans for the tournament. Give a preliminary report of plans during championships one year prior to the tournament you will host.

#### JUNE

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

#### JULY

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

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

#### AUGUST

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

#### SEPTEMBER

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

Begin reviewing scoring procedures and the materials needed to implement.

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

Arrange for a site visit with NCAA representative, committee chair and director of rules and course administration.

Schedule monthly host calls with the NCAA.

### **OCTOBER**

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

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

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

### **NOVEMBER**

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

Begin process of securing ample volunteers needed for the championships.

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

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

### **DECEMBER**

Contact Event 1 regarding the sale of NCAA merchandise.

Print promotional literature.

### **JANUARY**

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

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

## **FEBRUARY**

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

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

## **MARCH**

Order tents for first and 10th tee boxes and ninth and 18th greens (as needed) and any other tents needed (i.e., hospitality, merchandise, volunteers).

Finalize participant manual.

Confirm operation of practice range.

Develop evacuation plans for the golf course.

Check on course condition.

## **APRIL**

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

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

## **Fourth Week Prior to Tournament**

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

Check on course condition.

## **Third Week Prior to Tournament**

Call key officials and volunteers to ensure their availability.

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

### Second Week Prior to Tournament

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

Contact local hotels to confirm housing arrangements.

### **MAY**

### Week Prior to Tournament

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

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

### Week of Championships

Saturday	Meet with committee and head rules official to inspect/survey the course.
	Meet with committee as needed and provide report on preparations for tournament.
	Signage, equipment, tents, etc installed.
	Check warning systems for inclement weather.
	Registration TBD
Sunday	Meet with key officials and committee. Survey course to ensure readiness.
	Meeting with committee during a.m. to review championships.
	Registration TBD (if needed)
	Walk-through practice round.
	Prepare for practice round (announcements, cart set-up, box lunches)
Monday	Championships Banquet
	Meet with key officials and committee. Survey course to ensure readiness.

Special Olympics honorary tee shot.

Practice round/shot-gun start.

Coaches' Meeting

Tuesday

First round of play.

End-of-day meeting (head rules official, course management, tournament director, committee).

Wednesday

Meeting in a.m. with committee.

Second round of competition.

End-of-day meeting (head rules official, course management, tournament director, committee).

Thursday

Meeting in a.m. with committee.

Prepare for cut/possible ties.

Third round of competition followed by cut.

End-of-day meeting (head rules official, course management, tournament director, committee).

Friday

Meeting in a.m. with committee.

Prepare for possible ties.

Fourth and final round of competition.

Awards ceremony.



### **Following Championships**

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

## Appendix B • Tournament Director Checklist

### APPENDIX B

#### CHECKLIST FOR TOURNAMENT MANAGER

The following checklist is provided to assist the tournament manager to ensure that the many details that must be addressed in preparing for the golf championships are not overlooked. The items have been listed in alphabetical order for ease of reference. Please refer to the appropriate sections of this manual and the Division III Women's Golf Championships Pre-championships Manual for more detailed information on each item.

##### Commercial Involvement

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

##### Registration Procedures

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

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

- \_\_\_\_\_ 2. Work with the national office to obtain an alphabetical list/arrival times of qualified schools and/or participants for use by registration desk personnel.
- \_\_\_\_\_ 3. Prepare coaches packets to be distributed upon arrival to include general information regarding the championships, medallions, hat clips/ball markers, banquet tickets, etc.
- \_\_\_\_\_ 4. Make arrangements for a registration area.

### Course

- \_\_\_\_\_ 1. Confirm that the course and its facilities meet the requirements of the Americans with Disabilities Act.
- \_\_\_\_\_ 2. Ensure that course has been set up according to specifications as outlined by the golf committee and the director of rules and course administration. Refer to "Course Requirements" in this manual.
- \_\_\_\_\_ 3. Provide diagrams to the head rules official of each green with dimensions for determining hole locations.
- \_\_\_\_\_ 4. The director of rules and course administration will prepare the notice to competitors (local rules).
- \_\_\_\_\_ 5. The NCAA will have exclusive use of the golf course beginning at 7 a.m. on Sunday until the completion of the championships.
- \_\_\_\_\_ 6. Obtain the necessary equipment to conduct the tournament and ensure that NCAA rules and regulations are followed regarding permissible logos. Refer to "Equipment" in this manual.
- \_\_\_\_\_ 7. Arrange for sufficient personnel to serve as marshals and spotters.
- \_\_\_\_\_ 8. Arrange for sufficient personnel to serve as starters.
- \_\_\_\_\_ 9. Arrange for sufficient personnel to prepare and stock snacks and drinks on the course for the practice round and competition.
- \_\_\_\_\_ 10. Arrange for sufficient personnel to serve as scorekeepers and greenside scorers.
- \_\_\_\_\_ 11. Review the procedure to process disabled spectator requests.

