



**2019 DIVISION I
MEN'S & WOMEN'S
TENNIS
CHAMPIONSHIPS**

***HOST OPERATIONS
2018-19 MANUAL
Preliminary Rounds***

**2019 DIVISION I TENNIS CHAMPIONSHIPS
PRELIMINARY-ROUNDS HOST OPERATIONS MANUAL
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INTRODUCTION

Congratulations on being selected as a host institution for preliminary-round competition of the 2019 NCAA Division I Men's and/or Women's Tennis Championships.

The purpose of this manual is to provide direction for your institution as it plans and conducts the competition. We urge you and your staff to become familiar with the [2018-19 NCAA Division I Men's and Women's Tennis Pre-Championships Manual](#) and Bylaw 31 of the [2018-19 NCAA Division I Manual](#), which pertains to the administration of NCAA tournaments. These publications will provide information about the general policies governing all aspects of NCAA competition, while this manual is designed to provide more specific information and details regarding their implementation.

If you have questions, please contact any member of the appropriate subcommittee, or one of us. A listing of the subcommittee members is on pages 2 and 3 of this manual.

On behalf of the NCAA and the NCAA Division I Men's and Women's Tennis Committee, thank you for your efforts and best wishes for a successful weekend.

KELSEY JONES
Championships and Alliances
Division I Men's Tennis

JOHN BUGNER
Championships and Alliances
Division I Women's Tennis

KEY CONTACTS

DIVISION I MEN'S TENNIS SUBCOMMITTEE ROSTER (AS OF SEPT. 1, 2018)

The NCAA Division I Men's Tennis Championships are under the control, direction and supervision of the NCAA Division I Men's Tennis Subcommittee, subject to such requirements, standards and conditions as may be prescribed by the Association's bylaws and NCAA Division I Competition Oversight Committee.

<p>CENTRAL REGION</p> <p>Daniel Oosterhous Head Men's Tennis Coach U.S. Air Force Academy Phone: 719-333-2564 Email: daniel.oosterhous@usafa.edu</p>	<p>EAST REGION</p> <p>Jamie Mitchell Associate Athletics Director Colgate University Phone: 315-228-6684 Email: jmitchell@colgate.edu</p>
<p>MIDWEST REGION</p> <p>Steve Rodecap Head Men's Tennis Coach Marquette University Phone: 414-288-3775 Email: steven.rodecap@marquette.edu</p>	<p>SOUTHEAST REGION</p> <p>D. Curtis Lawson Director of Tennis/Head Men's Tennis Coach North Carolina Central University Phone: 919-530-5127 Email: admin@dclconsulting.com</p>
<p>SOUTHWEST REGION</p> <p>Devon Hendricks Assistant Athletics Director- Events University of Texas at Austin Phone: 512-471-9276 Email: devon.hendricks@athletics.utexas.edu</p>	<p>WEST REGION</p> <p>Eric Roedl Deputy Athletics Director University of Oregon Phone: 541-346-5942 Email: roedl@uoregon.edu</p>
<p>NCAA CHAMPIONSHIPS ADMINISTRATOR</p> <p>Kelsey Jones Championships and Alliances Phone: 317-917-6651 Cell: 317-644-9425 Email: kjones@ncaa.org</p>	<p>NCAA ASSISTANT COORDINATOR</p> <p>Kerstin Hunter Championships and Alliances Phone: 317-917-6645 Email: khunter@ncaa.org</p>

KEY CONTACTS

DIVISION I WOMEN'S TENNIS SUBCOMMITTEE ROSTER (AS OF SEPT. 1, 2018)

The NCAA Division I Women's Tennis Championships are under the control, direction and supervision of the NCAA Division I Women's Tennis Subcommittee, subject to such requirements, standards and conditions as may be prescribed by the Association's bylaws and Division I Competition Oversight Committee.

SOUTHWEST REGION Maria Swanson Director of Championships Operations Big 12 Conference Phone: 469-524-1019 Email: mswanson@big12sports.com	EAST REGION John Ruppert Deputy Director of Athletics Bryant University Phone: 401-232-6737 Email: jruppert@bryant.edu
MIDWEST REGION Brian Nester Head Men's and Women's Tennis Coach Northern Kentucky University Phone: 859-572-7831 Email: nesterb1@nku.edu	SOUTHEAST REGION Katy McNay Assistant Athletics Director Davidson College Phone: 704-894-2637 Email: kamcnay@davidson.edu
CENTRAL REGION Elizabeth Schmidt, chair Head Women's Tennis Coach Rice University Phone: 713-348-6035 Email: eschmidt@rice.edu	WEST REGION Glenn Layendecker Senior Associate Commissioner/CFO West Coast Conference Phone: 650-873-8622 Email: glayendecker@westcoast.org
NCAA CHAMPIONSHIPS ADMINISTRATOR John Bugner Championships and Alliances Phone: 317-917-6529 Cell: 317-522-7220 Email: jbugner@ncaa.org	NCAA ASSISTANT COORDINATOR Kerstin Hunter Championships and Alliances Phone: 317-917-6645 Email: khunter@ncaa.org

IMPORTANT DATES

Friday, April 19	Deadline for submitting facility evaluation, key contacts forms and hotel agreement(s) if interested in hosting preliminary-round competition.
Sunday, April 28	Deadline for submitting the NCAA online lineup form by 5 p.m. Eastern time. Deadline for submitting score reporting forms to www.itatennis.com by 10 p.m. local time.
Monday, April 29	Announcement of teams and first- and second-round sites. Lineups posted for review on the NCAA website at www.ncaa.org .
Tuesday, April 30	Individual selections posted on NCAA website at www.ncaa.com by 6 p.m. Eastern time. Deadline for challenging lineups, 5 p.m. Eastern time. Challenges to men's lineups must be submitted to Kelsey Jones, NCAA championships administrator (email: kjones@ncaa.org). Challenges to women's lineups must be submitted to John Bugner, NCAA championships administrator (email: jbugner@ncaa.org). <u>NOTE: Challenges must be submitted via the Lineup Challenge Form.</u>
Wednesday, May 1	Teleconference for first- and second-round hosts and NCAA site representatives, 11 a.m. Eastern time.
Thursday, May 2	Lineups finalized by tennis committee during noon Eastern time teleconference and posted on the NCAA website by 5 p.m. Eastern time. Note: Coaches may need to make themselves available during this teleconference if their lineup has been challenged. Men's championships - Mandatory administrative meeting, 7 p.m. local time, at first-and second-round sites.
Thursday or Friday, May 2 or 3	Women's championships - Mandatory administrative meeting, 7 p.m. local time, at first- and second-round sites.
Friday, May 3	Men's championships - Play begins at first- and second-round sites.
Friday or Saturday, May 3 or 4	Women's championships - Play begins at first- and second-round sites.
Sunday, May 5	Men's championships - Second-round play must be completed by 9 a.m. local time
Monday, May 6	Women's championships - Second-round play must be completed by 9 a.m. local time

Sunday or Monday
May 5 or 6

Announcement of super-regional sites.

Thursday or Friday,
May 9 or 10

Mandatory administrative meeting, 7 p.m. local time, at super-regional sites.

Friday or Saturday,
May 10 or 11

Men's and women's super-regional competition.

TOURNAMENT MANAGER'S CHECKLIST

It is the responsibility of the tournament manager to ensure that each of the following responsibilities is handled properly and that adequate institutional personnel are on hand to ensure that each task is administered according to the guidelines established by the NCAA Division I Tennis Committee. The tournament manager should become familiar with the policies outlined in the [2018-19 NCAA Division I Men's and Women's Tennis Pre-Championships Manual](#).

Athletic Trainer

- _____ 1. Arrange for a certified athletic trainer to be on hand and accessible at all times.
- _____ 2. Oversee water and cup supply at courtside. (Observe NCAA commercial logo policy.)
- _____ 3. Oversee towel supply. (Observe NCAA commercial logo policy, if applicable.)
- _____ 4. Establish treatment schedule. (Note: Participants should supply basic training needs, such as tape.)
- _____ 5. Arrange for immediate access to a physician and emergency transportation.
- _____ 6. Provide each participating institution with directions to and the telephone number of the nearest hospital and pharmacy.

Ball Runners

_____ Ball runners are not required for preliminary-round sites. If used, they should be properly trained before the start of competition and dress in matching attire. They should only be placed at the net and for duties such as providing water and towels to student-athletes. As a reminder, ball runners must not be prospective student-athletes.

