



# **HOST OPERATIONS 2024-25 MANUAL**

# Division I Tennis

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## INTRODUCTION

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

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

## DEFINITIONS

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

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

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

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

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

## ROLE OF NCAA

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

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

## ROLE OF GOVERNING SPORT COMMITTEE

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

## DIVISION I MEN'S TENNIS SUBCOMMITTEE ROSTER

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 Division I Competition Oversight Committee.

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## DIVISION I WOMEN'S TENNIS SUBCOMMITTEE ROSTER

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.

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## IMPORTANT DATES

<b>Saturday-Sunday, Sept. 21-29</b>	ITA All-American Championships
<b>Saturday-Sunday, Oct. 12-20</b>	ITA Regional Championships
<b>Sunday, Oct. 27</b>	Deadline for conference to identify conference representatives to ITA Conference Master Championships by 11:59 p.m. local time.
<b>Thursday-Sunday, Nov. 7-10</b>	ITA Conference Masters Championships ITA Sectional Championships
<b>Sunday, Nov. 10</b>	Committee videoconference to finalize selections and alternate list Deadline to determine double teams with multiple partners, 11:59 p.m. Eastern time.
<b>Monday, Nov. 11</b>	Participant announcement on <a href="http://ncaa.com">ncaa.com</a> , noon Eastern time.
<b>Tuesday, Nov. 12</b>	Deadline for alternates to confirm attendance at championships, 5 p.m. Eastern time.
<b>Saturday Nov. 16</b>	Draw Announcement, 6 p.m. Eastern time.
<b>Monday, Nov. 18</b>	Mandatory administrative meeting, 6:30 to 7 p.m. local time, for individual championships.
<b>Tuesday, Nov. 19</b>	Play begins for men's and women's singles and doubles championships. Singles alternates deadline for entry into championship, by warmup for last match.
<b>Wednesday, Nov. 20</b>	Doubles Alternate Deadline for entry into championship, by warm up for last match.
<b>Sunday Nov. 24</b>	Men's and women's singles finals. Men's and women's doubles finals.
<b>Friday, April 18</b>	Deadline for submitting facility evaluation, key contacts forms and hotel agreement(s) if interested in hosting preliminary-round competition.
<b>Sunday, April 27</b>	Deadline for submitting the NCAA online lineup form by <b>5 p.m. Eastern time.</b> (see Lineup Procedures in prechampionships manual) Deadline for submitting score reporting forms to <a href="http://wearecollegetennis.com">wearecollegetennis.com</a> by <b>10 p.m. local time.</b>
<b>Monday, April 28</b>	Announcement of teams and first- and second-round sites. <b>Women: 5 p.m. Eastern time. Men: 5:30 p.m. Eastern time.</b> Lineups posted for review at <a href="http://ncaa.org">ncaa.org</a> .
<b>Tuesday, April 29</b>	Deadline for challenging lineups for first- and second-round competition, <b>5 p.m. Eastern time.</b> Challenges must be submitted via the Selected Schools list in the online Tennis Lineup application.
<b>Wednesday, April 30</b>	Videoconference for first- and second-round hosts and NCAA site representatives, <b>11 a.m. Eastern time.</b> Written responses due from coaches whose lineups have been challenged, <b>2 p.m. Eastern time.</b> Written responses must be submitted via the Rebuttal portion of the online challenge form in the Tennis Lineup application. Videoconference for first- and second-round head referees, <b>3 p.m. Eastern time.</b> Tennis committee videoconference to review first- and second-round lineup challenges and finalize lineups at 5 p.m. Eastern time.
<b>Thursday, May 1</b>	Final lineups posted on <a href="http://ncaa.org">ncaa.org</a> by <b>9 a.m. Eastern time.</b> <b>Women's championships</b> - Mandatory administrative meeting at first-and second-round sites.
<b>Thursday or Friday, May 1 or 2</b>	<b>Men's championships</b> - Mandatory administrative meeting at first- and second-round sites.
<b>Friday, May 2</b>	<b>Women's championships</b> - Play begins at first- and second-round sites.
<b>Friday or Saturday, May 2 or 3</b>	<b>Men's championships</b> - Play begins at first- and second-round sites.

<b>Sunday or Monday, May 4 or 5</b>	Announcement of super-regional sites.
<b>Sunday, May 4</b>	<b>Women's championships</b> - Second-round play must be started by 9 a.m. local time.
<b>Monday, May 5</b>	<b>Men's championships</b> - Second-round play must be started by 9 a.m. local time. Deadline for submitting lineups for super-regional competition, 11 a.m. Eastern time. Super regional lineups posted for review on <a href="https://www.ncaa.org">ncaa.org</a> , noon Eastern time.
<b>Tuesday, May 6</b>	<b>Deadline for challenging lineups for super-regional competition, 5 p.m. Eastern time.</b>
<b>Wednesday, May 7</b>	<b>Deadline to submit written responses via the Rebuttal portion of the online challenge form in the Tennis Lineup application, 2 p.m. Eastern time.</b>  Tennis committee videoconference to review super-regional lineup challenges and finalize lineups, 5 p.m. Eastern time.
<b>Thursday, May 8</b>	<b>Final lineups for super regionals posted on <a href="https://www.ncaa.org">ncaa.org</a> by 9 a.m. Eastern time.</b>
<b>Thursday or Friday, May 8 or 9</b>	Mandatory administrative meeting at super-regional sites.
<b>Friday or Saturday, May 9 or 10</b>	Men's and women's super-regional competition.
<b>Sunday, May 11</b>	Super-regional play must start by 9 a.m. local time. <b>Deadline for submitting lineups for finals-site competition, 11 a.m. Eastern time.</b> Finals-site lineups posted for review on <a href="https://www.ncaa.org">ncaa.org</a> , noon Eastern time.
<b>Monday, May 12</b>	Deadline for challenging lineups for finals-site competition, 5 p.m. Eastern time.
<b>Tuesday, May 13</b>	Deadline to submit written responses via the Rebuttal portion of the online challenge form in the Tennis Lineup application, 2 p.m. Eastern time.  Tennis committee videoconference to review finals-site lineup challenges and finalize lineups, 5 p.m. Eastern time.
<b>Wednesday, May 14</b>	Final lineups for finals site posted on <a href="https://www.ncaa.org">ncaa.org</a> by 9 a.m. Eastern time. <b>Mandatory</b> administrative meeting for team championships, 5 to 6 p.m. local time. Men's and women's team celebration, 7:15 to 8:30 p.m. local time.
<b>Thursday, May 15</b>	Play begins for <b>Women's team championship.</b>
<b>Friday, May 16</b>	Play begins for <b>Men's team championship.</b>
<b>Sunday, May 18</b>	Men's and women's team finals.



# Section 1 • Tournament Manager's Checklist

It is the responsibility of the tournament manager to see that each of the following responsibilities is handled properly and that adequate institutional personnel are on hand to see 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 [2024-25 NCAA Division I Men's and Women's Tennis Prechampionships 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, if applicable.)
- \_\_\_\_ 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.

## **Awards (Super Regionals)**

- \_\_\_\_ 1. When awards arrive, check to ensure they are not damaged, correctly inscribed and in appropriate quantities. No awards will be provided at the first and second rounds.
- \_\_\_\_ 2. Provide participation awards to nonadvancing team after competition.

## **Awards (Finals Site)**

- \_\_\_\_ 1. When awards arrive (approximately three weeks before the national championships), check to be sure they are not damaged, correctly inscribed and in appropriate quantities.
- \_\_\_\_ 2. Plan an awards ceremony in accordance with the instructions outlined in this manual.
- \_\_\_\_ 3. No awards other than the NCAA awards may be presented at the site of the championships. Please advise the NCAA national office if any group contacts you wishing to present awards in conjunction with the tournament.

## **Ball Runners**

- \_\_\_\_ 1. Arrange for and train ball runners for the team and individual championships finals. Ball runners shall only be used at the nets and for duties such as providing water and towels to student-athletes.
- \_\_\_\_ 2. Have the ball runners dress in matching attire.
- \_\_\_\_ 3. The head referees will coordinate the ball runners.
- \_\_\_\_ 4. Prospective student-athletes may not be used as ball runners.

## **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 in the NCAA bid portal before the start of competition. The host institution/off-site venue must cover the expense for the insurance.)*
- \_\_\_\_ 2. The practice and competition facilities used for the championships must be available exclusively for practice and competition sessions throughout the tournament.

