2027 DI TENNIS CHAMPIONSHIPS

HOST OPERATIONS 2026-27 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.

ROLE OF HOST INSTITUTION/CONFERENCE

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

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship as prescribed by the bid specifications.

The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

The host institution/conference will work in collaboration with the NCAA staff to preserve the mission of the championship. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, promotion and marketing of the event, and fiscal responsibility and commitment to the NCAA's core values-leadership, inclusion, communication, collaboration and accountability.

The NCAA expects its championship host institution/conference to sustain a welcoming, safe and supportive culture. Hosts play a central role in maintaining an inclusive environment on-site at NCAA championship events.

DIVISION I MEN'S AND WOMEN'S TENNIS OVERSIGHT COMMITTEE ROSTER

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

Current members of the committee can be found at the following link: **web1.ncaa.org/committees/#/reports/roster?committeeCode=1TennisOC**

For additional information about the Division I Men's Tennis Championship, contact:

Kelsi Mahoney
Assistant Director, Championships and Alliances
Phone: 317-917-6455
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For additional information about the Division I Women's Tennis Championship, contact:

Paige Newman
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Alison Silverio, chair
Head Women's Tennis Coach
University of Notre Dame
Phone: 574-631-5149
Email: **asilveri@nd.edu**

IMPORTANT DATES

FALL

Saturday-Sunday, Sept. 19-27	ITA All-American Championships
Wednesday-Tuesday, Oct. 7-20	ITA Regional Championships
Monday, Oct. 26	Deadline for conference to identify conference representatives to ITA Conference Master Championships by noon Eastern time.
Thursday-Sunday, Nov. 5-8	ITA Conference Masters Championships ITA Sectional Championships
Sunday, Nov. 8	Deadline to determine double teams with multiple partners, **11:59 p.m. Eastern time**.
Monday, Nov. 9	Committee videoconference to finalize selections and alternate list for singles and doubles championships. Participant announcement for singles and doubles championships on **ncaa.com**, Eastern 4 p.m. Eastern time.
Tuesday, Nov. 10	Deadline for alternates to confirm attendance at championships, **5 p.m. Eastern time**.
Saturday Nov. 14	**Singles and doubles** draw announced on **ncaa.com** by **6 p.m. Eastern time**.
Monday, Nov. 16	Mandatory administrative meeting for individual championships, **6 p.m. local time**.
Tuesday, Nov. 17	Play begins for men's and women's singles and doubles championships. Singles alternates deadline for entry into championship, by warmup of last match.
Wednesday, Nov. 18	Doubles alternate deadline for entry into championship, by warm up of last match.
Sunday Nov. 22	Men's and women's singles finals. Men's and women's doubles finals.

SPRING

Friday, April 23	Deadline for submitting facility evaluation, key contacts forms and hotel agreement(s) if interested in hosting preliminary-round competition.
Sunday, May 2	Deadline for submitting the NCAA online lineup form by **5 p.m. Eastern time**. (see Lineup Procedures in prechampionships manual) Deadline for submitting scores to **wearecollegetennis.com** by **10 p.m. local time**.
Monday, May 3	Announcement of teams and first- and second-round sites. **Women: 4 p.m. Eastern time. Men: 4:30 p.m. Eastern time.** Lineups posted for review at **ncaa.org**.
Tuesday, May 4	Videoconference for first- and second-round hosts and NCAA site representatives, **11 a.m. Eastern time**. Videoconference for first- and second-round head referees, **3 p.m. Eastern time**. Deadline for challenging lineups for first- and second-round competition, **5 p.m. Eastern time**. Challenges must be submitted via the Selected Schools list in the online Tennis Lineup application.
Wednesday, May 5	Deadlines for institutions that are being challenged to submit written responses, **2 p.m. Eastern time**. Written responses must be submitted via the Rebuttal portion of the online challenge form in the Tennis Lineup application. Tennis committee videoconference to review first- and second-round lineup challenges and finalize lineups at **5 p.m. Eastern time**.
Thursday, May 6	Final lineups for first and second rounds posted on **ncaa.org** by **noon Eastern time**. **Women's championships** - Mandatory administrative meeting at first-and second-round sites.
Thursday or Friday, May 6 or 7	**Men's championships** - Mandatory administrative meeting at first- and second-round sites.