Facilities

- _____ 1. Obtain liability insurance per NCAA Bylaw 31.7.4.1. (Note: Host institutions do not have to list the NCAA as an additional insured; however, an institution must submit a certificate of insurance that indicates the institution carries adequate liability insurance. If applicable, off-campus venues must also maintain and provide proof of adequate insurance. For off-campus venues, NCAA must be listed as additional insured. The certificate(s) of insurance must be on file with the national office before the start of competition. The host institution/off-site venue must cover the expense for the insurance.)
- _____ 2. Court maintenance.
 - _____ a. Arrange for proper cleaning and drying in case of inclement weather during practices and competition.
 - _____ b. Provide for an adequate number of rollers, squeegees and blowers (two per court). Ensure that a minimum of two people (per court) are available to assist with drying courts.
 - _____ c. Provide proper wind screening on all competition courts. Preference for wind screens on practice courts as well.

- _____ d. Assist officials with daily check of net height, center straps, etc.
- _____ 3. Drug Testing. If the championships are selected for drug testing, be sure to follow all the instructions sent from Drug Free Sport, LLC and review the [drug-testing manual](#).
- _____ 4. Equipment.
 - _____ a. Singles sticks should be in place for practice and checked for competition.
 - _____ b. Umpire chairs (one per court).
 - _____ c. Have score indicators available at each court.
 - _____ d. Name cards for each match.
 - _____ e. Chairs (four per court for players and coaches) or benches.
 - _____ f. Water and a cooler are recommended on each competition and practice court. A cooler may be shared between adjacent courts. (Note: Water and coolers are not provided by the NCAA at preliminary-round sites. DASANI water or BODYARMOR is preferred, but it is acceptable to use a different unmarked product instead. Please note NCAA policy on commercial identification on cups and coolers.)
 - _____ g. Towels for participants. (Observe NCAA commercial logo policy, if applicable.)
 - _____ h. Spare nets and other equipment.
 - _____ i. Balls (provided by the NCAA).
 - _____ j. Racket stringing with pickup and delivery service, if possible.
 - _____ k. Umbrella for umpire's chair.
 - _____ l. Umbrellas for players on each court for use during changeovers, if possible.
- _____ 5. Tournament Desk.
 - _____ a. Adequate seating and desk space for officials.
 - _____ b. Ball storage.
 - _____ c. Updated draw sheets.
- _____ 6. Hospitality Areas.
 - _____ a. One area for student-athletes to get refreshments and a separate area for officials and tournament personnel.

- _____ b. If two batteries of courts are used, equivalent refreshments must be provided at both sites.
- _____ 7. Indoor Facility.
 - _____ a. Arrange for short-notice use of nearby facilities.
 - _____ b. Post directions to indoor court; provide transportation, if possible.
 - _____ c. Transport all necessary equipment and personnel.
- _____ 8. Locker or Dressing Facility. Provide student-athletes and officials with dressing/shower facilities and towels, and provide security for these areas.
- _____ 9. Practice.
 - _____ a. A minimum of three courts must be available to each team for two hours each the day before the first match. Whenever possible, courts should be of the same surfacing and condition as the competition courts.
 - _____ b. Provide additional practice courts, if needed.
 - _____ c. Coordinate development of practice schedule with the subcommittee.
 - _____ d. Allow teams to practice on each battery of courts.

Finances

- _____ 1. First- and second-round hosts will receive a \$5,000 stipend from the NCAA if they are conducting competition for a single gender. If an institution is hosting both genders, they will receive a stipend of \$9,000 from the NCAA.

Super-regional hosts will receive a \$2,500 stipend for hosting single-gender competition, and \$4,500 when hosting dual-gender competition.
- _____ 2. Hosts retain all revenue generated from ticket sales, concessions, parking (if applicable), and a percentage of merchandise sales.
- _____ 3. If selected for drug testing, complete the drug-testing budget and return to Drug Free Sport, LLC.
- _____ 4. Admission shall be charged at all rounds of the Division I tennis championships. Exceptions must be approved by the tennis committee.
- _____ 5. Umpire Fees.
 - _____ a. Pay umpires' fees (\$110 per team dual match worked), per diem (\$45 per day), mileage (\$.53 per mile round trip, if applicable) and lodging (if applicable) using the Statement of Official's Fees and Expenses form (Appendix A).

- _____ b. Pay head referee's fee (\$150 per match), per diem (\$45 per day), mileage (\$0.53 per mile round trip, if applicable) and lodging (if applicable) using the Statement of Official's Fees and Expenses form (Appendix A).
- _____ 6. The NCAA representative's per diem (\$75) and mileage (\$0.53 per mile round trip) are paid by the NCAA national office. NCAA staff will provide instructions to the site representatives on how to submit expenses online. The host is responsible for lodging (if applicable).
- _____ 7. Preliminary-round hosts do not need to file a financial report with the NCAA after the completion of competition.
- _____ 8. File the drug-testing financial report, if applicable.

Lodging

- _____ 1. Reserve an adequate number of hotel rooms (25 rooms for single gender sites or 46 rooms for dual gender sites at first and second rounds; nine rooms for single-gender sites and 18 rooms for dual-gender sites for super regionals) for each team and the NCAA representative within 30 minutes or 30 miles of the competition site. Also, reserve rooms for the officials (if applicable), but in a hotel separate from the participants. If reserving rooms for officials, include lodging for the site representative at that property.
- _____ 2. Make arrangements for the room and tax charges for the site representative and the officials to be billed directly to the host institution. The host institution will be responsible for these costs. Site representatives and officials will be responsible for their own incidentals.
- _____ 3. Hosts must upload into the bid portal a letter(s) of agreement between the host institution and the team hotel(s) to the NCAA indicating that the appropriate number of rooms is being held. Failure to secure the minimum number of rooms for the visiting teams, officials, etc. may result in a \$300 fine and could jeopardize the institution's selection as a host in the future.
- _____ 4. Advise participating institutions that it is their responsibility to confirm hotel reservations and provide rooming lists to the hotel by the cut-off date.

Sports Information/Media

- _____ 1. Arrange for prechampionships publicity.
- _____ 2. Set up an area and will-call sign-in sheet for any working media.
- _____ 3. Provide an area that will not interfere with the competition for those wishing to videotape (provided they have received permission).
- _____ 4. Disseminate daily results to coaches, news media and wire services.
- _____ 5. Arrange for any requested interviews the day before the competition and immediately after competition.

- _____ 6. Provide a press information kit containing pertinent information on each team.
- _____ 7. Arrange to have the institutional website updated with preliminary-round information.
- _____ 8. Have draw sheets available.
- _____ 9. Confirm webcasting opportunities per NCAA guidelines (if available at the site).
- _____ 10. Provide public address announcer with scripts and timing for announcements, as well as pronunciation of student-athlete names.

Officials

- _____ 1. Confirm the participation of the head referee and each official assigned to the competition. Provide them with directions, hotel arrangements (if applicable), pertinent telephone numbers, and the time and site of the meeting before competition. **The head referee must attend the games committee and administrative meetings.**
- _____ 2. Send the tournament guide to the head referee.

Results

- _____ 1. During and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to ncaa.com, the official NCAA website. Please refer to page 40 and 41 of this manual for additional information regarding results reporting.

Tickets/Credentials

- _____ 1. No complimentary tickets are permitted for any NCAA competition and the host institution is expected to strictly adhere to this policy. The minimum ticket price shall be \$5 for general admission and \$3 for students with ID card (per day) at preliminary-round sites.
- _____ 2. Provide an appropriate number of credentials for each institution's official travel party (a maximum of 13 per team). Individuals not included with the official travel party must purchase a ticket for admittance.

ADVANCE INFORMATION TO PARTICIPANTS

The host institution is responsible for informing each of the teams traveling to its site of the following information immediately after teams are announced Monday, April 29:

1. List of all tournament personnel, including phone numbers and email addresses.
2. Hotel accommodations, room rates and phone numbers.
3. Transportation information, including driving directions.
4. Campus and city maps, restaurants (on and off campus) and places of interest.
5. Host family information (if applicable).
6. Schedule of competitive events.
7. Schedule and location of meetings.
8. Practice schedule and procedures. **Student-athletes must wear approved tennis attire during practices and competition at the competition site.**
9. Uniform and logo restrictions.
10. Athletic training services.
11. Provisions for inclement weather and evening matches.
12. Media information.
 - a. Videotaping.
 - b. Sports information requests for materials.
 - c. Post-competition interviews.
 - d. Results.
 - e. Webcasting links, if available at the site.
13. Ticket policy and availability for participating institutions.

IMPORTANT: Please copy the respective NCAA championships administrator [Kelsey Jones (men's) kjones@ncaa.org; John Bugner (women's) jbugner@ncaa.org] when sending this information to the participants.