- \_\_\_\_ 3. The host must provide a meeting room for the committee and NCAA staff close to the competition courts that accommodates up to 15 people. **(Finals Site Only)**
- \_\_\_\_ 4. The host must provide a meeting room for the officials close to the competition courts that accommodates up to 25 people. **(Finals Site Only)**
- \_\_\_\_ 5. 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. **(Preliminary Sites Only)**
- \_\_\_\_ 6. Drug Testing. If the championships are selected for drug testing, be sure to follow all the instructions sent from Drug Free Sport, International and review the [drug-testing manual](#).
- \_\_\_\_ 7. 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 if electronic scoreboards are not available. Hold as backup if electronic scoreboards are available.
  - \_\_\_\_ d. Name cards for each match (team or individual name; stenciled or commercially printed), if electronic scoreboards are not available.
  - \_\_\_\_ e. Chairs (four per court for players and coaches) or benches.
  - \_\_\_\_ f. Ample water and coolers for each court. (Note: Please use the product provided by the NCAA. No other cups or coolers may be placed at courtside.)
- Water and coolers **are not provided** by the NCAA at **preliminary-round sites**. DASANI water or POWERADE 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 (e.g., zip ties).
  - \_\_\_\_ i. Balls (provided by the NCAA) for matches; teams provide their own practice balls.
  - \_\_\_\_ j. Provide on-site access for racket stringing with pickup and delivery service.
  - \_\_\_\_ k. Umbrellas for umpire's chairs.
  - \_\_\_\_ l. Umbrellas for players on each court for use during changeovers (provided by the NCAA at **Finals Site Only**).
  - \_\_\_\_ m. Net signs (two per court). (Provided by the NCAA at **Finals Site Only**.)
  - \_\_\_\_ n. NCAA banners (provided by the NCAA).
  - \_\_\_\_ o. Two-way radios for committee members, head officials, announcers, tournament manager and NCAA staff. **(Finals Site Only)**

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### \_\_\_\_ 8. Tournament Desk.

- \_\_\_\_ a. Ball storage.
- \_\_\_\_ b. Communication to public address announcer (e.g., two-way radio). **(Finals Site Only)**
- \_\_\_\_ c. Posted draw sheets. (Post two days before.) **(Finals Site Only)**
- \_\_\_\_ d. Updated draw sheets.
- \_\_\_\_ e. The tournament desk should not be located in or near the hospitality rooms but in an area easily accessible by the participants with adequate desk space for officials.
- \_\_\_\_ f. Printer. (Finals Site Only)

### \_\_\_\_ 9. Hospitality Areas.

- \_\_\_\_ a. One area for student-athletes to get refreshments and a separate area for officials and tournament personnel. **(Preliminary-Round Sites Only)**
- \_\_\_\_ b. At the primary championships site, there should be separate hospitality areas for the following:
  - Student-athletes and coaches.
  - Officials and tournament personnel.
  - Media.
  - Committee.
- \_\_\_\_ c. If two batteries of courts are used or if competition is moved to an indoor facility, equivalent refreshments must be provided at each location.

### \_\_\_\_ 10. Indoor Facility.

- \_\_\_\_ a. Arrange for short-notice use of nearby facility or facilities.
- \_\_\_\_ b. Post directions to indoor courts; provide transportation, if possible.
- \_\_\_\_ c. Transport all necessary equipment.

### \_\_\_\_ 11. Locker or Dressing Facility. Provide student-athletes and officials with separate dressing/shower facilities and towels. Provide security for these areas.

### \_\_\_\_ 12. Practice.

- \_\_\_\_ a. Practice courts must be available two days before the start of the team championships. Whenever possible, courts should be of the same surfacing and condition as the competition courts.
- \_\_\_\_ b. A minimum of three courts per team must be available the two days before the team championships.
- \_\_\_\_ c. Provide additional practice courts, if needed.
- \_\_\_\_ d. Coordinate development of practice schedule with the committee.
- \_\_\_\_ e. Allow teams to practice on each battery of courts.

### \_\_\_\_ 13. Championship Court Assignments. The committee, in consultation with broadcast partners, will assign courts for all matches. In the team championships, the host team's matches are considered feature matches and may be assigned accordingly. The top seeds will be prioritized for court assignments. For the individual championships, every effort will be made to assign teammates to adjacent courts and to have top-seeded players compete on feature courts. **(Finals Site Only)**

**Finances**

- \_\_\_\_ 1. First- and second-round hosts will receive a \$5,900 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 \$10,800 from the NCAA.

Super-regional hosts will receive a \$1,000 stipend for hosting single-gender competition, and \$2,000 when hosting dual-gender competition.

- \_\_\_\_ 2. Should you desire to administer a corporate champion/partner or donor program for the championships, you must procure NCAA approval at least 90 days before the event. A written proposal, including financial arrangements, should be submitted to the NCAA championships managers. **(Finals Site Only)**
- \_\_\_\_ 3. Review your proposed budget to ensure that it has not been exceeded. If approved expenditures are exceeded without advance approval from the NCAA national office, the host institution will be responsible for the overage. **(Final Site Only)**
- \_\_\_\_ 4. The host retains a percentage of revenue generated from concessions, parking (if applicable), supplemental handout sales (e.g., roster sheets; updated stats), merchandise sales and alcohol sales.
- \_\_\_\_ 5. If these championships are selected for drug testing, complete the drug-testing budget and return to Drug Free Sport.
- \_\_\_\_ 6. Admission must be charged at all sessions of the championships.
- \_\_\_\_ 7. Pay umpires' fees (\$155 per team dual match worked), per diem (\$45 per day), mileage (67 cents per mile round trip, if applicable) and lodging (if applicable) using the Statement of Official's Fees and Expenses form (Appendix A). Payment must be made within 45 days of the event or the host is subject to a fine. **(First- and Second-Round Sites Only)**
- \_\_\_\_ 8. Pay head referee's fee (\$180 per match), per diem (\$45 per day), mileage (67 cents per mile round trip, if applicable) and lodging (if applicable) using the Statement of Official's Fees and Expenses form (Appendix A). Payment must be made within 45 days of the event nor the host is subject to a fine. **(First- and Second-Round Sites Only)**
- \_\_\_\_ 9. The NCAA representative's per diem (\$75) and mileage (67 cents 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 expenses (if applicable). **(Preliminary-Round Sites Only)**
- \_\_\_\_ 10. **Umpire's Fees.** The NCAA will directly pay the head referee, deputy referees, court assignor and umpires for their fees, per diem and transportation after the conclusion of the championships. However, the host shall pay for lodging expenses for these individuals (to be reimbursed via the financial report). **(Finals Site Only)**
- \_\_\_\_ 11. Expenses for committee members will be reimbursed directly from the NCAA national office. Host institutions are not responsible for reimbursing these expenses; however, the host shall pay for lodging expenses for the committee (to be reimbursed via the financial report). **(Finals Site Only)**
- \_\_\_\_ 12. Submit the online final financial report with the NCAA national office within 60 days after the completion of competition to avoid penalties. **(Finals Site Only)**

Preliminary round hosts **do not** need to file a financial report with the NCAA after the completion of competition.

- \_\_\_\_ 13. File the drug-testing financial report, if applicable.

**Lodging**

- \_\_\_\_ 1. Reserve an adequate number of hotel rooms (27 rooms for single gender sites or 54 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 (seven rooms). If reserving rooms for officials, include lodging for the site representative at that property (one room). **(Preliminary-Round Sites Only)**

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- \_\_\_\_ 2. Arrange 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. **(Preliminary-Round Sites Only)**
- \_\_\_\_ 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 are being held. Failure to secure the minimum number of rooms for the visiting teams, officials, etc., may result in a \$500 fine and could jeopardize the institution's selection as a host this year and in the future. **(Preliminary-Round Sites Only)**
- \_\_\_\_ 4. Hotel rooms for the committee and officials have been sourced and contracted by On Location, the official hotel management provider for the NCAA. The room and tax charges for these individuals will be billed directly to the host institution. These expenses shall be included in the host's proposed budget. Committee members and officials will be responsible for their incidentals. The NCAA staff representatives are responsible for their own lodging expenses. **(Finals Site Only)**
- \_\_\_\_ 5. **Teams.** On Location, the official hotel management provider for the NCAA, has solicited, negotiated and contracted all team hotel rooms. Teams must stay at the NCAA-provided hotel(s). **(Finals Site Only)**
- \_\_\_\_ 6. Advise teams that they have been assigned lodging by the host, in consultation with the NCAA committee, and that it is their responsibility to confirm hotel reservations and provide rooming lists to the designated hotels. Institutions failing to stay at their assigned properties are financially responsible to the assigned property for a minimum of three nights. **(Finals Site Only)**
- \_\_\_\_ 7. **Individuals.** For competitors in singles and doubles competition, the NCAA has contracted hotel rooms at a negotiated rate for use by participants. Participants are NOT required to stay at an NCAA hotel, but if they opt to stay at one of those properties, they will be required to adhere to the terms as contracted via the agreement. **(Finals Site Only)**