### Drug Testing

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

- \_\_\_\_\_ 2. Supervise onsite coordinator's appointments of personnel and drug-testing site setup.
- \_\_\_\_\_ 3. If notified of drug testing (approximately one week before the championships), be prepared to implement per instructions from the national office.

#### Evacuation Plan

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

#### Hospitality

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

#### Results

- \_\_\_\_\_ 1. The host shall forward each day's results to the official NCAA Championships Internet site at [ncaa-desk@turner.com](mailto:ncaa-desk@turner.com). Specific forwarding procedures will be sent from the national office prior to the competition.
- \_\_\_\_\_ 2. Arrange for television monitor to scroll Scoreboard by Clipd live scoring at the site.

## Appendix C • Sample Schedule of Events

### 2024 Division III Women's Golf Championships Schedule of Events

#### Saturday, May 18

Teams arrive in Nicholasville  
Practice facilities available at the golf course for a standard fee. Please see the pro shop for payment.

#### Sunday, May 19

7:30 – 10 a.m.	Breakfast (Hotel).
7 a.m.	Putting Green/Range Opens
8 a.m. – 10:30 p.m.	Study Room Open (Hotel)
9 a.m. – noon	Registration (TBD)
9 a.m.	Course walk through.
11 a.m. – 1:30 p.m.	Lunch available (TBD)
5:30 p.m.	Putting Green/Range Closes
6 p.m.	Welcome Event (TBD)

#### Monday, May 20

6 – 8:15 a.m.	Breakfast (Hotel)
7 a.m.	Putting Green/Range Opens
7:30 a.m. – 10:30 pm	Study Room Open (Hotel)
8 a.m.	Athletic Training Available (TBD)
8:40 a.m.	Special Olympic Ceremonial Tee Shot
9 a.m.	Practice Round (shotgun start).
11 a.m. – noon	Boxed lunch available (Appendix D).
5:30 p.m.	Putting Green/Range Closes
5 p.m.	Coaches meeting (TBD)

#### Tuesday, May 21

5 – 9:30 a.m.	Breakfast open (TBD)
6 a.m.	Putting Green/Range Opens
6 a.m.	Athletic Training Available (TBD)
7:30 a.m. – 10:30 p.m.	Study Room Open (Hotel)
7 a.m.	First round begins. Morning wave teams tee off #1 and #10
11 a.m. – 9:30 p.m.	Lunch/Dinner available (TBD)
11:50 a.m.	Afternoon wave teams tee off #1 and #10
7 p.m.	Putting Green/Range Closes

#### Wednesday, May 22

5 – 9:30 a.m.	Breakfast open (Hotel)
6 a.m.	Putting Green/Range Opens
6 a.m.	Athletic Training Available (TBD)
7:30 a.m. – 10:30 p.m.	Study Room Open (Hotel)
7 a.m.	Second round begins. Morning wave teams tee off #1 and #10
11 a.m. – 9:30 p.m.	Lunch/Dinner available (TBD)
11:50 a.m.	Afternoon wave teams tee off #1 and #10
7 p.m.	Putting Green/Range Closes
7:30 p.m.	Women's Golf Coaches Association banquet (TBD).