Alcoholic Beverages and Tobacco Products

To be eligible to engage in the sale of alcohol during an NCAA Division I championship or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue and alcohol concessionaire:

- Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular-season athletics events of the same sport and be properly licensed by the local and state authorities to carry on such operations; or
- If applicable, any event venue that is not owned or controlled by the host institution (“non-host venue”), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue or alcohol concessionaire (whichever may be the case) must address the following:
 - Prevention of alcohol sales to visibly intoxicated patrons.
 - Prevention of alcohol sales to minors.
 - Serving sizes and quantities.
 - Alcohol sales cut-off time.
 - Outside beverages.
 - Security and disturbances.
 - Alcohol management training requirements for employees.
- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees. Hard liquor is permitted only in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g. hawking) is prohibited within the spectator seating.
- Before the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Before the event, copies of the concessionaire’s, host’s and/or venue’s certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

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.

Americans with Disabilities Act

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

Awards/Banquets

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

Participation awards are not provided at preliminary rounds of the NCAA Division I Men's and Women's Tennis Championships.

Balls

Tennis balls will be provided by the NCAA. The Wilson U.S. Open extra duty ball will be used for the men's and women's championships.

Broadcasting/Internet

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

Commercialism/Contributors

Advertising/Signs/"Look and Décor"

Advertising/Banners/Signs/Displays. The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard and the playing surface before 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, etc.) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. All professional signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA championship managers have the discretion, during their site visit or when on-site before the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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

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).

Commercially Named Venues. Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name(s) at the top of the venue(s), 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).

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.

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, etc.) 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.

If the facility approves, patrons are permitted to bring in small signs (signs which can easily be held by one person and cannot block the view of anyone seated around them), as long as any writing or slogans on them are in good taste. In addition, it is permissible for patrons to bring in non-noisemaking items (in compliance with NCAA and facility premium guidelines) as long as they do not include any (non-CCP) commercial identification.

At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available at the time of the championship, inclusive of any inventory that may be added by the venue after the bid document is signed.

Premiums Guidelines

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

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.

Weapons/Firearms. 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 the bearer to ejection as well as other applicable discipline or action.

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

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

Official Championships/Licensee Suppliers. The NCAA licensing program is designed to ensure the quality and consistency of all NCAA championship event merchandise, protect the intellectual property of the NCAA and its 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:

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

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

Trademarks. Please go to <http://www.ncaa.org/championships/marketing/ncaa-trademarks> for the NCAA trademark policies.

Corporate Champions and Corporate Partner Program

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

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

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

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

[NCAA Corporate Champions & Partners](#)

Local Contributors.

Currently, local corporate entities are not permitted to use 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 local organizing committee is permitted to involve a local contributor in the championship only as a sponsor of local organizing committee 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 local organizing committee." 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, except for small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA corporate relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA corporate champion or partner. 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.

Credentials

The host institution is responsible for creating and distributing credentials to working personnel, including media representatives and officials. PDF templates are available for preliminary-round credentials if desired. Please contact Sahar Abdur-Rashid (srashid@ncaa.org) or Jenn Rodgers (jroddgers@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 www.ncaa.com/media, should also be visible at credential pickup.

Credentials are to be provided to all competitors, as well as their coaches, athletic trainers, managers and other officials and necessary personnel. Each team will be provided 13 credentials (nine student-athletes and four non-athletes) for the official travel party.

GUIDELINES, TERMS AND CONDITIONS FOR USAGE OF NCAA CREDENTIALS

MEDIA

A "media agency" for purposes of these criteria shall mean a daily or weekly publication, cable system, radio station, television station or television network, or online entity requiring immediate news coverage.

More than one representative per "media agency" may be authorized by the media coordinator.

Subject to limitations of space, credentials at all sites should be assigned as follows:

- A representative of a national newspaper (e.g., with circulation greater than 60,000).
- A media agency in the geographic area of the host city.

- A media agency in the geographic area and/or locale of a participating institution that has staffed its games on a consistent basis throughout the season.
- Individuals, certified by a participating institution, who will represent specific campus-related entities.
- The designated representative of a national television, cable system, radio network or a radio station that originates a daily “sports talk” program and daily circulation newspapers that do not otherwise meet the aforementioned criteria.

PHOTOGRAPHERS

Subject to limitations of space, photography credentials shall be assigned as follows:

- A photographer from a media outlet that covers the collegiate sport consistently on a national basis.
- A photographer from a media agency in the geographic area of the host city.
- A newspaper photographer from the locale of a participating institution that has consistently staffed its games throughout the season.
- A photographer, certified by a participating institution, who will represent campus-related entities.

TELEVISION

Subject to limitations of space, television credentials shall be assigned as follows:

- An individual or crew designated by a national television network or cable system that originates daily sports news programs.
- An individual or crew from a television affiliate in the geographic area of the host city.
- An individual or crew from the locale of a participating institution that has regularly staffed its games throughout the season.
- An individual or crew, certified by a participating institution, who will represent campus-related entities.
- Each participating institution may be represented by a maximum of one crew for a “coach’s show.”

ONLINE

Subject to limitations of space, credentials for online entities shall be assigned as follows:

- An online entity may receive a credential only if its own staff writes an overwhelming percentage of that site’s material.
- The website is regularly credentialed and covers the sport at the college level on a consistent basis.
- The official website of a competing institution, as approved by that school’s sports information department.

AGENCIES NOT ELIGIBLE

- Credentials will not be issued to persons solely for the purpose of writing or gathering material for books, movies or documentaries.

- Credentials shall not be issued to representatives of professional sports organizations, scouting services or to other publications devoted solely to gambling.
- Any online service that is recognized as an outlet intended primarily for the purpose of delivering news related to the recruitment of student-athletes will not qualify for credentials.

TERMS AND CONDITIONS FOR USE OF CREDENTIALS

- Please visit ncaa.com/media to access the terms and conditions for use of credentials.

Critical Incident Response/Emergency Plan

Preparation.

The facility liaison and NCAA site representative shall review with the local law-enforcement agencies their procedures for circumstances requiring emergency evacuation of the facility or interruption of the game. Facility management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists, including participant head coaches.
- Review emergency protocol with site representative before the start of the event.
- Identify chain of authority.
 - Incident commander (second in command).
 - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – review plan with facility manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorist actions.
- Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. Send a request to PSCDOperations@hq.dhs.gov to receive the contact for a local PSA. Refer to Appendix H for additional information.

In the event of a critical incident, contact the NCAA as soon as possible.

Interruption of Game. The officials have the authority to interrupt play. If play 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 schedule of games also shall be adjusted by the games committee. The committee should review the following procedures for interruption of a game:

Scorer's Table. Assure that the score is accurately recorded.

Officials. Assure that the officials know the exact match situation when play was halted.

Student-Athletes and Coaches. These individuals should proceed to the bench area or, on instruction from the NCAA site representative or committee members, retire to the locker rooms or outside the venue 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.

Responsibility. 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 play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, 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 a designated spot with means of portable communication to and from other facility staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA representative and game-management staff (facility manager, game management liaison and senior law-enforcement officer) should assemble immediately at a designated spot to assess the situation.

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

Resumption of Play. As soon as possible, play shall be resumed from the point of suspension. The games committee shall determine the revised schedule after consultation with the championships administrators. If possible, the matches 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 games committee has the authority to reschedule the match or session in a nearby facility (e.g., on campus or elsewhere in the city) provided the alternate facility meets the provisions of NCAA playing 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.

Drug Testing

[Reference: Bylaw 31.2.3.1 NCAA Banned-Drugs and www.ncaa.org/drugtesting.]

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.

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

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

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

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

The tournament manager and site coordinator will be after sites have been selected.

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

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

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

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

- Confidentiality. Keep testing information **confidential at all times.**
- Couriers. The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and accompany the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- Championships Drug-Testing Site Coordinator Manual. The drug-testing site coordinator’s manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator’s manual.
- Meeting with Tournament Manager. The site coordinator will meet with the tournament manager to discuss duties and budget development.
- Second Meeting. A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - Assistance. Assist the drug-testing crew chief during testing as directed.

- Confirmation. Confirm receipt of the NCAA drug-testing notification memorandum.
- Credentials. Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management is preferred.
- Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.
- Meet with Crew Chief. Meet with the drug-testing crew chief the day before the scheduled testing date.
- Plans. Meet with the tournament manager to finalize plans.
- Invoice. Submit drug-testing invoice (with receipts) to Drug Free Sport within 45 days after the championship.
- Transportation. Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- Transportation/Lodging (drug-testing crew). The drug-testing crew is responsible for arranging their own transportation and lodging, but may request the assistance of the site coordinator.