### **Sports Information/Media**

- \_\_\_\_ 1. Arrange for prechampionships publicity.
- \_\_\_\_ 2. Set up an area for the working press and be sure individuals have the proper credentials for admittance to the area.
- \_\_\_\_ 3. Set up an area for the working press and be sure individuals have the proper credentials for admittance to the area.
- \_\_\_\_ 4. Disseminate daily results and updated draw sheets to coaches, news media and wire services.
- \_\_\_\_ 5. Arrange for a press conference immediately after the competition and/or for interviews with requested coaches and student-athletes.
- \_\_\_\_ 6. Provide a press information kit containing pertinent information on each team.
- \_\_\_\_ 7. Arrange to have a website dedicated to championships promotion/information. If web streaming, follow NCAA guidelines.
- \_\_\_\_ 8. Prepare statistics as requested by the committee for use in determining the all-tournament team. **(Finals Site Only)**
- \_\_\_\_ 9. Confirm webcasting opportunities per NCAA guidelines (if available at the site). **(Preliminary-Round Site Only)**
- \_\_\_\_ 10. Provide public address announcer with scripts and timing for announcements, as well as pronunciation of student-athlete names.

**Officials**

- \_\_\_\_ 1. Each first- and second-round host is responsible for securing a minimum of six umpires and one head referee. Super-regional officials are assigned by the NCAA.
- \_\_\_\_ 2. 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. (Preliminary-Round Site Only)**
- \_\_\_\_ 3. Send the tournament guide to the head referee. **(Preliminary-Round Sites Only)**
- \_\_\_\_ 4. Arrange transportation to and from the competition courts. **(Finals Site Only)**

**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](http://ncaa.com), the official NCAA website. Please refer to section 32 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).
- \_\_\_\_ 2. Provide an appropriate number of credentials for each institution's official travel party (see Section 10). Individuals not included with the official travel party must purchase a ticket for admittance (exception: noncompeting, rostered student-athletes on the participating teams). **(Preliminary-Round Sites Only)**
- \_\_\_\_ 3. The NCAA will produce credentials for the national championships. The coach must verify those who will receive credentials by completing the appropriate credential list (available in the participant manual) for both the team and individual championships. For the team championships, each team also is allowed one athletic trainer credential, one team administrator credential, one sports information/team content personnel and two team personnel credentials. **(Finals Site Only)**
- \_\_\_\_ 4. Report daily attendance to NCAA championships managers after conclusion of event.

## Section 2 • Advance Information to Participants

The NCAA will provide the host institution/conference a template of the **finals site** participant manual **only**. Specific areas will need to be completed by the host. Preliminary-round hosts should prepare a participant manual with the following items.

1. List of all tournament personnel, including telephone numbers and email addresses.
2. Hotel accommodations, room rates, contact information and telephone numbers.
3. Transportation information, including driving directions.
4. Campus and city maps.
5. Schedule of competitive events.
6. Schedule and location of meetings.
7. Practice schedule and procedures.
8. Uniform and logo restrictions.
9. Athletic training services.
10. Provisions for inclement weather and evening matches.
11. Media information.
  - a. Videotaping.
  - b. Sports information requests for materials.
  - c. Postcompetition interviews.
  - d. Results.
  - e. Webcasting links if available at the site.
12. Ticket policy and availability for participating institutions.

**IMPORTANT:** A copy of this information must be sent to the NCAA championships managers before sending it to the participants. Any additional information should be sent to these individuals at the same time it is sent to the participants.

# Section 3 • Alcoholic Beverages and Tobacco Products

## ALCOHOLIC BEVERAGES

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

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

### General

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

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

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



## **DIVISION I TENNIS**

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

### **TOBACCO PRODUCTS**

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

## Section 4 • Americans with Disabilities Act

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

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

# Section 5 • Awards

## CHAMPIONSHIP AWARDS

### Preliminary Rounds

Participant awards are not provided at first and second rounds of the NCAA Division I Men's and Women's Tennis Championships. Each super-regional site will receive nine participant awards to be distributed to the nonadvancing team after the competition concludes. Each super-regional site will receive one large team trophy and 13 mini-trophies for the advancing team.

### Finals

Awards will be presented at the finals site. The NCAA national office will order all awards and arrange for them to be shipped directly to the host institution.

Only official NCAA awards may be presented. Recognition or appreciation awards may be presented to individuals or organizations that have contributed to the championships; however, any such presentation cannot occur at the competition site. Such awards may be presented at other meetings held in conjunction with the championships.

Participation awards will be presented to all student-athletes competing or in uniform in the championships and other members of the official travel party. The NCAA championship managers, in conjunction with the awards vendor, will work with the host regarding delivery of participant awards at the final site. The host will be responsible for distribution at team check-in.

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

## AWARDS PRESENTATION

Championships awards ceremonies should be conducted in an organized and formal manner. It is customary for the awards to be presented by the NCAA committee chair, the NCAA championships managers, NCAA site representative (at super-regional sites) or other appropriate dignitaries.

The host institution may want to designate an individual to serve as emcee for the ceremonies. Otherwise, the ceremonies need to be coordinated with the public address announcer.

### Super Regional

A team trophy and 13 individual trophies will be presented to the advancing team at the conclusion of the match. The NCAA will provide a script for the presentation.

### Team Championship

A team trophy and 13 individual awards will be presented to the two teams advancing to the finals. The finalist awards will be presented during the final awards ceremony conducted immediately after the team championship final. All teams should be in uniform for the presentation.

It is recommended that the ceremony proceed as follows, unless altered by broadcast television:

1. The emcee makes a few opening remarks and introduces the individual(s) who will present the awards.
2. The second-place team stands on the service line to receive its individual and team awards. The emcee introduces each member of the team as they come forward to receive their award. The team captains and coach are then introduced to receive the team trophy. After the presentations, the second-place head coach will make a few brief remarks.
3. The first-place team is called forward to receive its individual and team awards. The head coach will be asked to make a few brief remarks.
4. The emcee will make a few closing remarks and thank everyone for attending.

## Individual Championships

Awards will be presented to the top eight finishers in singles and doubles competition. Individual championship finalists will receive their awards during the formal awards ceremonies conducted immediately after their respective finals.

It is recommended that the ceremony proceed as follows, unless altered by broadcast television:

1. The emcee makes a few opening remarks and introduces the individual(s) who will present the awards.
2. The emcee introduces the runner-up and asks the individual to come forward to receive their award.
3. The emcee introduces the champion and asks the individual to come forward to receive their award.
4. The emcee encourages everyone to stay for the doubles championship.

The ceremony after the doubles championship proceeds similarly, with the emcee providing closing remarks at the end of ceremony.

Student-athletes who do not reach the championship final, but reach the quarterfinals or semifinals, will receive their awards as soon as they are eliminated from their respective championship. Members of the committee will present these awards to the student-athletes in an informal presentation, immediately after their quarterfinal or semifinal loss.

It is the responsibility of the tournament manager to have the appropriate awards available for the awards ceremonies.

In addition to the team and individual awards, participant awards (medallions) will be provided to members of the squad size for each team (9) and singles and doubles players competing at the championships.

## CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

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

These items can be covered through the operations budget, as well as the LOC budget. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-966-6790 or [narkins@ncaa.org](mailto:narkins@ncaa.org). Otherwise, please work directly with your NCAA championship managers on overall ideas, approvals, production and implementation.

## CHAMPIONS LOCKER ROOM PROGRAM (FINALS SITE TEAM CHAMPIONSHIPS ONLY)

The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. Listed below is a summary of steps that should be followed when implementing the locker room program at all final championship site.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise before being distributed.

- The merchandise should be distributed to the winning team only immediately after the handshake as soon as the match has officially concluded. Extra product (if any) should be given to the team's equipment manager.
- All winning team inquiries about obtaining additional locker room product should be directed to Jared Hunt with Event 1 for T-shirts ([jared.hunt@hanes.com](mailto:jared.hunt@hanes.com)) or Underground Printing for hats ([ncaachamphat@undergroundshirts.com](mailto:ncaachamphat@undergroundshirts.com)). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions, [dclendenin@ncaa.org](mailto:dclendenin@ncaa.org) or 317-917-6496.