Friday, May 7	**Women's championships** - Play begins at first- and second-round sites.
Friday or Saturday, May 7 or 8	**Men's championships** - Play begins at first- and second-round sites.
Sunday or Monday, May 9 or 10	Announcement of super-regional sites.
Sunday, May 9	**Women's championships** - Second-round play must be started by 9 a.m. local time.
Monday, May 10	**Men's championships** - 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 **ncaa.org**, noon Eastern time.
Tuesday, May 11	**Deadline for challenging lineups for super-regional competition, 5 p.m. Eastern time.**
Wednesday, May 12	**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 super-regional lineup challenges and finalize lineups, 5 p.m. Eastern time.
Thursday, May 13	**Final lineups for super regionals posted on ncaa.org by 9 a.m. Eastern time.**
Thursday or Friday, May 13 or 14	Mandatory administrative meeting at super-regional sites.
Friday or Saturday, May 14 or 15	Men's and women's super-regional competition.
Sunday, May 16	Super-regional play must start by 9 a.m. local time. **Deadline for submitting lineups for finals-site competition, 11 a.m. Eastern time.** Finals-site lineups posted for review on **ncaa.org**, noon Eastern time.
Monday, May 17	Deadline for challenging lineups for finals-site competition, **5 p.m. Eastern time**.
Tuesday, May 18	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.
Wednesday, May 19	Final lineups for finals site posted on **ncaa.org** by **9 a.m. Eastern time**. **Mandatory** administrative meeting for team championships, **6 p.m. local time**. Men's and women's team celebration, 7:15 to 8:30 p.m. local time.
Thursday, May 20	Play begins for **women's team championship**.
Friday, May 21	Play begins for **men's team championship**.
Sunday, May 23	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 **2026-27 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 Sites)

____ 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 (Finals Sites only)

____ 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 Sites Only)**

____ 4. The host must provide a meeting room for the officials close to the competition courts that accommodates up to 25 people. **(Finals Sites 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. For finals sites, provide a minimum of six VAPTRs and adequate staff for court drying.
- ____ 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)**
- ____ e. Check that lighting on all competition courts (indoor and outdoor) are in proper working condition one day before the start of competition.

____ 6. Drug Testing. If the championships are selected for drug testing, be sure to follow all the instructions sent from Drug Free Sport International 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 BODYARMOR is preferred, but it is acceptable to use a different **unmarked** product instead. Please note NCAA policy on commercial identification on cups and coolers.
- ____ g. Towels for participants. (Observe NCAA commercial logo policy, if applicable.)
- ____ h. Spare nets and other equipment (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 Sites Only**).
- ____ m. Net signs (two per court). (Provided by the NCAA at **Finals Sites Only**.)
- ____ n. NCAA banners (provided by the NCAA).
- ____ o. Two-way radios for committee members, head officials, announcers, tournament manager and NCAA staff. **(Finals Sites Only)**

____ 8. Tournament Desk.

____ a. Ball storage.

____ b. Communication to public address announcer (e.g., two-way radio). **(Finals Sites Only)**

____ c. Posted draw sheets. (Post two days before.) **(Finals Sites 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 Sites 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 finals sites, 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 singles and doubles and 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.

____ 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 have top-seeded players compete on feature courts. **(Finals Sites Only)**

Finances

_____ 1. First- and second-round hosts will receive a $6,400 stipend from the NCAA if they are conducting competition for a single gender. If an institution is hosting both genders, it will receive a stipend of $11,700 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 Sites 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 Sites 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 AXIS.