Drug-Testing Statement.

The following statement must be read at the administrative meeting:

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing prior to competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

Financial Administration

Proposed Budget. It is not necessary to complete a proposed budget for preliminary-round competition. Each first- and second-round host will receive a \$5,000 stipend if it hosts men's or women's competition, and a \$9,000 stipend if it jointly hosts both the men's and women's tournaments. Each super-regional site will receive a \$2,500 stipend if it hosts single-gender competition, and a \$4,500 stipend if it hosts dual-gender competition.

The stipend is to be used equally for the actual operation of the event and the enhancement of the championship atmosphere/experience for all participating teams and student-athletes. Failure to follow this guideline may result in a fine and/or suspension of future hosting privileges to be determined by the respective subcommittee.

NCAA Representative. A member of the men's or women's tennis subcommittee, or a designee, will be in attendance at each site of competition to monitor NCAA regulations and to handle general tournament administration.

The NCAA will reimburse this individual for his/her travel expenses and per diem. The host shall secure and pay for lodging, if needed.

Officials. Using the Statement of Official's Fees and Expenses form (Appendix A) and the funds provided in the stipend, please pay the officials' fees and per diem. Please retain copies of the expense forms on file at your institution in the event of an audit.

Games Committee

A games committee will be established at the site to supervise the conduct of the competition. The committee will include the director of athletics of the host institution, or a designated representative, the tournament manager, the head referee and the NCAA representative.

These individuals are responsible for ensuring that the competition is conducted in accordance with NCAA policies and procedures and is administered efficiently. The tournament manager should be designated at the time the bid proposal is submitted to the NCAA and a strong line of communication established with the national office and the NCAA representative.

Hospitality

The host institution shall provide a student-athlete lounge area with refreshments for use during competition. A separate area shall be provided for officials and tournament personnel.

Inclement Weather

The host institution should prepare a "rain plan" in the case of inclement weather. Please consult with the national office and be prepared to review the plan at the administrative meeting before the start of competition. **The Division I tennis championships are to be conducted outside, whenever possible. The games committee must consult with the championships manager before moving competition indoors.**

Lightning and Weather Detection Service.

The NCAA has made arrangements through WeatherSentry to provide a lightning detection and weather monitoring system to all rounds of competition for outdoor championships. This system will assist the event management staff and NCAA representatives in case of inclement weather during the championship. A tournament staff member should be dedicated to weather monitoring. This service is provided complimentary so that all sites will have the resources available to ensure the safety of the student-athletes, spectators and event management staff. The NCAA representatives and host tournament manager should request to include their emails and/or phone numbers via text to the WeatherSentry system so they can receive the weather updates. The NCAA representatives and tournament manager should also ensure that the address identified in the monitoring system is the actual physical location of where the event is taking place. It is also recommended that the NCAA representatives and tournament manager monitor the national storm center forecast using weather.gov or weatherbug.com. Additionally, it is recommended that the tournament manager contact a local meteorologist.

If event is held on campus:

Host institution must maintain and provide proof of at least \$1 million of 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 before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws).

If event is held off campus:

Host institution must maintain and provide proof of at least \$1 million of 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 before competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of GL coverage. (This is the minimum requirement per NCAA bylaws.)

Venue must maintain and provide a minimum of \$1 million in 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.

Lineup Form

The NCAA lineup form is available online through the Intercollegiate Tennis Association's (ITA) website or the NCAA tennis [landing page](#) and will require the **Team password** used for the ITA results entry system. Institutions failing to properly complete or submit the form may be assessed a fine and/or may not be considered for selection to the NCAA championships.

Lodging

The host institution is responsible for designating a headquarters hotel within 30 minutes or 30 miles, whichever is less, of the championship site, and reserving an adequate number of rooms (first and second rounds: 25 rooms for a single gender site or 46 rooms for a dual gender site; super regionals: nine rooms for a single-gender site or 18 rooms for a dual-gender site) for the participants and their travel party, the NCAA representative, officials and any other rooms as may be necessary. Attempt to secure a special team rate. The NCAA site representative and the officials should be housed in a property separate from the team hotel(s).

Make arrangements for the room and tax charges for the NCAA representative and the officials to be billed directly to your institution. Your institution will be responsible for the hotel bill(s) and the stipend

provided by the NCAA to each host should assist in covering these costs. The NCAA representative and the officials are responsible for any incidental charges.

A letter of agreement between the host and the team hotel(s) must be uploaded into the bid portal stating that rooms are being held. Failure to provide the letter of agreement may result in a \$300 fine and may jeopardize an institution's selection as a host in the future.

Advise the participating institutions and all other personnel of the hotel telephone number and of the fact that they are responsible for confirming with the headquarters hotel the number of rooms they will require and the rooming lists. Participating institutions are responsible for the rooms reserved by the NCAA and host institutions. If an institution prefers to stay in another hotel, the institution must (1) obtain a release of the rooms in writing from the hotel's general manager, or (2) use the rooms for persons accompanying the official travel party. In either case, if the institution fails to make satisfactory arrangements at the assigned hotel, it will be charged for the first night's room charges even if it fails to use those rooms. The tournament manager of the host institution must be advised of the plans of each visiting institution before the first day of practice at the host site.

Marketing/Promotions

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. 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 NCAA host reporting system.

Marketing Plan.

Host institutions/conferences shall establish a marketing plan. All marketing plans and collateral must be approved by the NCAA championship marketing contact before implementation. Each host institution will receive \$150 through the NCAA online marketing website.

Marketing Collateral.

NCAA Online Marketing Website. The NCAA Online Marketing Website is a comprehensive tool designed to help hosts create marketing products, which will generate awareness and promote ticket sales for the championship. The NCAA Online Marketing Website can be accessed at ncaachampspromotion.com.

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

Each NCAA championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing budget allocated for the championship they are hosting. Please contact ncaachampspromotions@ncaa.org if you are unable to locate this information.

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

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

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

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

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

Social Media Guidelines.

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

NCAA Marketing Bylaws.

12.5.1.1.1 Promotions Involving NCAA Championships, Events, Activities or Programs. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of an enrolled student-athlete to generally promote NCAA championships or other NCAA events, activities or programs. (Adopted: 8/7/03)

12.5.1.8 Promotion of NCAA and Conference Championships. The NCAA [or a third party acting on behalf of the NCAA (e.g., host institution, conference, local organizing committee)] may use the name or picture of a student-athlete to generally promote NCAA championships. A student-athlete's name or picture may appear in a poster that promotes a conference championship, provided the poster is produced by a member that hosts a portion of the championship or by the conference. (Adopted: 1/11/89, Revised: 8/7/03)

12.6.1.8 Reciprocal Marketing Agreements—Sports Other Than Football and Men's Basketball. In sports other than football and men's basketball, an institution's marketing department may enter into a reciprocal contractual relationship with a professional sports organization for the specific purpose of marketing and promoting an institutionally sponsored sport. (Adopted: 4/29/04 effective 8/1/04)

13.4.3.3 NCAA or Conference Championship Posters. An institution hosting an NCAA or conference championship may produce a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete. (Adopted: 10/28/99, Revised: 4/6/00, 1/10/05 effective 8/1/05)

13.4.3.3.1 NCAA or Conference Championship Promotional Materials. The NCAA or member conference [or a third party acting on behalf of the NCAA or member conference (e.g., host institution, host conference, or local organizing committee)] may produce and provide championship-promotional materials to any individual or group, provided the materials: (Adopted: 1/10/05)

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

13.1.8.5 NCAA Promotional Activities Exception. An institution's coach may participate in NCAA promotional activities (e.g., autograph sessions, fan festivals and opening ceremonies) at NCAA championship events, provided contacts with prospective student-athletes are not prearranged and recruiting activities do not occur. (Adopted: 4/28/05)

Helpful Links

- NCAA Championship Information – www.ncaa.com
- NCAA Online Marketing Website – ncaachampspromotion.com
- NCAA Logo Library – <https://ncaa.widencollective.com/>
- NCAA Trademarks – <http://www.ncaa.org/championships/marketing/ncaa-trademarks?division=d1>
- NCAA Licensees – <http://www.ncaa.org/championships/marketing/ncaa-official-licensee-list>

Match Times

First- and Second-Round Match Schedule. The men's and women's team championships will adhere to the following competition schedule:

Single-Gender Site – First and Second Rounds

If the host site has a minimum of three backup indoor courts within a 30-mile radius of the outdoor competition facility, match times must be determined using **Option One** below. Men must compete Friday-Saturday. Women may compete Friday-Saturday or Saturday-Sunday.