### ELITE 90 AWARD PRESENTATION

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

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

#### Award presentation

For the Division I Men's and Women's Tennis Championships, the Elite 90 awards will be presented at the team celebration. Singles and doubles participants are also eligible to win the award, but it will be presented at the team championships. The presentation should be semiformal in nature and not be rushed or overshadowed by other presentations or events surrounding it. The award winner should be visible, the announcement clearly audible and the award presentation should receive the full attention and respect of all of those in attendance. The standard award script is listed below:

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

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

The recipient of the Elite 90 Award for Division I Women's Tennis Championships with a GPA of **X.XXX** in **(major, is student-athlete and institution)**.

In addition, the guidelines below should be followed:

- The award should be presented by either the emcee, the NCAA committee chair or the NCAA championships manager.
- If video screens are available, the video slide or footage of the winning student-athlete provided by Van Wagner may be run as the individual is introduced.
- The coach of the winning student-athlete should be informed to help ensure the winner's attendance.

- If a photographer is at the championships, photos of the award recipients should be taken. This may be used in-venue during competition days to showcase the academic achievement of the student-athlete or provided to the student-athlete as a memento. The host sports information director should arrange to provide the winner's sports information director with a copy of the photo.
- If the award winner is recognized primarily at the banquet, public address and video board announcements should be made whenever possible and applicable at the actual championship for additional exposure to fans who do not have access to the team or individual celebration.

#### Other in-venue recognition

If the Elite 90 award winner is not introduced live inside of the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. The public address announcement is outlined below.

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

The recipient of the Elite 90 Award for the 2024-2025 NCAA Division I Men's Tennis Championships, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *John Doe of State University*).

The recipient of the Elite 90 Award for the 2024-2025 NCAA Division I Women's Tennis Championships, with a cumulative grade-point average of (list GPA) in (list Major of Study), is (list winner and school: *Jane Doe of State University*).

#### Press release

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

#### Social Media

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

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

## **PARTICIPATION AWARDS**

### **Preliminary Rounds**

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

### **Finals**

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship manager will work with the host institution regarding delivery of mementos for championship competition.

## Section 6 • Balls

**Preliminary Rounds.** 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. First- and second-round hosts will receive three cases of tennis balls per gender. Super-regional hosts will receive one case of tennis balls per gender. There are six dozen balls per case. During competition, balls shall be changed at the start of each set. Each participating team must provide its own practice balls.

**Individual Finals.** Forty-eight cases of tennis balls will be provided by the NCAA. There are six dozen balls per case. The Wilson U.S. Open extra duty ball will be used for the men's and women's championships. During competition, balls shall be changed at the start of each set. Each participant must provide their own practice balls.

**Team Finals.** Sixteen cases of tennis balls will be provided by the NCAA. There are six dozen balls per case. The Wilson U.S. Open extra duty ball will be used for the men's and women's championships. During competition, balls shall be changed at the start of each set. Each participating team must provide its own practice balls.

## Section 7 • Celebrations (Final Site Only)

To celebrate and welcome all participating student-athletes and championships personnel, the host shall plan a celebration the night before the start of the individual and team championships.

The number of guests, budget and run-of-show shall be determined after consultation with NCAA staff. Hosts are encouraged to select unique venues that showcase their city and their excitement to host the NCAA championships. Hosts should plan on approximately 250 guests for the team celebration and 350 guests for the individuals celebration.

Any plans for entertainment or exhibitions, and any other procedures, presentations or announcements must be submitted to and approved by the Division I men's and women's tennis committee before the start of the championships.



# Section 8 • Championship Presentation/Fan Engagement

## BRANDING

### Ancillary Events

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

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

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

### Logos

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

### Game Presentation

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

### Public Address Scripts

The public address announcer scripts allow game management/game presentation to keep the flow of the championship moving through the communication of important information to those in attendance. The NCAA championships manager will send a PA script and run of show for the preliminary-round sites and the finals site.

### Video Boards

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

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

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

## IN-VENUE ENTERTAINMENT

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

### Break in action contests or promotions

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

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

### National anthem singers

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

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

### Enhanced team introductions

Examples of this could include using special music, smoke machines, flame units, on-field fireworks, team banner/flags, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, etc. Guidelines and ideas for consideration:

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

### **Musical entertainment**

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

### **Affiliated award recognitions**

If appropriate, award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded during NCAA championships (e.g., Elite 90 award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA championships manager to determine appropriateness. Sponsored awards should not be incorporated without approval from an NCAA Corporate Relations staff member.

## **MILITARY INVOLVEMENT**

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

### **Guidelines**

- Involvement from military groups often requires substantial government paperwork. Fly-overs and parachute jumps will also require FAA approval to be handled by the host. Please allow adequate lead time to coordinate.
- Host connections with local military bases will be most cost-effective in arranging military involvement.
- No messages about military recruitment should be incorporated into on-field performances.
- General messages paying tribute to all military personnel and thanking the particular military unit which has performed are encouraged (e.g., "Let's give a big round of applause for tonight's performance from the United States Air Force Heartland of America Band... and for all of the American military service personnel who they proudly represent.").
- Request for any type of presence on-site (e.g., booth space, interactive elements, inflatables, giveaway items or space within an NCAA fan festival) is not permitted unless discussed with your NCAA championships manager who would in turn discuss with the NCAA Corporate Relations team.
- Campus and venue rules must be considered when developing the presentation.
- Please discuss with your NCAA championships manager if providing complimentary access to watch the championship before or after their presentation is appropriate and possible.
- When several military groups are in attendance and recognized during one game/session of a multiday championship, you may want to consider a theme night "Military Appreciation Day/Night." This should be discussed with your NCAA championships manager. Marketing should also be involved if you do a theme night.

## Section 9 • Commercialism/Contributors

### SPACE REQUIREMENTS (FINALS SITE ONLY)

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

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

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

### PREMIUMS GUIDELINES

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

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

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

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

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

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

### NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

[NCAA Corporate Champions & Partners](#)

### LOCAL CONTRIBUTOR PROGRAM

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

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

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

### NCAA TRADEMARKS

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

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

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

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

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

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

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

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

**NCAA logo use by commercially named venues**

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

The following conditions apply to this NCAA logo use:

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

**NCAA trademarked protection language:**

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

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

- Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
- Printed items that are produced to be "used" by other business entities/organizations including NCAA members and host institutions.
- Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters).
- The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of "mouse print."



The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Nathan Arkins at [narkins@ncaa.org](mailto:narkins@ncaa.org) or 317-790-7596.

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

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

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

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

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

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

**NCAA Licensed Trademarks:**

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

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

**Helpful Links:**

[NCAA Trademarks](#)

[NCAA Digital Library](#)

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

## OFFICIAL CHAMPIONSHIPS/LICENSEES AND SUPPLIERS

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

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

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

## ADVERTISING/SIGNS/"LOOK AND DÉCOR"

- Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface, seats or within broadcast view), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition (e.g., signage, banners, scoreboards, LED scorer's table, video board, ribbon board, PA announcements) approved by the NCAA. Any permanently affixed (or previously leased) advertising banners, signs, cup holders, select equipment bearing corporate marks (e.g., TVs, computer monitors, stats monitors or displays), product/exhibit displays (e.g., car displays, branding exhibits/kiosks) shall be covered with décor elements or other NCAA directed elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA, including costs of production and installation and strike. The NCAA must be notified a minimum of 60 days if any signage has changed after the site visit or before the championship. Similarly, for any surrounding areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals,

sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA. Professional and collegiate signage/marks/pennants/banners/retired numbers/etc. may continue to be displayed. NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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



## Section 10 • Credentials

**Preliminary Rounds.** 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 Jenn Rodgers ([jrodgers@ncaa.org](mailto:jrodgers@ncaa.org)) for more information. If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [ncaa.com/credentialterms](http://ncaa.com/credentialterms), should also be visible at credential pickup.

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

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

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

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 nonathletes) for the official travel party. Each team also is allowed one athletic trainer credential, one team administrator credential, and two team personnel credentials. In addition, wristbands/credentials will be provided for noncompeting, rostered student-athletes to provide access to the court and team areas during their team’s matches. These individuals must follow all bench decorum policies and adhere to the directions of the head referee.

**Finals.** Credentials for the national championships will be supplied by the NCAA. The host institution is responsible for distributing credentials to all bona fide working personnel, including media representatives and officials.