_____ 6. Admission must be charged at all sessions of the championships.

_____ 7. Pay umpires' fees ($175 per team dual match worked), per diem ($45 per day), mileage (72 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 ($200 per match), per diem ($45 per day), mileage (72 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)**

_____ 9. The NCAA representative's per diem ($75) and mileage (72 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 Sites 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 Sites 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 Sites Only)**

Preliminary-round hosts do not need to file a financial report with the NCAA after the completion of the competition **but they will be required to complete and submit the Concessions Reporting section of the budget form if they sold alcohol at their sites. If no alcohol was sold, no action will be necessary on the budget/actuals side after the 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 30-45 minutes of the competition site, with a preference for 30 minutes. 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)**

____ 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. **(Team Finals Site Only)**

____ 9. Confirm webcasting opportunities per NCAA guidelines (if available at the site). **(Preliminary-Round Sites Only)**

____ 10. Provide public address announcer with scripts and timing for announcements, as well as pronunciation of student-athlete names.

____ 11. Setup live scoring and provide links to media and on championship microsite.

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 Sites 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**, the official NCAA website. Please refer to Section 32 of this manual for additional information regarding results reporting.

Team Communication

_____ 1. Send participant manual with hotel and practice time information to participating teams within one hour of the selection show. The NCAA will provide a participant manual template to all potential hosts before selections. **(Preliminary-Round Sites)**

_____ 2. Send hotel assignments, practice times and match times to participating teams after conclusion of last super-regional match. **(Team Finals Site Only)**

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 finals sites. 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 Sites Only)**

_____ 4. Report daily attendance to NCAA championships managers after conclusion of event.

Section 2 • Advance Information to Participants

The NCAA will provide the finals site host a template for the participant manual via the Host Collaboration Zone. Specific areas will need to be completed by the host. Once the host has made its updates, the NCAA will finalize the manual and share it with the participating schools.

For preliminary-round sites, the NCAA will share a participant manual template with all prospective tournament managers once the bid deadline has passed. Prospective hosts should update any areas specific to their sites in advance of selections and be prepared to distribute the manual to the participating teams within one hour of the selection show.

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, spirits and other alcoholic beverages (e.g., hard seltzers) may be sold and dispensed at NCAA Division I, II, and National Collegiate championship and ancillary events, provided that the host, venue and/or concessionaire:

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

General

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

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

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

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

TOBACCO PRODUCTS

Tobacco products shall not be advertised, sold or dispensed at any championship event sponsored by or administered by the NCAA. Smoking is not permitted anywhere in the venue; 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. Per NCAA policy, 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 and ancillary event sites 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 or an ancillary 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 review 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 approximately two weeks before the championships. When the awards arrive, the tournament manager should inventory all awards to ensure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

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 local organizing committee to implement a unique and fun way to recognize the champions 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, champion(s) or coach interview, using pep bands or an emcee or notable sport representative (i.e., Olympic Medalist) for the presentation.

These items can be covered through the operations budget, as well as the local organizing committee budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Nathan Arkins at 317-966-6790 or 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 94 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 (**unrivaledteamwear.com**) and Tyler Glines at Zephyr for hats (**tyler.glines@blue84.com**). Please contact David Clendenin, director of licensing, at the NCAA national office should you have any questions, **dclendenin@ncaa.org** or 317-917-6496.

ELITE SCHOLAR-ATHLETE PRESENTATION

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

Award Presentation

For the Division I Men's and Women's Tennis Championships, the Elite Scholar-Athlete 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 Scholar-Athlete award. This award was instituted to recognize the true essence of the student-athlete by honoring the individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA's championships.
>
> The recipient of the Elite Scholar-Athlete award for Division I Men's Tennis Championships with a GPA of X.XXX in (major, is student-athlete and institution).
>
> The recipient of the Elite Scholar-Athlete 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 Scholar-Athlete award winner is not introduced live inside the competition venue, public address and/or video board announcements recognizing the winner should be played during the championship to recognize this individual. The public address announcement is outlined below. Van Wagner will provide the following standard PA announcement sometimes accompanied by a video board slide. The championships manager (or champs engagement representative at equity and growth championships) will need to provide Van Wagner the name of the wining individual and a headshot photo if a video board is used for the championship.