If the host site does not have the minimum number of backup indoor courts, match times must be determined using **Option Two** below. Women must compete Friday-Saturday. Men must compete Friday-Saturday.

The host institution must play the second match the first day of competition.

Option One (minimum of three backup indoor courts available).

Day One Match one should not start before 10 a.m. local time.
Match two should be publicized as "not before (three hours after start of match one)."

Potential match times are as follows:

- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.
- Noon and 3 p.m.
- 1 and 4 p.m.
- 2 and 5 p.m.
- 3 and 6 p.m.
- 4 and 7 p.m.

Day Two If Day Two is Saturday, potential match times are as follows:

If Day One matches started at	Then Saturday match will start at
10 a.m. and 1 p.m.	10 a.m., 11 a.m., noon or 1 p.m.
11 a.m. and 2 p.m.	11 a.m., noon, 1 or 2 p.m.
Noon and 3 p.m.	Noon, 1, 2 or 3 p.m.
1 and 4 p.m.	1, 2, 3 or 4 p.m.
2 and 5 p.m.	2, 3, 4 or 5 p.m.
3 and 6 p.m.	3, 4, 5 or 6 p.m.
4 and 7 p.m.	4, 5, 6 or 7 p.m.

If Day Two is Sunday, potential match times are as follows:

- Noon
- 1 p.m.
- 2 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

Option Two (backup indoor courts not available).

Friday Match one should not start before 10 a.m. local time.
Match two should be publicized as "not before (three hours after start of match one)."
Potential match times are as follows:

- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.

Saturday Potential match times are as follows:

- 10 a.m.
- 11 a.m.
- Noon
- 1 p.m.
- 2 p.m.

Dual-Gender Site – First and Second Rounds

Men must compete Friday-Saturday and women must compete Saturday-Sunday.

If a host site has 12 courts, men's and women's matches may be played simultaneously Friday and Saturday only.

Match times must be selected from **Options One or Two** under **Single-Gender Site**. If an institution wishes to schedule matches differently than what is prescribed, it must receive approval from the Men's and Women's Tennis Committee.

The host institution must play the second match the first day of competition.

Option One (minimum of three backup indoor courts available).

Friday Two men's matches.

Match one should not start before 10 a.m. local time.

Match two should be publicized as "not before (three hours after start of match one)."

Potential match times are as follows:

- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.
- Noon and 3 p.m.
- 1 and 4 p.m.
- 2 and 5 p.m.
- 3 and 6 p.m.
- 4 and 7 p.m.

Saturday Two women's matches followed by the men's match.

Potential match times are as follows:

- 9 a.m., noon and 3 p.m.
- 10 a.m., 1 and 4 p.m.
- 11 a.m., 2 and 5 p.m.

Sunday One women's match.

Potential match times are as follows:

- Noon
- 1 p.m.
- 2 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

Option Two (backup indoor courts not available).

Friday Two men's matches.

Match one should not start before 10 a.m. local time.

Match two should be publicized as "not before (three hours after start of match one)."

Potential match times are as follows:

- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.

Saturday Two women's matches followed by the men's match.

Potential match times are as follows:

- 9 a.m., noon and 3 p.m.

Sunday One women's match.

Potential match times are as follows:

- Noon
- 1 p.m.
- 2 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

Super-Regional Match Schedule. The men's and women's team championships will adhere to the following competition schedule:

Single-Gender Site – Super Regionals

If the host site has a minimum of three backup indoor courts within a 30-mile radius of the outdoor competition facility, match times must be determined using Option One below. Men and women must compete Friday or Saturday.

If the host site does not have the minimum number of backup indoor courts, match times must be determined using Option Two below. Men and women must compete Friday or Saturday.

Option One (minimum of three backup indoor courts available).

Friday or Saturday Match times should not start before noon local time.

Potential match times:

- Noon
- 1 p.m.
- 2 p.m.
- 3 p.m.
- 4 p.m.
- 5 p.m.
- 6 p.m.
- 7 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

Option Two (backup indoor courts not available).

Friday or Saturday Match times should not start before noon local time.

Potential match times:

- Noon
- 1 p.m.
- 2 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

Dual-Gender Site – Super Regionals

Men and women must compete Friday or Saturday. If the host wants to conduct men's and women's matches on different days, match times must be selected from Options One or Two under Single-Gender Site.

If a host site has 12 courts, men's and women's matches may be played simultaneously Friday or Saturday.

Match times must be selected from Options One or Two under Single-Gender Site. If an institution wishes to schedule matches differently from what is prescribed, it must receive approval from the Men's and Women's Tennis Committee.

Option One (minimum of three backup indoor courts available).

Friday or Men's match followed by the women's match.

Saturday Match one should not start before noon local time.

Match two should be publicized as "not before (three hours after start of match one)."

Potential match times:

- Noon and 3 p.m.
- 1 and 4 p.m.
- 2 and 5 p.m.
- 3 and 6 p.m.
- 4 and 7 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

Option Two (backup indoor courts not available).

Friday or Men's match followed by the women's match

Saturday Match one should not start before 10 a.m. local time.

Match two should be publicized as "not before (three hours after start of match one)."

Potential match times:

- 10 a.m. and 1 p.m.
- 11 a.m. and 2 p.m.

A site may request an earlier start time Sunday due to heat-related conditions, subject to committee approval.

Meals

Participating institutions are responsible for their own meal arrangements and expenses. The host shall send each team a list of restaurants or dining facilities (on or off campus) with the participant information. In the event there is not an adequate number of restaurants in the area where the teams are staying, consideration should be given to making special arrangements through the campus cafeteria and hotel restaurants.

The host institution is responsible for setting up an area for the working press and for policing the area, if necessary, to ensure that only representatives of the media are allowed in the area.

Post-Tournament Interviews.

Immediately after competition, an interview area should be open to all certified members of the news media. Any coaches and student-athletes requested by the media will be available for interviews. Any coaches and student-athletes requested by the television network covering the championships must be immediately available for a short interview (not to exceed five minutes) after their team has completed its competition. Requests by the media for interviews throughout the competition must be directed to the host sports information director or the participating institution.

Championship Records.

NCAA championship records are available in PDF format at ncaa.org. Hover over the specific division and click on the Statistics link. Click on the appropriate championship to access the records book.

Internet Policy.

The NCAA website, ncaa.com, serves as the official online resource for NCAA championships.

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

Internet Live Statistics. The NCAA reserves the right to deny permission to produce live statistics for NCAA championship play. In the event the NCAA takes on the responsibility of producing a live statistical representation from an NCAA championship event, no other entity will be permitted to do so. Live statistics are considered a protected right as part of a bundled rights agreement. 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 or the host institution plan to exercise their exclusive rights, the ability to produce live statistics will be granted – on a non-exclusive basis – to each participating school. A “participating school” is defined as a school playing in the same event at a specific site.

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

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 <http://www.ncaa.com/media>.)

All stations broadcasting any round of an NCAA championship shall be required to fill out the NCAA Championship Radio/Internet Streaming form online. To access the form, log onto ncaa.com/media, then Broadcast Services, then click "2018-19 Audio Policy."

Championship Website Guidelines.

NCAA championships hosts/local organizing committees have the opportunity to build their own championship micro-site to house information about local events, restaurants, volunteer info, etc. The URL for this site should not be promoted and will be linked directly through ncaa.com. For complete guidelines, please see Appendix C.

Webcasting.

For final sites of all non-televised championships, ncaa.com will provide live streaming of the national championship contests. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live webcast.

(Note: The NCAA strongly encourages hosts that webcast during the regular season to webcast all rounds hosted at the site).

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

Medical Procedures

Institutions and athletics health care providers should adhere to federal, state and local regulations; NCAA bylaws and sport playing rules; and the NCAA Sports Medicine Handbook. Athletics health care providers for the student-athlete should be appointed by and should report to institution administrators who are independent from coaches (e.g., health center, campus hospital/medical center, student affairs).

Medical Facilities.

Ambulance Service. At the NCAA's expense (as part of the host stipend), an ambulance shall be provided for event participants on competition days. The ambulance should be equipped with advanced life-support equipment (e.g., AED with EKG capabilities, cardio-conversion drugs, and emergency respiratory equipment).

Biohazard Cleanup. The athletic training staff shall prepare a biohazard kit to clean and manage all blood situations.

Assemble and maintain supplies for cleaning and disinfection of hard surfaces contaminated by blood or OPIM. Items include personal protective equipment (PPE) (gloves, goggles, mask, fluid resistant gown if chance of splash or splatter); supply of absorbent paper towels or disposable cloths; red plastic bag with the biohazard symbol on it or other waste receptacle according to facility protocol; and properly diluted tuberculocidal disinfectant or freshly prepared bleach solution diluted (1:100 bleach/water ratio).