Credentials are to be provided to all competitors, as well as their coaches, athletic trainers, managers and other officials and necessary personnel. For the team portion of the championships, credentials will be provided for the 13 members (nine student-athletes and four nonathletes) of the official travel party. Each team also is allowed one athletic trainer credential, one team administrator credential and two team personnel credentials. In addition, wristbands/credentials will be provided for noncompeting, rostered student-athletes to provide access to the court and team areas during their team’s matches. These individuals must follow all bench decorum policies and adhere to the directions of the head referee. Each coach must verify those who will receive the credentials by completing the appropriate credential form (available in the participant manual) for both the team and individual championships. For those selected to only the individual championships, each team will receive up to two coach wristbands and an athletic trainer wristband upon request.

### VIP CREDENTIALS

Individuals not included in the official travel party must purchase a ticket for admittance (exception: noncompeting, rostered student-athletes on the participating teams). Three additional temporary credentials may be requested for use by members of the administration (e.g., president, athletics director) for the competing teams. These temporary credentials will allow access to certain areas specific to the venue but will also require purchase of a ticket for admittance to the facility.

## MEDIA CREDENTIALS

Please visit [ncaa.com/media](https://ncaa.com/media) to access the terms and conditions for use of credentials.

NCAA Guidelines for Credentialing can be found in Appendix E of the [NCAA Media Coordination Manual](#).

## MEDIA CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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

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

## CREDENTIAL BOARDS (FINALS SITE ONLY)

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

# Section 11 • Critical Incident Response/Emergency Plan

## PREPARATION

The facility liaison and NCAA staff 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.
- Review emergency protocol 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](mailto:PSCDOperations@hq.dhs.gov) to receive the contact for a local PSA.

In the event of a critical incident, contact the NCAA championship manager immediately before any decisions are made.

Interruption of Play. 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 staff 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 staff 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 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 committee. 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 their 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.

## Section 12 • Drug Testing

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

Comprehensive drug testing details for hosts can be found at the following link: [NCAA Drug Testing Program](#).

# Section 13 • Financial Administration

## AUDIT

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

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

## APPROVAL OF THE BUDGET (FINALS SITE ONLY)

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

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

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

## FINANCIAL REPORT

### Preliminary Rounds

**Proposed Budget.** It is not necessary to complete a proposed budget for preliminary-round competition. Each first- and second-round host will receive a \$5,900 stipend if it hosts single-gender competition, and a \$10,800 stipend if it hosts dual-gender competition. Each super-regional site will receive a \$1,000 stipend if it hosts single-gender competition, and a \$2,000 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 attend each site of competition to monitor NCAA regulations and handle general tournament administration.

The NCAA will reimburse this individual for their 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. The first- and second-round hosts are responsible to pay the officials within 45 days of the conclusion of competition. Failure to do so may result in a fine. For the super regionals, it is the NCAA's responsibility to pay the officials' fees and travel expenses within two weeks of the conclusion of the competition.

### Finals

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

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

### DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](#).

### PARTICIPANTS

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

### SITE REPRESENTATIVES

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

### TRANSPORTATION

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

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

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

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

### NCAA Championship Travel Policies

## Section 14 • Games Committee

**Preliminary Rounds.** A games committee will be established at the site to supervise the conduct of the competition and to ensure it is conducted in accordance with NCAA policies and procedures. The games committee will include the tournament manager or a designated representative; the head referee; and the NCAA site representative staffing the competition (who shall serve as chair of the games committee).

**Final Site.** A games committee will be established at the site to supervise the conduct of the competition and to ensure it is conducted in accordance with NCAA policies and procedures. The games committee will include the tournament manager, or a designated representative; the head referee; the national committee member(s) staffing the competition; the committee chair (who shall serve as chair of the games committee) and any other person deemed necessary by the chair.

A seating area for the games committee shall be reserved for each day of competition. The host institution should consult with the NCAA championship manager to identify an appropriate area. A minimum of eight seats and a maximum of 15 seats will be required for this purpose.



## Section 15 • Health and Safety Considerations

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

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

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

**Ambulance Service**

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

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

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

**Medical Staff Credentials and Access**

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

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

**Portable Immersion Tubs**

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

# Section 16 • Hydration Product and Equipment

## PRELIMINARY ROUNDS

The host must provide hydration product to the teams during all practices and competition sessions.

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

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

## FINALS SITE

### Equipment Information

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

### Cups, Coolers and Water Bottles

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

### Hydration Program

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

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

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

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

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

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

If you have any questions regarding any of this information, please contact the NCAA championships managers.

## Section 17 • Inclement Weather

Tennis is a very “weather sensitive” sport, so we want to provide a little more specific guidance.

While regular-season tennis competition uses [weather.com](https://weather.com) as the sole determining factor for decisions related to inclement weather, the NCAA championship manager, tournament managers and site representatives will use all available information to make decisions. Tournament managers should consider consulting a local meteorologist or the National Weather Service in addition to consulting various weather forecasting websites.

If the tournament manager and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship manager with a summary and details of the anticipated weather/environmental issue and proposed alternate schedule before making or announcing any formal changes. **Any change to the schedule or a decision to move indoors must be approved by the NCAA championship manager.**

### LIGHTNING AND WEATHER DETECTION SERVICE

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

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

# Section 18 • Insurance

## LIABILITY

### If event is held on-campus:

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

### If event is held off-campus:

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

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

### Notes:

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

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

## Section 19 • Lineup Form

The tennis committee requires online submission of lineup forms for the championships. The online lineup forms must be accessed via the NCAA Single-Source Sign-on System. Each user must have an individual account created by their school's single-source sign-on administrator to access the site. The SSO administrator also must assign the "Tennis Lineup" application to the user before the lineup form can be completed.

Once access to SSO has been established and privileges to the lineup application have been granted, users can log on by going to [ncaa.org](http://ncaa.org) and clicking on the **My Apps** link in the Membership drop-down menu. Clicking on the "Tennis Lineup" link will open the application.

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.

Final lineups will be available the day before the first competition on site no later than 9 a.m. Eastern time at the following link: **[Division I Men's and Women's Tennis - ncaa.org](http://ncaa.org)**.

## Section 20 • Lodging

### PRELIMINARY ROUNDS

The host institution is responsible for designating a headquarters hotel within 30 minutes or 30 miles of the championship site, and reserving an adequate number of rooms (first and second rounds: 27 rooms for a single gender site or 54 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. Secure rooms for the NCAA site representative, officials (if needed) 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). Rooms should be held at least two days before competition for teams and the NCAA site representative and at least one day before competition for officials, if needed.

Arrange for the room and tax charges for the NCAA site 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 site 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 the requisite number of rooms are being held. Failure to provide the letter of agreement may result in a \$500 fine and may jeopardize an institution's selection as a host this year and in the future. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes.

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 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.

### FINALS SITE

**Team and Headquarters Hotels.** On Location, the official NCAA hotel management provider, has solicited, negotiated and contracted all rooms for the headquarters hotel (NCAA committee, staff and officials), as well as the team hotels. The host is not required to secure rooms for any portion of the championships; however, all room and tax charges for the NCAA committee and the officials will be direct billed to the host. Therefore, the host shall include these expenses in its proposed budget to ensure reimbursement by the NCAA. Committee members and the officials are responsible for any incidental charges. The NCAA championships managers are responsible for their own lodging expenses.

**Team Championships.** The eight men's and eight women's teams advancing to the finals site will be assigned lodging by the host, in consultation with the NCAA committee. An institution is obligated to stay at the assigned hotel property. If an institution prefers to relocate to a different hotel, which is generally not approved by the NCAA, the following must occur:

- The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note the institution is responsible for the first three nights' room charges even if it fails to use those rooms.
- The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials are housed, or to the designated headquarters hotel.
- Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or specified date. The NCAA shall provide final approval.



**Individual Championships.** For competitors in singles and doubles competition, the NCAA has contracted hotel rooms at a negotiated rate for use by participants. Participants are NOT required to stay within an NCAA hotel, but if elected, the institution will be required to adhere to the terms as contracted via the agreement.

### **MERCHANDISING**

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

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

# Section 21 • Marketing

## CONTACTS

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

## EXPECTATIONS

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

## MARKETING PLAN

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

## MARKETING COLLATERAL

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

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

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

## DIVISION I TENNIS

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

- PRINT
  - Poster
  - Flyer
  - Print ad
  - Table tent
- DIGITAL
  - Email blast
  - Banner
- SOCIAL MEDIA GRAPHICS
- VIDEO BOARD
- OUTDOOR
  - Billboard
  - Banner
- RESOURCES
  - Marketing best practices
  - Social media guidelines
  - Special artwork requests

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

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

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

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

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

## SOCIAL MEDIA GUIDELINES

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

## Section 22 • Match Times (Prelim Sites Only)

**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. Women must compete Friday-Saturday. Men may compete Friday-Saturday or Saturday-Sunday.