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

> The recipient of the Elite Scholar-Athlete award for the 2026-27 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 Scholar-Athlete award for the 2026-27 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 before the winner of the Elite Scholar-Athlete award being publicly recognized, the NCAA communications staff will send out a template of a standard press release to the sports information director of the winner's school and to the NCAA championships 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 communications staff. If appropriate, this press release may also be provided to the host for distribution to local media.

Social Media

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

The host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to **socialmedia@ncaa.org**. For more information on the Elite Scholar-Athlete award winners, log on to **ncaa.org/what-we-do/awards/elite-scholar-athlete-award**.

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 Sites 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. Quality food appropriate for student-athletes the night before competition is paramount, as are adequate quantities. The menu must be reviewed and approved by the NCAA staff and committee in advance. Hosts should plan on approximately 350 guests for the team celebration and 450 guests for the singles and doubles 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 Championships Subcommittee before the start of the championships.

Section 8 • Championship Presentation/Fan Engagement

FAN FESTS

The NCAA has the first right to host a fan fest at any NCAA championship. If the NCAA does not opt to host a fan fest, the host institution/conference may consider hosting an ancillary entertainment activity for fans in conjunction with the championship. If another entity (e.g., convention and visitors bureau) elects to stage such activities, they must be off venue property. Either of these options not hosted by the NCAA must follow the following policies:

- If hosted by the host institution/conference on venue property, 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.
- If an NCAA Corporate Champion/Corporate Partner wants to activate at the championship, the hosting entity must allow them to participate.

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

NCAA MARKS

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. 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 before approval and production.

IN-VENUE ENTERTAINMENT

Video Board Content and PA Scripts

NCAA championship hosts are required to utilize NCAA provided PA announcer scripts, runs-of-show and video board content. Host 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.

The NCAA will provide video board content to sites that have such capabilities. Please work directly with your NCAA championships manager to identify if a Van Wagner producer is assigned to you (final sites) or if content should be downloaded from the Van Wagner box site directly (preliminary rounds).

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

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

Break in Action Contests or Promotions

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

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 connections 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 the NCAA merchandise supplier) 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 individuals 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 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 Scholar-Athlete 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 form an NCAA corporate relations staff member.

MILITARY INVOLVEMENT

The NCAA supports inviting the military to participate at NCAA championships if its 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 recommended forms of military involvement 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 SITES 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 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 before the event. Any such events conducted are conducted at the local organizing committee'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 use 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

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 94 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link:
NCAA Corporate Champions & Partners

LOCAL CONTRIBUTOR PROGRAM

Currently, local non-Corporate Champions and Corporate Partners entities are not permitted to use the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate 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 local organizing committee." Local contributors may not use the word "official," "official sponsor of" or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, 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 licensing program administered by The Collegiate Licensing Company. Inquiries should be directed to the NCAA licensing staff.

- ALL uses of NCAA trademarks or logos must be submitted to the NCAA branding team via Nathan Arkins (**narkins@ncaa.org**) for approval before production or use. Please allow up to five days for response time.
- Downloads of NCAA logos may be obtained through the **NCAA Digital Library**. If you need to register for a new account, please email **veritone@ncaa.org** and include your first/last name and email address. An account will be created, and you will be prompted to update the password after you successfully logged in for the first time.

NCAA Trademarked Protection Language

- NCAA's position on inclusion of ® and ™ marks is first use. To comply with legal requirements, a registered mark or trademark should be used on all NCAA® IP on first reference. The "first reference" refers to the first time a specific word, term or phrase appears. This includes, but is not limited to logos, authenticating lines or taglines. In any case, it is appropriate to reduce the size of the registered mark or trademark if it is egregious compared to other elements. The requirement is that the designation is legible.
- Official trademarked names cannot be changed or abbreviated.
- If the correct registration is used, no legal language is required.
- 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.
- There may be no registration of or use of NCAA marks within internet domain names unless advance approval from the NCAA is secured and ownership of the URL is maintained by the NCAA. Such use of NCAA marks in Internet directories is prohibited; however, members may use an NCAA mark within a member URL, provided such NCAA mark does not appear in the domain name portion of the URL. By way of example, members may use the following URL: **memberx.edu/ncaa**.