## 2024 Division III Women's Golf Championships Schedule of Events

### Thursday, May 23

5 – 9:30 a.m.	Breakfast open (Hotel)
6 a.m.	Putting Green/Range Opens
6:30 a.m.	Athletic Training Available (TBD)
7:30 a.m. – 10:30 p.m.	Study Room Open (Hotel)
7 a.m.	Third round begins. Morning wave teams tee off #1 and #10
11 a.m. – 9:30 p.m.	Lunch/Dinner (TBD)
12:10 p.m.	Afternoon wave teams tee off #1 and #10
7 p.m.	Putting Green/Range Closes

### Friday, May 24

5 – 9:30 a.m.	Breakfast open (Hotel)
6 a.m.	Putting Green/Range Opens
6 a.m.	Athletic Training Available (TBD)
7:30 a.m. – 10:30 p.m.	Study Room Open (Hotel)
7 a.m.	Final round begins teeing off #1 and #10.
11 a.m. – 9:30 p.m.	Lunch/Dinner (TBD)
3:30 p.m. (approximately)	Awards ceremony @ Scoreboard Area

## Appendix D • Travel/Lineup Form

## TEAM TRAVEL/LINE-UP FORM

## Contact Information

Institution			
<b>Title</b>	<b>Name</b>	<b>Cell Phone</b>	<b>Email</b>
Head Coach			
Assistant Coach			
Sports Information Director			
Athletic Trainer			
Administrator <i>(if traveling)</i>			

## Travel Logistics

Arrival Date		Arrival Time		Check here if you are driving	<input type="checkbox"/>
Airline		Flight Number		Departure Airport	
Number of vehicles you will have on site:			President/Chancellor Attending?		<input type="checkbox"/>

## Travel Party Roster

Please list each individual from your institution's travel party. Please list your student-athletes in playing order by seed.

	Student-Athletes	
1.		
2.		
3.		
4.		
5.		
	Coaches	
1.		
2.		
	Other Institutional Staff Traveling	Title (AD, SID, Athletic Trainer, etc.)
1.		
2.		
3.		
Social Media Information		
X Handle		
Instagram Handle		

Please submit this form at registration or by email to TBD ([TBD@ncaa.org](mailto:TBD@ncaa.org)) and to the tournament director TBD ([TBD@host.edu](mailto:TBD@host.edu)).

## Appendix E • Marketing Plan Template



### NCAA® CHAMPIONSHIPS HOST MARKETING PLAN

#### Host Information.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Host Institution/Entity: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Host Marketing Team.

Host Institution, Venue and Other (Sports Commission, CVB, etc.) Marketing Team Members (names, titles and contact information for all key contributors to your marketing efforts, including internal and external).

Name	Title	Role	Contact Information

#### Championship Information.

Division: I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_ National Collegiate \_\_\_\_\_

Gender: Men's \_\_\_\_\_ Women's \_\_\_\_\_ Mixed \_\_\_\_\_ Sport \_\_\_\_\_

Championship Date(s): \_\_\_\_\_

Venue Name: \_\_\_\_\_ Event Capacity: \_\_\_\_\_

#### Ticket Sales Information.

List all ticket package options – adult, youth, student, senior, group, family, etc. - and pricing including all-session, and single session, etc.

Ticket Type	All-Session Price	Single-Session Price	Other Price
Adult			
Youth			
Student			
Senior Citizen			
Group			
Family			
Other			



**Point of Sale Opportunities.** Please describe all ways fans can purchase tickets, e.g., online, telephone, box office.

**Target Markets.** Define your target market based on the dates and times of the championship games you are hosting. Your target market should be specific to your site and identified demographic target. Additionally, you should identify other target markets. Please list in priority order.

General demographics of your target market:

- 1.
- 2.

Specific target markets:

- 1.
- 2.

**Marketing Plan Objectives.** Outline your goals and objectives for the championship. Specifically, how do you plan to meet the ticket sales goal and key dates to meet those objectives?

### **Host/LOC Resources:**

<b><u>Resources:</u></b>	<b><u>Host</u></b>	<b><u>LOC</u></b>	<b><u>Community (CVB, Chamber of Commerce, Sports Commission, etc.)</u></b>	<b><u>Venue</u></b>	<b><u>Other</u></b>
<b>Database Name &amp; Size:</b>					
<b>Website Address:</b>					
<b>Video/LED Board:</b>					

<b>Print Publications:</b>					
<b>Facebook Fans:</b>					
<b>Twitter Followers:</b>					
<b>Local Event Calendar Listings:</b>					
<b>Other:</b>					

**Marketing Plan.** Please outline your specific marketing strategies, including all traditional and non-traditional marketing efforts focusing on local, regional and national (if applicable) efforts.