If the host site does not have the minimum number of backup indoor courts, **it is required to submit a waiver request to the tennis committee before the bid deadline.** If the waiver request is approved, match times must be determined using **Option Two** below. Women and 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:

<u>If Day One matches started at</u>	<u>Then Saturday match will start at</u>
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 – waiver approval required).**

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.

## DIVISION I TENNIS

### **Dual-Gender Site – First and Second Rounds**

Women must compete Friday-Saturday and Men 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 Division I Men's and Women's Tennis Committee during the bid process. Please send these requests directly to the NCAA championships managers.

If the host site does not have the minimum number of backup indoor courts, **it is required to submit a waiver request to the tennis committee before the bid deadline.** If the waiver request is approved, match times must be determined using Option Two below.

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

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

Friday	Two women'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: <ul style="list-style-type: none"><li>• 10 a.m. and 1 p.m.</li><li>• 11 a.m. and 2 p.m.</li><li>• Noon and 3 p.m.</li><li>• 1 and 4 p.m.</li><li>• 2 and 5 p.m.</li><li>• 3 and 6 p.m.</li><li>• 4 and 7 p.m.</li></ul>
Saturday	Two men's matches followed by the women's match.  Potential match times are as follows: <ul style="list-style-type: none"><li>• 9 a.m., noon and 3 p.m. (<b><i>Available only for sites without lights</i></b>)</li><li>• 10 a.m., 1 and 4 p.m.</li><li>• 11 a.m., 2 and 5 p.m.</li></ul>
Sunday	One men's match.  Potential match times are as follows: <ul style="list-style-type: none"><li>• Noon</li><li>• 1 p.m.</li><li>• 2 p.m.</li></ul>

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 – waiver approval required).**

Friday	Two women'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: <ul style="list-style-type: none"><li>• 10 a.m. and 1 p.m.</li><li>• 11 a.m. and 2 p.m.</li></ul>
Saturday	Two men's matches followed by the women's match.  Potential match times are as follows: <ul style="list-style-type: none"><li>• 9 a.m., noon and 3 p.m. (<b><i>Available only for sites without lights</i></b>)</li><li>• 10 a.m., 1 and 4 p.m.</li></ul>
Sunday	One men'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, **it is required to submit a waiver request to the tennis committee before the bid deadline.** If the waiver request is approved, 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 due to heat-related conditions, subject to committee approval.

#### Option Two (backup indoor courts not available – waiver approval required).

Friday 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 due to heat-related conditions, subject to committee approval.

#### Dual-Gender Site – Super Regionals

**Women must compete Friday and men must compete Saturday.** Dual-gender sites must conduct competition on separate days. **Hosts may no longer have the option to play men's and women's matches on the same day.**

If an institution wishes to schedule matches differently from what is prescribed, it must receive approval from the Division I Men's and Women's Tennis Committee during the bid process.

If the host site does not have the minimum number of backup indoor courts, **it is required to submit a waiver request to the tennis committee before the bid deadline.** If the waiver request is approved, match times must be determined using Option Two on the next page.

## DIVISION I TENNIS

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

Friday Women's match 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 due to heat-related conditions, subject to committee approval.

Saturday Men's match time 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 due to heat-related conditions, subject to committee approval.

### **Option Two (backup indoor courts not available – waiver approval required).**

Friday Women's match 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 due to heat-related conditions, subject to committee approval.

Saturday Men's match 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 due to heat-related conditions, subject to committee approval.

**Incomplete Match Policy.** In the event a site cannot complete competition by the designated time, the following procedure shall be in place:

- **Second Round.** If no indoor backup is available at the site and inclement weather or other unforeseen circumstances have made it impossible to complete the second-round match Sunday, second-round play must start by 9 a.m. local time Monday. The host must do everything possible, including moving to an alternate site, to complete the match. If the match still cannot be completed Monday, the Division I Men's and Women's Tennis Committee is authorized to advance the higher seeded team to the super regional after reviewing all actions attempted by the host to complete the match.
- **Super Regional.** If no indoor backup is available at the site and inclement weather or other unforeseen circumstances have made it impossible to complete the super-regional match Saturday, super-regional play must start by 9 a.m. local time Sunday. The host must do everything possible, including moving to an alternate site, to complete the match. If the match still cannot be completed Sunday, the Division I Men's and Women's Tennis Committee is authorized to advance the higher seeded team to the final site after reviewing all actions attempted by the host to complete the match.

## Section 23 • Meals/Hospitality

Participating institutions are responsible for their own meal arrangements and expenses. In the event there are 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 shall provide a student-athlete lounge area with refreshments for use during competition. A separate area shall be provided for officials and tournament personnel.

**Finals Site Only.** The host should provide meals to the NCAA committee, staff and officials on competition days.



## Section 24 • Media Services

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

### ALL-TOURNAMENT TEAM (FINALS SITE ONLY)

At the team championship only, an all-tournament team selection committee, composed of the tennis committee members attending the championships, and anyone the committee chair deems necessary, will select the all-tournament team. The selection committee may ask participating coaches to identify student-athletes from their respective teams who they believe should be considered.

The all-tournament team will consist of six singles players and three doubles teams for each gender. Selection will be based on the student-athlete's record during competition at the championship finals site and super-regional round and their lineup positions during competition. Based on singles and doubles play, one male and one female student-athlete will be named the Most Outstanding Player. After the championships, personalized plaques will be ordered by the NCAA national office for each all-tournament team member.

### BROADCASTING/INTERNET

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

### CHAMPIONSHIP RECORDS

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

### FINAL RESULTS BOOKS AND STATISTICS

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

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

### FLIP CARDS

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

### INTERNET POLICY

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

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

#### Internet Live Statistics

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

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

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

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

## MEDIA GUIDES AND POSTSEASON GUIDES

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

## MEDIA ACCOMMODATIONS

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

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

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

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

## NEWS FILM AND MINI-CAMS

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

## NEWS CONFERENCES

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

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

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

Immediately after the awards ceremony, 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 available immediately after their team has completed its competition for a short interview (not to exceed five minutes). Requests by the media for interviews throughout the competition must be directed to the host sports information director or the participating institution.

For selected NCAA championships, press conference backdrops, interview room table tents and microphone flags will be sent to the institution by the NCAA. Quotes shall be distributed to the media immediately after each press conference.

**Team Championships.** There will be formal press conferences with the nonadvancing and winning head coach and select student-athletes following each match at the final site.

**Individual Championships.** There will be formal press conferences with the advancing semifinalists and national champions. Informal media interviews may be held for other participants to be arranged through the host media coordinator.

### PHOTOGRAPHER

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

### PHOTOGRAPHY AREA POLICIES

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

### RADIO/INTERNET AUDIO COVERAGE

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

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

### SCOUT VIDEO COORDINATOR

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

### SEAT ASSIGNMENTS

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

### SECURITY

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

### TEAM VIDEOGRAPHER

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

### INTERNET

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

## TELEVISION

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

## LIVE STREAMING

For final sites of all nontelevised championships, [ncaa.com](http://ncaa.com) will provide live streaming of the contest. For all other nontelevised rounds, the NCAA encourages all hosting institutions to provide a live stream of the event.

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

## NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

*Please note: The URL for your microsite should not be promoted and will be linked directly through [ncaa.com](http://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](http://ncaa.com).*

*Final approval of the city specific microsite will come from the NCAA event marketing and branding team. Prior to the microsite URL going live, please share with the championships managers to begin the approval process.*

### Dining, Shopping and Attractions

The following topics are permissible to house within your microsite:

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

### Local News

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

### Venue and Transportation Information

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

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

### Volunteer Information

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

### Travel Information

Hotel, car rental and other travel accommodations should link to: [ncaa.com/travel](http://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](http://ncaa.com) with the use of the [ncaa.com](http://ncaa.com) logo.

### Email Sign-up

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

### Logo Usage

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

### Copyrights, Licensing, Trademarks and Corporate Marks

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

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

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

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

### Social Media

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

### Local Contributor Recognition

Hosts and Local Organizing Committees can recognize their local contributors on the microsite within certain guidelines:

- Referred to as "Local Contributors" or "Host City Contributors." No usage of "official," "official sponsor," or "corporate champion/partner" in any manner.
- In text only. No logo presence of the local contributor is permitted.
- Page must be free of any NCAA logos

### Microsite Examples

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

- Oklahoma City Women's College World Series Microsite: [visitokc.com/wcws/](http://visitokc.com/wcws/)

## NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

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

### Host Promotion of Championships

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

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

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

## Section 25 • Meetings

The host institution is responsible for arranging for and scheduling the meetings outlined below. The host also is responsible for notifying the participants of the date, time and location of each meeting. The meetings should include the committee/site representative, the NCAA championships managers, the tournament manager and the head referees.