General Public. The facility, at its expense, must provide certified medical personnel (independent of the competition medical staff) and a first-aid room for spectators on competition days.

Hospital. The host athletic trainer shall identify a hospital, in close proximity, that will be available to participating teams and shall ensure that championship participants will be provided priority care and assistance.

Participants. Athletic training facilities should adhere to local, state and federal regulations pertaining to health care facilities. An athletic training room shall be open and a certified athletic trainer (the host institution's athletic trainer) must be present for all practices and competition at the facility. The athletic training room must open a minimum of two hours before all practices and competition and remain open one hour after the conclusion of all practices and competition. A physician must be accessible by cell phone or pager during all practices and must be on site during all games.

Supplies. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. This equipment should include, but is not limited to:

- Automated external defibrillator (AED).
- A bag-valve mask, advanced airway tools.
- A spine board and other stabilization supplies for the head and neck.
- Splints.
 - Immobilization splints.
 - Immobilizer/knee stabilizer.
 - Crutches.
- Bleeding control materials, such as a tourniquet and large sterile dressings.
- Ice.
- Blood-borne pathogen kitMoist hot packs.
- Muscle stimulator.
- Sharps kit/biohazard trash can.
- Ultrasound unit.
- Gurney.
- First-aid equipment/athletic training supplies.
- Suture materials.
- Emergency eye care and dental equipment.

Sports medicine providers should be trained to use emergency supplies.

Locker Rooms. The team locker rooms shall be equipped with biohazard trash cans and sharps containers. The sports medicine staff should be prepared to assist teams with cold baths, whirlpool tubs and exercise bikes. Each locker room or team bench should be equipped with similar equipment (if applicable).

Communication. The athletic trainer and physicians should be equipped with a means of radio communication.

Physicians. Participating institutions may include physicians on their gate list. If the physicians are not seated on the bench, the host athletic trainer should ascertain their seat locations, in case of emergency, and be prepared to escort the physician to the team locker room, if necessary. If the team physician has not been provided a credential from the team allotment, they will be provided a credential and escorted to the team locker room or athletic training room.

Portable Baths. Portable baths (hot or cold) must be used under the direction of the host sports medicine staff, athletic trainer or physician within the venue of the championships. If the host sports medicine staff permits the communal use of the baths, they must be properly disinfected between

individual use, filtered and with proper circulation or otherwise maintained in a manner consistent with local public health codes. The NCAA permits ice baths in designated areas as directed by an athletic trainer or team physician when the bath is used as a component of the emergency care plan in the event of an exertional heat injury.

Concussions.

The NCAA has adopted legislation that requires each active member institution to have a concussion management plan for its student-athletes. Participating institutions shall follow their concussion management plan while participating in NCAA championships. If a participating team lacks appropriate medical staff to activate its concussion management plan, the host championship concussion management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions. A student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician's designee from the student-athlete's institution. In the absence of a team physician or designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

Medical Staffing.

Host Medical Staff. It is the responsibility of the host to provide medical coverage and care for participating student-athletes. In limited-access venues, the host medical staff will assess and remove from play student-athletes with injuries. Once removed, traveling medical staffs will have access to their student-athletes.

Travel Party. Medical personnel receive credentials for the championship as part of the normal institutional travel party. It is the responsibility of the participating institution to include medical personnel in their normal credential numbers. However, institutions may elect to pay for medical staff to travel in addition to the travel party limits through institutional funds. Competition site access can be secured by acquiring session tickets through purchase or an institutional pass list.

Access. Medical staff traveling with teams will have access to their team participants through the host medical staff, should an injury occur.

Communication. Contacting the host medical staff before arriving at the championship site is recommended. On arriving, understanding competition site access during the event will help coordinate access to injured student-athletes. Typically, an access point from the stands supervised by security will allow access to student-athletes.

Meetings

The host institution is responsible for making arrangements for and scheduling an administrative meeting and an officials meeting. The host also is responsible for notifying the participants. The meetings should include the NCAA representative, who will chair the meeting, the tournament manager and the head referee.

Administrative Meeting. A meeting will be held to review the format, procedures and any other pertinent information. Coaches should be notified that their attendance is mandatory; administrators do NOT have to attend this meeting. It is suggested that the administrative meeting be held at 7 p.m. the day before the start of the match. The head referee is required to be in attendance at the administrative meeting.

Officials Meeting. A meeting with the officials should be scheduled the first day of competition to review procedures, scoring system, handling of appeals, etc.

Merchandising

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).

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 National Collegiate 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 championships 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 percent commission fee for providing these services. The 20 percent 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 percent commission fee:

- a. Receive and count in all merchandise on 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. Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. After the event, 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 to meet the demands of the projected crowds.

- g. Selling locations that are well displayed and fully stocked before 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 accessible locations.
 - Vendor shall be responsible for hanging any display or signage material provided by concessionaire.
 - Keeping selling areas clean and neat at all times.
 - Re-stocking of backup 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 phone line to support the merchandise sales effort at no 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 of the event.
- 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 percent 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 on the exclusive rights of Event 1, Inc.

Institutional Merchandise. A buyout 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 Event 1 provides. The host institution/conference will receive a 20 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (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.

National Anthem

Hosts for all rounds of championship competition are expected to arrange for the playing/singing of the national anthem of the United States of America ("The Star Spangled Banner"), before the first match of each session of the championships. The tennis committee expects the coaches and student-athletes competing in that contest to remain on the courts during the presentation of the anthem.

Officials

Solo chair umpires must be used for all matches. Therefore, each first- and second-round host is responsible for securing a minimum of six umpires and one head referee. Officials for the super regionals will be selected and assigned by the NCAA, based on recommendations from the head referees for the 2019 NCAA Tennis Championships. Super-regional hosts will be notified of the officials selected for their sites May 7.

1. It is the responsibility of the host institution to pay the officials' fees, per diem, lodging and travel expenses. It is preferred that the officials' fees, per diem and travel expenses be paid before their departure from the site.
2. Fees. The head referee shall be paid \$150 per day match. Solo chair umpires shall be paid \$110 per team dual match worked.
3. Per Diem. Each official shall receive \$45 per diem based on their arrival and departure dates.
4. Travel Expenses. Officials assigned to preliminary-round sites should not fly to the site. Each official will receive 53 cents per mile for his/her actual mileage, up to a maximum of 800 miles (400 miles each way). Travel expenses should be paid only to officials who drive, and not to those who are riding as passengers in a carpool.
5. Lodging. First- and second-round hosts should attempt to secure local officials who will not require overnight lodging accommodations to reduce costs. Lodging expenses for all officials who must stay overnight must be direct billed to the host institution.
6. The head referee should be advised that his/her attendance at the administrative meeting is mandatory and notified of the time and location of the meeting.
7. For planning purposes, the host institution may wish to provide the officials with a form on which they can indicate their contact information, arrival time, etc. The form may be submitted to the host tournament manager.
8. Officials should not be included in social gatherings held in conjunction with the competition.

Photographers

Photographers with credentials will be permitted on the competitive courts, but only in areas designated by the games committee. Photographers must remain stationary while players are on the court.

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

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

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

Practice Courts

The host institution must provide practice facilities for teams and individuals two days before the start of the first match. Practice will not be allowed on the competition courts until this time. Each team should be scheduled for a block of two hours on three courts on each of the practice days.

Student-athletes must wear approved tennis attire during practices and competition at the competition site.

Programs

These championships 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 before the first day of the event.

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

Content/Editorial

IMG College Responsibilities

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

Host Responsibilities

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

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

Promotion

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

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

Best Practices

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

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

Supplemental Handouts

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

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

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

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

Questions

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

Results

During and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to the NCAA official website. Please

email a copy of results to ncaa-editorial@turner.com. Please be sure to submit all information in the following manner:

- Send the information to ncaa-editorial@turner.com.
- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an email or send email as an attachment in a Word document or Windows Notepad text document.

For the tennis championships, the following information must be sent at the appropriate times:

- Team championships - updated match scores after the doubles point being earned and the final score.
- Recap stories from each match with results that include not only the final match score, but also a breakdown of each singles and doubles match score.

Any host that sends the appropriate information and discovers that the results are not posted on the NCAA website in a timely manner, should contact Lauren McLaughlin, championships and alliances, media, at 317-917-6889 or lmclaughlin@ncaa.org.

Also, please submit one set of complete results, all-tournament and most outstanding player information to David Lentz, championships and alliances, statistics, NCAA, P.O. Box 6222, Indianapolis, Indiana 46206-6222; dlentz@ncaa.org.