	<b>Details (describe activation)</b>	<b>Timeline/Dates</b>
Grassroots Efforts:		
E-mail Blasts:		
Social Media:		
Cross Promotions During Events:		
Group Sales:		
Online:		
Radio:		
Print Publications:		
Outdoor:		
TV:		
Other:		

**Marketing Budget.**

Host Marketing Budget from Bid Specs: \$

Total Marketing Budget: \$

Indicate specific dollar amounts and how funds will be spent below.

<b>Host Marketing Budget from Bid Specs Allocation:</b>	<b>Budgeted</b>	<b>Actual Cost</b>

## DIVISION III WOMEN'S GOLF

<b>Trade</b> (List all trade and value below):		
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>

**Host Marketing Timeline.** Please identify specific marketing activations, key milestones and target dates below.

Month	Marketing Activation	Milestone/Goal	Target Date
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1. 2. 3. 4. 5.		
	1.		

	2.		
	3.		
	4.		
	5.		

Thank You!

## Appendix F • Volunteer Waiver Form

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

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

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

Participant's Age: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

---

Signature of Participant

Date

---

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

Date

---

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

Date

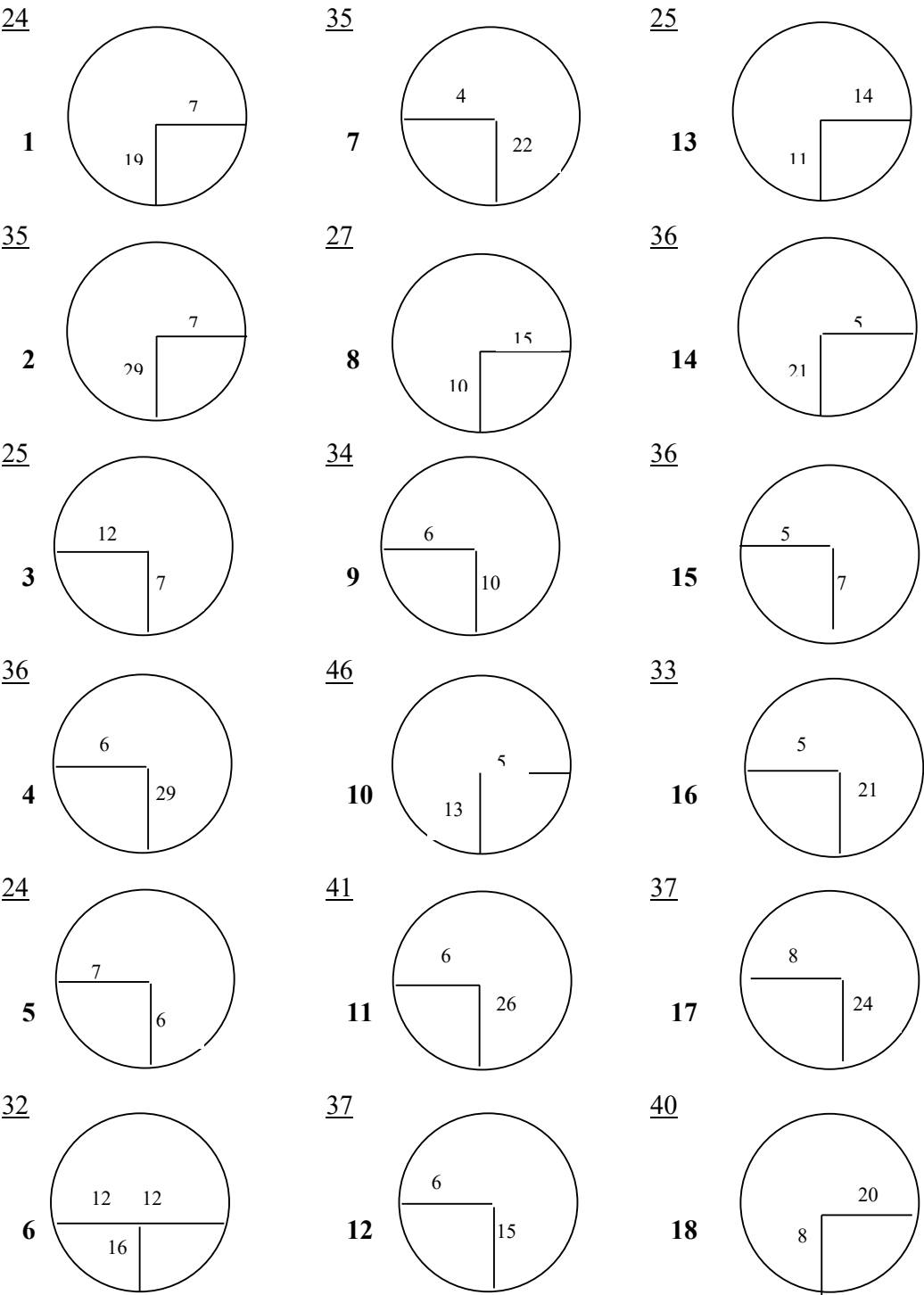
Appendix G • Hole Locations Sheet Template