### **ADMINISTRATIVE MEETINGS**

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 the day before the start of the match. The head referee is required to attend the administrative meeting. This meeting can be held virtually.

### **OFFICIALS MEETING**

A meeting with the officials should be scheduled to review procedures, scoring system, handling of appeals, etc., and to have the officials complete their expense forms, if needed. Payment logistics and any associated logistics should be communicated during this meeting.

### **INTERCOLLEGIATE TENNIS ASSOCIATION (FINALS SITE ONLY)**

The ITA may conduct business meetings during the championship week. A representative of the ITA will contact the host institution if assistance with the arrangements for this meeting is needed.

# Section 26 • Merchandise/Licensing

## ADMINISTRATION

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

## AVAILABILITY

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

## GENERAL POLICIES

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

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

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



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

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

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

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

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

## DIVERSE SUPPLIERS

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

## Section 27 • 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 before the first match of each session of the championship.

# Section 28 • Officials

## PRELIMINARY ROUNDS

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 2025 NCAA Tennis Championships. Super-regional hosts will be notified of the officials selected for their sites May 6.

1. It is the responsibility of the first- and second-round host institutions 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 and no later than 45 days after the conclusion of the competition or may be subject to a fine.
2. For the super regionals, the host is responsible for paying the officials' lodging expenses, if applicable. It is the NCAA's responsibility to pay the officials' fees, per diem and travel expenses for the super regionals within two weeks after the conclusion of the competition.
3. Fees. The head referee shall be paid \$180 per match. Solo chair umpires shall be paid \$155 per match worked. These fees must be paid by the first- and second-round hosts within 45 days after the conclusion of the competition. Payment for the super-regional officials will be made by the NCAA.
4. Per Diem. Each official shall receive \$45 per diem based on their arrival and departure dates. The per diem must be paid by the first- and second-round host within 45 days after the conclusion of the competition. Payment for the super-regional officials will be made by the NCAA.
5. Travel Expenses. Officials assigned to preliminary-round sites should not fly to the site. Each official will receive 67 cents per mile (rate subject to change) for their actual mileage, up to a maximum of 800 miles (400 miles each way). Travel expenses should be paid to only officials who drive, and not to those who are riding as passengers in a carpool. Travel expenses must be paid by the first- and second-round host within 45 days after the conclusion of the competition. Payment for the super-regional officials will be made by the NCAA.
6. 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 for both first and second rounds and the super regionals.
7. The head referee should be advised that their attendance at the administrative meeting is mandatory and notified of the time and location of the meeting.
8. 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.
9. Officials should not be included in social gatherings held in conjunction with the competition.

## FINALS

1. It is the NCAA's responsibility to pay the officials' fees, per diem and travel expenses within two weeks of the conclusion of the championships.
2. Transportation. All officials shall receive a travel allowance of 67 cents per mile (rate subject to change) for up to a maximum of 800 miles round trip. Only the head referee and the deputy referees at the finals site may make arrangements to fly to the site. If the head/deputy referees fly, they must make arrangements with Short's Travel Management, the official NCAA travel service, at 866-821-8547.
3. Lodging. The NCAA, via On Location, will secure accommodations in a hotel separate from the participants. Hotel expenses (excluding incidentals) for officials required to stay overnight at the championships site shall be paid by the host institution, which later will be reimbursed by the NCAA.
4. Per Diem. Officials will receive a \$45 per diem allowance for meals and incidentals for each day of the championships, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive a \$45 per diem.
5. The head referee should be advised that their attendance at the administrative meeting is mandatory.
6. Officials should not be included in social gatherings held in conjunction with the competition.

## Section 29 • Photographers

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

All photographers will agree to the NCAA Championship Photography Terms and Conditions 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 athletics department website, social media and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing.”*

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

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

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

## Section 30 • Practice Courts

**Preliminary Rounds.** 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.

**Team Championships Finals Site.** The tennis committee will preassign team practice times according to quarterfinal match times two days before the quarterfinal rounds. Practice schedules should be rotated, whenever possible, to permit participants to practice on each battery of courts.

The host institution shall provide practice facilities with 18 practice courts preferred. The courts should be of similar surface to the competition courts.

**Individual Championships Finals Site.** For individuals in the singles and doubles championships, the coach shall be responsible for signing up individuals for practice times. The host shall establish and monitor a sign-up system for practices for those individuals in the singles and doubles draw.

**All Rounds.** Practice will not be allowed on the competition courts until two days before the championships. The host institution's team will be exempt from this policy, provided the championships are conducted on the institution's home courts.

## Section 31 • Programs

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

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

### CONTENT/EDITORIAL

#### LEARFIELD Responsibilities

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

#### Host Responsibilities

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

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

### PROMOTION

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

If you would like this information ahead of time, please contact your NCAA championships 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, LEARFIELD allows the host institution/venue to distribute supplemental handouts (i.e., updated statistics and notes) provided any such materials:

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

### QUESTIONS

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

## Section 32 • 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@warnermedia.com](mailto:ncaa-editorial@warnermedia.com). Please be sure to submit all information in the following manner:

- Send the information to [ncaa-editorial@warnermedia.com](mailto:ncaa-editorial@warnermedia.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.

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 Cassie Langdon, championships and alliances at 317-917-6538 or [clangdon@ncaa.org](mailto:clangdon@ncaa.org).

Also, please submit one set of complete results, all-tournament and most outstanding player information to Cassie Langdon, championships and alliances, statistics, NCAA, P.O. Box 6222, Indianapolis, Indiana 46206-6222.

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

## Section 33 • Rules

Please refer to the [prechampionships manual](#) for information on playing rules, championships format, selection criteria and procedures.



## Section 34 • Safety and Security

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

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

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

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

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

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

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

**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 match is in progress. The tournament manager is responsible for enforcing these provisions.

**Personnel.** Adequate uniformed security personnel must be provided for the teams' and officials' locker rooms, working press area, postmatch interview room, hospitality areas and any other area for which a credential is required or where crowd control is necessary. The committee representative will discuss specific plans with the tournament manager (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

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

# Section 35 • Ticketing

## TICKET POLICIES/OPERATIONS

The minimum ticket price shall be \$5 for general admission and \$3 for students with ID card (per day). Children age two and under will be admitted at no charge. Otherwise, everyone else needs to have a ticket to enter the championships facility. The NCAA championship manager, in consultation with the tennis committee, will approve ticket prices for the final site.

1. **Ticket Design/Printing.** The host will manage the design and printing for championship tickets with approval from the NCAA. The host will forward artwork of the proposed ticket design to the NCAA for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The host will coordinate the printing of the tickets. The LOC/host shall incur all expenses associated with ticket printing, unless directed otherwise by the NCAA.
2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid was submitted shall be absorbed by the bid respondent or rebated back to the NCAA.

Please note any minimum and maximum ticket prices are set forth by the committee or needed to meet financial guarantees.

The NCAA does not allow complimentary tickets to its championships. However, the NCAA will permit the purchase of tickets to use for championship promotional efforts. All ticket promotions must be approved in advance by the NCAA.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

3. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants. The NCAA shall be responsible for determining the allocation and the location of all ticket allotments. The LOC/host or competition venue may not resell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.
4. **Competition Venue Responsibilities.**
  - a. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must comply with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

- b. **Participating Institutions' Tickets.** The competition venue's box office shall send the paper or mobile tickets allocated to the participating institutions by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship paper tickets.
  - c. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports. Reports should be provided on a regular basis, as directed by the NCAA. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.
  - d. **Final Ticket Database.** Each host conference, institution and/or venue must provide ticket purchaser information to the NCAA upon request, as well as, at the conclusion of the competition. Collecting purchaser information is essential for marketing efforts and post-event purchaser surveys which allow the NCAA to improve the championships experience. All relevant purchaser information must be submitted in an Excel or CSV file. The information should include, but not be limited to: Last Name, First Name, Address, City, State, Zip Code, Email, Phone Number and purchase information such as Total Seats Purchased and Total Purchase Price.
5. **Ticket Backs.**

Computerized Tickets. Host institutions using a computerized ticket system should advise the NCAA of the fact before tickets are printed.

Coupons. Under no circumstances may a "coupon promotion" be included as part of the ticket or ticket-back advertising (e.g., advertising a discount on goods or services by presenting the ticket stub).