Information related to web streaming and live statistics is available in Appendix E of this manual.

Rules

Please refer to the [2018-19 NCAA Division I Men's and Women's Tennis Pre-Championships Manual](#) for information on playing rules, championships format, selection criteria and procedures.

Safety and Security

The NCAA has established a Safety and Security Advisory Group to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security experts, and their own experience and knowledge. When developing a safety and security plan, all hosts and competition venues are strongly encouraged to refer to the Best Practices located at [http://www.ncaa.org/sites/default/files/Best Practices for Venue Safety and Security.pdf?division=d2](http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2).

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

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

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

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

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

Crowd Control

The responsibility for crowd control rests with the tournament manager or designated representative of the host institution/sponsoring agency. The athletics directors of the competing institutions are expected to communicate with their students and other fans to encourage enthusiastic support within the confines of good sportsmanship. The championship announcer should read the following crowd control statement at least once during each championship session:

" _____ (**Host institution**) and the NCAA promote good sportsmanship by student-athletes, coaches and fans. We request your cooperation in supporting the student-athletes and officials in a positive manner. Profanity, derogatory comments or other intimidating actions directed at athletes, officials, team representatives or other fans will not be tolerated and are grounds for removal."

Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the spectator areas. Bands, or any component thereof, shall not play while the game is in progress. The tournament manager is responsible for enforcing these provisions.

Personnel

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

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

Threats. In the event a threat is received and time permits, the games committee should meet to discuss the potential problem; a decision would be made to implement the host institution/sponsoring agency's or facility's predetermined plan; make announcements, if necessary, and implement plans.

Tickets

The minimum ticket price shall be \$5 for general admission and \$3 for students with ID card (per day) at all preliminary-round sites. Children age two and under will be admitted at no charge. Otherwise, everyone else needs to have a ticket for entrance into the championship facility. If a host is unable to charge admission, it must request a waiver from the tennis committee.

See Appendix B for language that must be on the ticket back or be posted at the ticket box office.

Transportation

The NCAA does not reimburse teams competing in first- and second-round competition.

For teams that advance to the super regionals and the championships finals site, arrangements must be made through the NCAA travel provider, Short's Travel Management at 866-655-9215. Participants located within 400 miles (one way) of the site of competition are required to travel via ground transportation rather than by air, unless an exception is granted.

Any exceptions must be granted by the NCAA travel department before traveling. The travel department may be reached at 317-917-6757 or travel@ncaa.org.

Vehicle Rental. A number of rental car companies may be located in your area. Advise participants of those that are willing to offer special rates for the championships. Encourage participating teams to make car reservations as early as possible, especially if they are interested in renting vans.

Parking. Parking information should be sent to all participants, including details on how to obtain parking permits when they arrive on campus, if necessary.

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

Game Officials' Transportation. **Preliminary-round officials should be driving to the site.** Officials will be reimbursed at 53 cents per mile up to 800 miles round-trip.

Videotapes, Films and Still Photographs

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.

Volunteer Assistance

It is recommended that the host institution recruit volunteers from the local community to assist them in the preparation and administration of the championships.

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 championships.
- To assist the host with championship operations.

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

Student-athletes or prospect-aged individuals MAY NOT be recruited in any way different than general public volunteers. The host 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 host 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.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION
Statement of Official's Fees and Expenses

Each official will be paid a game fee plus travel expenses according to the actual mode of transportation up to commercial air fare not to exceed coach air fare or 53 cents per mile round-trip (must be over 50 miles) and a per diem of \$45. The number of days per diem that may be claimed shall be determined as follows: (1) one for the day prior to the competition; (2) one for each day of competition; (3) one for each day intervening between rounds of competition if the official was required to remain at the site, and (4) one-half day for the day of departure, provided the official did not work on that day. Incidental expenses (e.g., telephone calls, room service, etc.) should be paid by each game official.

Items on this statement of expense are considered taxable by the NCAA. This includes fees, honorariums, per diems, and allowances. If your annual taxable income from the NCAA exceeds \$600, a 1099-MISC form will be issued to you. This amount should be included on your annual income tax return. It is the responsibility of the recipient to keep track of un-reimbursed expenses incurred that could potentially reduce the tax liability.

Transportation

Round-trip mileage: (1) between residence and airport of departure; or (2) between residence and competition site at \$0.53 per mile (not to exceed 800 miles round-trip). Terminal, rental car or other transportation at competition site is not reimbursable. Trips shorter than 50 miles round trip are not reimbursable. Airport, hotel or other parking fee is not a reimbursable expense.

From _____ to _____
(city, state) (city, state)

	Auto miles at 53 cents per mile round-trip (personal auto - <u>must be a minimum of 50 miles round-trip</u>)	\$
--	---	----

Game Fees

Number of Games Worked	Round	Fee per game	Total
			\$
			\$
			\$

Per Diem

	Day(s) at \$ 45 per day (includes meals, hotel parking, phone, tolls, etc)	\$
--	--	----

TOTAL EXPENSE REIMBURSEMENT SUBMITTED

\$

PRINTED NAME	SOCIAL SECURITY NUMBER (required)
PREFERRED ADDRESS	CITY/ST/ZIP SIGNATURE

Staff Contact

Staff approval signature

2018-19 STANDARD TICKET BACK DISCLAIMER LANGUAGE

Updated 07/02/2018

The ticket back language should be placed on the back of the ticket stub, but if it cannot be done (e.g., no new ticket stock is produced), this language must at a minimum be posted at all ticket windows for patrons to see, be included as an insert with the ticket mailing, etc. Patrons must be put on notice regarding the restrictions.

If you receive a request for a variance in the standard ticket back language or if there is anything sport or facility specific that should be included, please consult with Josh Logan (jlogan@ncaa.org) and Curtis Franks (cfranks@ncaa.org) on any correspondence. In addition, if the championships event uses an official, authorized secondary ticket seller (e.g., PrimeSport), please also consult Josh and Curtis on any correspondence.

NOTE: Child admission policy - choose either the red or green statement from the yellow highlighted language below and delete the verbiage you choose not to use.

NOTE: Re-entry policy - if patrons are allowed to re-enter the facility, please edit the green highlighted "No re-admittance" language as needed.

NOTE: Handgun policy - text applies only to events hosted in the state of Texas. Remove text if it does not apply.

**THIS TICKET IS A REVOCABLE LICENSE
USER ACCEPTS RISK OF INJURY**

The ticket purchaser/holder, on behalf of the holder and any minor accompanying the purchaser/holder (individually and collectively, the "Holder") voluntarily assumes all risk of property loss and personal injury arising during its use and/or during the event for which the ticket is issued. Management may revoke the license and eject or refuse entry to the Holder for violation of these terms and conditions, facility rules, illegal activity or misconduct. Holder may not go into the competition area or other restricted area, or interfere in any way with the play of the contest. Any Holder interfering with the play of the contest may be subject to ejection from the facility. Holder consents to all searches of person or property as a condition of entry and confiscation of prohibited items. Tickets reported as lost or stolen may not be honored and may not be replaced nor the price refunded. This ticket may not be duplicated. Holder may not solicit contributions or distribute literature on the premises. **Every person, two years of age and older, must have a ticket to enter the facility. Entry will be at the facility's discretion, unless proof of age is provided. Those under two must be accompanied by a person with a valid admission ticket. Every person, regardless of age, must have a ticket to enter the facility.** Unless specifically authorized in advance by the NCAA, this ticket may not be offered in a commercial promotion or as a prize in a sweepstakes or contest. This ticket may not be sold or resold above face value except in approved instances authorized by the NCAA. Persons selling or reselling tickets in violation of any applicable city, county or state regulations, ordinances or laws may be subject to arrest and prosecution. Persons violating NCAA ticket resale policies may face sanctions including but not limited to loss of future ticket privileges. The NCAA reserves the right to limit or restrict the number of tickets that Holder may purchase or possess. Access to the facility (or substitute facility) by any person other than the original purchaser of this ticket may be denied. If access is denied, no refund of the ticket price will be due. No refunds or exchanges will be permitted. **No re-admittance.** No firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. **Pursuant to Sections 30.06 and 30.07 of the Texas Penal Code, a respon licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law) may not enter the property with a concealed handgun that is carried openly.** 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. Holder may not bring alcoholic beverages, bottles, cans or containers, laser pointers, irritants (e.g., artificial noisemakers), video recording devices or strobe lights onto the premises. Promotional items (e.g., shakers, cups, flags, etc.) with commercial slogans or identification also are prohibited. Noncommercial signs, flags or banners that, in the opinion of the NCAA, reflect good sportsmanship, can be held by one individual and do not block the view of other ticket patrons, are permitted. No signs, flags or banners of any size may be affixed to the facility. Holder shall not sell, transmit or aid in transmitting any description, account, picture, recorded transmission, video recording or other reproduction of the contest to which this ticket is issued. Holder expressly grants the NCAA and its licensees the right to use Holder's image or likeness in connection with any live or recorded transmission or reproduction of such event, for any purpose, including promotional purposes, without further authorization or consideration. The NCAA may choose to relocate the event to another facility, with or without notice, and without liability, to Holder. The NCAA shall not be responsible for punitive, incidental, consequential or special damages. The Holder of this ticket agrees not to take any action, or cause others to take any action, which would infringe upon the NCAA's rights. Purchase or use of this ticket constitutes acceptance of these terms and conditions.