HOLE LOCATION SHEET TEMPLATE

NCAA DIVISION III WOMEN'S GOLF CHAMPIONSHIPS

ROUND 1

Measurements in yards. The underlined numbers represent green depths.



## Appendix H • HSR Claim Form

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

### Claims Filing Instructions

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

#### PART I – POLICYHOLDER’S REPORT

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

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

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

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

#### CLAIMS CONSIDERATION

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

***Health Special Risk, Inc.***

**4100 Medical Parkway, Suite 200**

**Carrollton, TX 75007**

**Customer Service at (800) 328-1114**

**Fax: (972) 512-5820**

**Email: [claims@hsri.com](mailto:claims@hsri.com)**

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





**Policy Name:**  
NCAA Championship Policy

**Policy Number:**  
SR2014IN-P-50632

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

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

### PART I – POLICYHOLDER'S REPORT

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

### PART II – OTHER INSURANCE STATEMENT

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

If Yes, name of insurance company \_\_\_\_\_

Policy # \_\_\_\_\_

Name of insurance company \_\_\_\_\_

Policy # \_\_\_\_\_

Claimant's primary employer name, address, and phone number \_\_\_\_\_

Mother's primary employer name, address, and phone number \_\_\_\_\_

Father's primary employer name, address, and phone number \_\_\_\_\_

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

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

SIGNATURE OF PARTICIPANT OR PARENT \_\_\_\_\_

DATE \_\_\_\_\_

### PART III – AUTHORIZATION TO PAY BENEFITS TO PROVIDER

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

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## FRAUD STATEMENTS

## FOR RESIDENTS OF ALL STATES OTHER THAN THOSE LISTED BELOW:

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

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

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

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

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

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

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

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

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

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

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

**Georgia:** Any natural person who knowingly or willfully

1) Makes or aids in the making of any false or fraudulent statement or representation of any material fact or thing:

- a) In any written statement;
- b) In the filing of a claim; or
- c) In the receiving of money for an application for a policy of insurance for the purpose of procuring or attempting to procure the payment of any false or fraudulent claim or other benefit by an insurer;

2) Receives money for the purpose of purchasing insurance and converts such money to such persons own benefit;

3) Issues fake or counterfeit insurance policies, certificates of insurance, insurance identification cards, or insurance binders; or

4) Makes any false or fraudulent representation as to the death or disability of a policy or certificate holder in any written statement for the purpose of fraudulently obtaining money or benefit from an insurer commits the crime of insurance fraud.

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

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

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

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

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

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

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

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

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

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

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

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

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

## Appendix I • Catastrophic Injury Reporting Form

### NCAA Catastrophic Injury Insurance Program Injury Reporting Guidelines

#### How to Report a Claim

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

**800/245-2744**

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

#### Information to Report

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

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

#### When to Report

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

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

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

## FIRST REPORT OF ACCIDENT

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



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

## INJURED PERSON INFORMATION

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

## GUARDIAN/PARENT (IF INJURED PERSON IS A MINOR)

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

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

## WITNESS INFORMATION

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

SIGNATURE OF COACH (with no relationship to claimant) \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE \_\_\_\_\_