Identification of Commercially Named Venues on NCAA Materials

- For the purposes of providing information about and promoting the location of an NCAA championship, the venue/competition site of any round of NCAA Championships® can be printed, in text-only, on all pertinent materials bearing NCAA marks (subject to NCAA approval of the graphics). All uses of NCAA logos must be submitted to the NCAA branding staff for approval.
- The logo of a commercially named venue cannot be used on any materials bearing NCAA logos or trademarks, and you may only use the commercially named venue in text.
- 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. All uses of NCAA logos must be submitted to the NCAA staff for approval.

The following conditions apply to this NCAA logo use:

- The 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-specific webpage."
- 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.

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

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

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

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

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

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

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

NCAA Licensed Trademarks

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

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

Helpful Links

NCAA Trademarks Protection Program
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"

a. **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 94 NCAA championships.

c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).

d. **Commercially Named Venues.** Commercially named competition, practice and/or ancillary event venue(s) may display no more than two preexisting interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA. If the commercially named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially named venue(s).

e. **Covering Existing Signage/Product Branding.** Regarding any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage or other elements of its own third-party designees in covering such existing signage/product branding.

f. **NCAA Corporate Champion and Partner Branding/Recognition.** The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos) for the Association, its corporate champions and partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations, include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

g. **Official 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 may 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) for more information. If you are producing your own credentials, the "Conditions Placed on Use of Credentials" should be placed on the back of all credentials. That text, located at ncaa.com/credentialterms, should also be visible at credential pickup.

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

- All-Access – For event management-type personnel who need access to every area, including game surface.
- Event Management – For event management staff who do not need All-Access.
- Media – For members of the media to provide them access to press areas (press 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, TNT 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 (10 student-athletes and three 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 (10 student-athletes and three 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 three coach wristbands, an athletic trainer wristband and team administrator credential on 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.org/championships/media-center** 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.org/championships/media-center**, 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 SITES ONLY)

The NCAA will provide credential boards to all final sites. These are for public display and to advise security personnel at the competition venue which credentials are allowed into 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

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

Resources. **Safety and Security Best Practices** are available for hosts to reference and use as needed in helping set up an Event Action Plan with appropriate partners.

Each host will be asked to provide the following:

- Local authorities and critical incident response team contact information.
- 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 (if applicable).
- Identify incident communication plan.
- Review evacuation plan – review plan with competition site manager.
- Review emergency response plan for typical emergencies, severe weather and potential criminal actions.
- Connect with the closest Protective Security Advisors for your area and notify them of the event to receive security notifications and instructions. For more information about this program go **here.**

Interruption of Competition. 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 match:

- Head Table. Assure that the timing devices are operational and manual times are accurately recorded.
- Officials. Assure that the officials know the exact match situation when play was halted.
- Student-Athletes and Coaches. On instruction from the NCAA staff or committee members, participants should retire to the locker rooms or outside the building to await further instructions.

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

Communication. The committee chair, NCAA staff and event management staff (facility manager, event director and senior law enforcement officer) should assemble immediately at a predetermined location to assess the situation. The public-address announcer should keep spectators informed of the conditions, if possible. Participants, coaches and officials must be kept informed throughout the delay. The committee chair or his or her designee, working with the facility management, the NCAA and, when appropriate, local, state and federal law enforcement agencies, will serve as spokesperson in the event of an emergency.

Resumption of Competition. As soon as possible, competition shall be resumed from the point of suspension. The events staff 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 or reschedule the competition in an alternate facility provided the facility meets NCAA standards provisions.