DATES AND TIMES ARE SUBJECT TO CHANGE



NCAA Championships Microsite Guidelines

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

Please note: The URL for your microsite should not be promoted and will be linked directly through ncaa.com. It should be clean of all corporate marks. Additionally, the information provided on your localized site should not duplicate any information available on ncaa.com.

Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

- Local Fan Gathering and Entertainment Locations
- Shopping and Dining
- Special Attractions

Local News

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

Venue and Transportation Information

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

- Venue Address
- Venue Parking Map and Details, Google Map
- Venue Security Information
- Public Transportation Options

Volunteer Information

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

Travel Information

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

Selections, Preliminary Rounds and Broadcast Schedule

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

Email Sign Up

Fans who would like to receive more information can sign up to receive newsletters from the NCAA. The following link should be included for email sign up: <http://www.ncaa.com/newsletter-signup/sports>.

Logo Usage

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

Copyrights, Licensing, Trademarks and Corporate Marks

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

Host cannot promote or click through to any URL other than ncaa.com.

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

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

Social Media

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

Mobile Version

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

Metrics

Host institutions should provide analytics to Nate Flannery (nflannery@ncaa.org) and Anne Clendenin (aclendenin@ncaa.org). At a minimum, analytics should include the following five categories:

- Referral Pages
- Page Views
- Time spent on site
- Click thru information

- Unique Visits/Traffic Numbers

Local Contributor Recognition

The LOC/host institution is able to recognize their local contributors under the following guidelines:

- In text form only
- The NCAA's logos need to be removed from that specific page.
- The link to this page is not in main or sidebar navigation (bottom navigation only).
- This page is entitled "Local Contributors".
- Include text at the bottom of the page indicating the local contributors are not sponsors of the NCAA and all of the CC/Ps are listed within that text.

Microsite Examples

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

- Utah March Madness First & Second Round: <http://www.uteathletics.com/ncaa/>
- San Antonio Final Four Microsite: <http://finalfoursanantonio.com/>
- Oklahoma City Women's College World Series Microsite:
<https://www.visitokc.com/wcws/>

Once your site has been developed, please send the URL to Anne Clendenin (aclendenin@ncaa.org) for review and approval.

Should you have any questions, please contact:
Anne Clendenin
Assistant Director, Championships andAlliances
317-917-6643
aclendenin@ncaa.org

NCAA Social Media Guidelines for Championship Hosts

Updated 07/10/17

The official NCAA social media pages and official hashtags are available at

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

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are school, LOC, sports corporation, venue or city pages/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, flyers, etc.). The NCAA also promotes the championships (and the host involvement) on the appropriate NCAA social media pages/accounts. If the championship does not have an official NCAA page on a social media site, a host is still not permitted to create a page for it. The NCAA will make efforts to promote this championship on the other established pages/accounts, as necessary. Collaboration is encouraged through the use of cross-posting on Facebook (@ linking within text to drive fans to each other's pages) and mentions on Twitter (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated through Chris Dion, NCAA championships associate director of social media, cdion@ncaa.org.

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

Top nine considerations when planning for social media event marketing:

- 1. Know your social media audience.** Use account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps to engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.
- 5. Be concise.** This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.

6. Lead your video. You have mere seconds to garner a user's attention on social media. Make sure your videos have an immediate point of interest to keep users engaged.

7. Like or Follow people to help you. Networking with members of the media, partner organizations and constituents on Twitter and Facebook is just as beneficial as in real life. On Facebook, like their pages, cross-post to them when you mention them or make them one of your favorites. On Twitter, retweet, join in on hashtags (#NCAA) and mention feeds in your posts.

8. Keep it light. While it is important to stay on message and deliver the facts, this is social media, after all. Have fun with it.

9. If you hesitate about posting something, you probably shouldn't. There are no re-dos in social media. A "delete" doesn't mean you can delete someone seeing it.

Please send direct questions to Chris Dion, cdion@ncaa.org, or send ideas or news to the general box, socialmedia@ncaa.org.



2018-19 Host Site Stats Document

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

Latest Version of StatCrew Required

All NCAA hosts will need to have the 2018-19 version of Statcrew software for their sport installed on their scoring computer prior to the championship being hosted.

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

Please note: StatBroadcast is not affiliated with StatCrew software.

NCAA LiveStats Integration

For hosts that utilize NCAA LiveStats for Basketball, we will reach out with further instructions once we get closer to those respective championships.

Downloading NCAA Broadcastr 9.0

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

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

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



Streaming Requests

Live Video Streaming Rights Requests (early round only)

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

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

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

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

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

Turner Contact Information

Jason Venson

jason.venson@turner.com

404-704-2493



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

Network Connection

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

Equipment

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

Equipment Receiving/Shipping

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

Crew/Announcers

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

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

Event Specific Accommodations

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

For additional information, please contact Tupelo Raycom Director of Production, Remote Andrea Crawford at acrawford@tupeloraycom.com

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 Date
(if Participant is under the age of 18)

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



**Homeland
Security**

Protective Security Advisor Program

The Department of Homeland Security, National Protection and Programs Directorate's Office of Infrastructure Protection (IP) operates the Protective Security Advisor (PSA) Program. Protective Security Advisors are security subject matter experts who engage with State, local, tribal, and territorial (SLTT) government mission partners and members of the private sector stakeholder community to protect the Nation's critical infrastructure. The PSA Program maintains a robust operational field capability, with Regional Directors (RDs) and PSAs serving in 73 districts in 50 States and Puerto Rico. The RDs and PSAs serve as the link to Department of Homeland Security (DHS) infrastructure protection resources; coordinate vulnerability assessments, training, and other DHS products and services; provide a vital link for information sharing in steady-state and incident response; and assist facility owners and operators with obtaining security clearances.

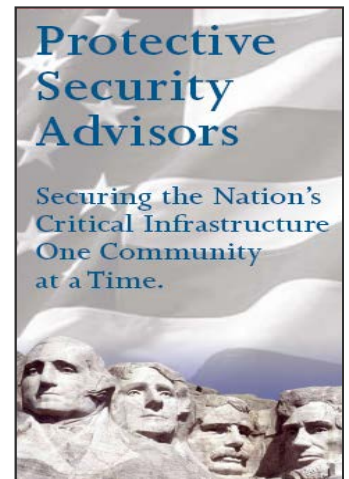
PSA Program

The PSA Program's primary mission is to proactively engage with Federal, State, local, tribal and territorial government mission partners and members of the private sector stakeholder community to protect critical infrastructure. Regional Directors oversee and manage the Department's PSA program in their respective region, while PSAs facilitate local field activities in coordination with other DHS offices. The PSAs have five mission areas that directly support the protection of critical infrastructure:

- **Plan, coordinate, and conduct security surveys and assessments** – PSAs conduct voluntary, non-regulatory security surveys and assessments on critical infrastructure assets and facilities within their respective regions.
- **Plan and conduct outreach activities** – PSAs conduct outreach activities with critical infrastructure owners and operators, community groups, and faith-based organizations in support of IP priorities.
- **Support National Special Security Events (NSSEs) and Special Event Activity Rating (SEAR) events** – PSAs support Federal, State, and local officials responsible for planning, leading, and coordinating NSSE and SEAR events.
- **Respond to incidents** – PSAs plan for and, when directed, deploy to Unified Area Command Groups, Joint Operations Centers, Federal Emergency Management Agency Regional Response Coordination Centers, and/or State and local Emergency Operations Centers in response to natural or man-made incidents.
- **Coordinate and support improvised explosive device awareness and risk mitigation training** – PSAs work in conjunction with IP's Office for Bombing Prevention by coordinating training and materials to SLTT partners to assist them in deterring, detecting, preventing, protecting against, and responding to improvised explosive device threats.

Contact Information

For more information or to contact your local PSA, please contact PSCDOperations@hq.dhs.gov.



Courtesy of DHS