#### **2024-25 STANDARD TICKET BACK DISCLAIMER LANGUAGE**

The NCAA's standard ticket back language is posted online at [ncaa.com/ticket-terms](https://ncaa.com/ticket-terms).

The ticket back language should be placed on the back of all ticket stubs, 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.

## Section 36 • Tournament Personnel

### GAMES COMMITTEE CHAIR (FINALS SITE ONLY)

The chairs of the Division I men's and women's tennis subcommittees shall serve in this role for each respective games committee. The games committee chair shall be responsible for overseeing administrative meetings, seeding meetings, draws, lineups and games committee actions.

### HEAD REFEREE (FINALS SITE ONLY)

The head referee shall be appointed by the respective men's and women's subcommittees. The head referee's responsibilities, in consultation with the appropriate subcommittee, shall include: (1) ensuring that the championships are conducted according to the rules of the Intercollegiate Tennis Association, as modified by the tennis committee; (2) ruling on defaults, whether having to do with tardiness or improper conduct; (3) assisting in the scheduling of matches and termination of play due to weather or darkness; (4) assisting in administering of the individual draws; (5) rendering those decisions necessary to ensure the proper conduct and operation of the championships, and (6) meeting with the games committees, coaches and other designated personnel.

### PRACTICE COORDINATOR (FINALS SITE ONLY)

The practice coordinator shall be appointed by the NCAA. The practice coordinator's responsibilities, in consultation with the NCAA championship manager, shall include: (1) creating a practice schedule plan according to guidelines provided by the NCAA; (2) scheduling practices for participating teams and individuals at the final site according to the guidelines provided by the NCAA; (3) troubleshooting any scheduling issues on-site. The practice coordinator role is a key role for the championships and should be assigned to someone who is organized, detail-oriented and customer-service focused. This is a demanding role and the assigned individual should not have any other major responsibilities at the championships.

### COURT DRYING CREW

The host should designate personnel to dry the courts efficiently and effectively in the event of inclement weather so as to return the courts a playable condition. The crew should be supplied with adequate equipment to dry the courts (squeegees, blowers, VAPTRs, etc.). It is important that the crew should be staffed appropriately and ready to work when the weather clears.

### OTHER PERSONNEL

The tournament manager shall appoint additional personnel to supervise the following: facility maintenance and equipment, tournament finances, media operations, athletic training and medical needs, and drug testing. These persons shall not be paid, unless such has been approved by the NCAA national office as part of the institution's proposed budget.

# Section 37 • Transportation

## PARTICIPATING INSTITUTIONS

Teams or individuals eligible for air travel must arrange make arrangements through Short's Travel. Short's can be reached at 866-655-9215 or by email at [ncaaalo@shortstravel.com](mailto:ncaaalo@shortstravel.com).

Participants located with 400 miles 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](mailto:travel@ncaa.org).

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

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

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

## PARKING

The host institution is responsible for securing complimentary parking at team hotels for team buses and any other team courtesy vehicles provided, if possible. The competition venue shall provide a designated complimentary parking area for team buses, courtesy cars and other team vehicles at the competition venue. This information should be included in the participant manual, including information on how to obtain parking permits when they arrive on campus, if necessary.

## GAME OFFICIALS' TRANSPORTATION

Preliminary-round officials should be driving to the site. Officials will be reimbursed at 67 cents per mile (rate subject to change) up to 800 miles round-trip.

All finals site officials shall receive a travel allowance of 67 cents per mile (rate subject to change) for up to a maximum of 800 miles round trip. Only the head referee and the two deputy referees at the finals site are approved to fly to the site. If the head/deputy referees fly, they must make arrangements with Short's Travel Management, the official NCAA travel service, at 866-821-8547.

Local transportation should be provided by the host.

# Section 38 • Volunteers

## GOAL AND RECRUITMENT

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

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

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

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

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

The NCAA may request additional volunteers from the local organizing committee as necessary.

## WAIVERS

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

## APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2024-25 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

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

# Appendixes

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## Appendix A • Officials Expense Form

### 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 67 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 67 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 67 cents per mile round-trip (personal auto – <i>must be a minimum of 50 miles round-trip</i> )	\$
---	----

#### 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

## Appendix B • Guide to Live Stats and Streaming



### NCAA.COM BROADCAST/STREAMING REQUIREMENTS

**Tupelo Honey** is responsible for video content and live production at hundreds of events annually. Whether it's a network broadcast or single-camera stream, our team aims to provide unparalleled communication and professional results. Since 2010, in partnership with TNT Sports and NCAA.com, Tupelo Honey has provided championship coverage for hundreds of NCAA events.

#### **Network Connection**

To deliver a high-quality video production championship hosts must provide a sustained, symmetrical connection of at least 100 Mbps, dependable QoS, and at least one dedicated wired Internet connection. This will connect to a Ubiquiti gateway appliance to route the network to our equipment. Tupelo remote support staff utilizes Jump Desktop to diagnose and troubleshoot equipment once on site, therefore, this connection must allow remote support access. It is extremely important that network configuration be addressed early in the planning process; prior streaming from a venue does not guarantee success. Our team will arrive one day prior to the event to test network connectivity. 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. Additional planning discussion and advance configuration between Tupelo and your IT team is strongly encouraged.

#### **Equipment**

The producer and equipment will need to be located within 100' of the host network port. All equipment can be placed on one or two 8' tables in a secure, climate-controlled production space. Please provide at least four chairs for announcers and production crew. NCAA.com broadcasts generally utilize three to four cameras. The location of cameras varies by sport ([see provided event layout guides](#)). In most cases, the cameras are cabled to the production position. Tupelo Honey will request photos and/or a diagram of the venue during the planning process. The equipment requires minimal power. A standard power outlet (dedicated 20 AMP single phase 110V, Non-GFI) at talent and production locations will suffice. If required, camera support (lifts, scaffold) are a host responsibility. 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 SOS Global Express. The shipment will contain up to 20 boxes ranging from cases the size of a laptop to larger boxes up to 100lbs. On arrival and throughout the event, the host will need to identify a secure location for working access to and storage of the production equipment. Following the event, our on-site personnel will typically coordinate pickup.

#### **Crew/Announcers**

The production crew and announcers are secured by Tupelo Honey and TNT Sports. If the host institution has existing relationships 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.

#### **Replay/Video Boards**

The NCAA typically contracts DVSPORT to provide official replay services. Tupelo provides camera and program signal handoff (Typically 720P SDI) at the production location and is not responsible for delivering signals elsewhere in the venue. For select events, Tupelo supports limited official review. These situations are handled on a case-by-case basis and must be identified in advance to allow for additional support equipment on site.

A program video output is available for video board display and/or team recording needs. This handoff occurs at the production location and is a straight "dirty" program output, inclusive of graphics and announcer audio. Should Tupelo elect to utilize off-site (REMI or cloud) production methods, this feed may be delayed. Tupelo does not provide any video-board specific support (fan cams, video playback, on-field presentations, etc.). The feed should be utilized only during live competition and video board personnel should be in place to provide appropriate editorial control (i.e., replay screening). Audio from the feed should never be utilized in a PA system or redistributed in any way. Team courtesy feeds are bound by NCAA restrictions. Tupelo is not responsible for any editing, signal conversion or additional support for team needs.

#### **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. It is suggested that hosts fill out the [broadcast site survey](#) before planning can begin. Please do not hesitate to reach out if you have any questions regarding the NCAA.com championship productions. All live broadcasts can be found on NCAA.com.

**For additional information**, please contact Tupelo Honey Senior Director of Production, Remote Andrea Crawford at [andrea.crawford@tupelohoney.net](mailto:andrea.crawford@tupelohoney.net)



## 2024-25 Host Site Stats Document

### NCAA LiveStats

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

### Hosts not Utilizing NCAA LiveStats

WarnerMedia and StatBroadcast will be collaborating this academic year to transmit live stats to NCAA.com for championship events. As an NCAA championship host, your assistance is greatly appreciated in making this a success. Transmitting stats to NCAA.com is **REQUIRED** for your hosted event.

### Downloading NCAA Broadcastr

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

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

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

### For Hosts Utilizing StatCrew

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

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

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

## Appendix C • Volunteer Waiver Form

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

Event: \_\_\_\_\_ (the “Event”)

Participant’s Name (Please print): \_\_\_\_\_ (the “Participant”)

Participant’s Age: \_\_\_\_\_

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

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

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

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

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

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

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

## DIVISION I TENNIS

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

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

Signature of Participant

Date \_\_\_\_\_

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

Date

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

Date