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 after 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 post championship.

Receipts, facility settlements, expense reimbursements and honorariums are subject to change until audits are reviewed and accepted by the NCAA.

If selected for audit, documentation may include (but is not limited to):

- Box office audit reports or sales summaries.
- Ticket purchase invoices/statements and unsold tickets.
- General ledger, bank statements, check copies and reconciliations.
- Competition venue agreements and settlement statements.
- Any other documentation to support details reported on the host financial report. In addition, overages between budgeted and actual numbers will be reviewed.

Hosts must retain all financial documentation for a minimum of one year post-event and ensure the ability to reconcile:

- Ticket audit totals.
- Reported revenue streams (tickets, fees, suites, etc.).
- All reimbursed expenses.

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. The budget must include all revenues and expenses associated with hosting the championship, including lodging for officials and site representatives, if applicable. Budgets must be submitted in accordance with the sport committee schedule and approved by the NCAA prior to the first date of competition. Hosts should make reasonable efforts to forecast ticket sales, as revenue, attendance and operational scale directly impact allowable expenses and overall financial performance.

The host institution must adhere to all NCAA-approved budgeted expenses including (but not limited to) competition site rental, maintenance, insurance, ticketing operations, personnel (e.g., ushers, ticket sellers/takers, game staff), security, promotion, advertising, meetings and medical services. Only actual, reasonable and necessary expenses associated with championship operations are eligible for reimbursement. The NCAA reserves the right to determine expense eligibility; expenses deemed excessive, unsupported or outside policy will not be reimbursed.

Reimbursement is limited to approved budget categories and amounts. Any expenses exceeding approved limits or outside approved categories are the responsibility of the host institution unless preapproved in writing by the NCAA. Budget adjustments are permitted but must be submitted to and approved by the NCAA before incurring the expense.

TAX RESPONSIBILITY

It is incumbent on 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. The host institution shall coordinate with the NCAA regarding applicable admissions, sales and use taxes, including identifying whether the NCAA's tax-exempt status applies in the host jurisdiction and communicating exemption requirements to vendors, where applicable. All consideration must be given by the host for certain relief of taxes with respect to the NCAA's not-for-profit status under 501(c)3 of the Internal Revenue Code. Additionally, certain championships may be required to provide a letter of attestation regarding tax status provided by an outside CPA/accounting firm.

FINANCIAL REPORT

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 $6,400 stipend if it hosts single-gender competition, and a $11,700 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.

Preliminary-round hosts do not need to file a financial report with the NCAA after the completion of the competition **but they will be required to complete and submit the Concessions Reporting section of the budget form if they sold alcohol at their sites. If no alcohol was sold, no action will be necessary on the budget/actuals side after the competition**.

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 expenses, within 60 days after the final date of competition at the site. 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 the NCAA staff and receipt of the automated email noted above. Remittance should not be made until this automated email is received as edits could be made by NCAA staff that impact the final settlement amount.

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 supporting documentation (e.g., ticket audit reports, invoices, contracts, receipts) to substantiate each reported revenue and expense line item.

A financial report will not be considered complete until all required documentation is submitted, approved, and any amount due to the NCAA has been received. Institutions that fail to meet the 60-day reporting requirement 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). Honorarium penalty reductions are automatic and will be applied based on the date the complete and accurate financial report is received by the NCAA.

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

For first and second rounds, teams will be responsible for their own expenses. The NCAA will not reimburse for per diem or transportation.

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

SITE REPRESENTATIVES

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

TRANSPORTATION

Transportation (Finals Sites). 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.

All travel arrangements eligible for NCAA reimbursement must be booked in accordance with NCAA travel policies. Expenses incurred outside of these processes may not be reimbursable.

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 Sites. 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 Health, Safety & Performance** 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 following documents: **Preventing Catastrophic Injury and Death in Collegiate Athletes**, the **NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events** and the **NCAA Sports Medicine Handbook**.

- Blood-borne pathogens and other biohazards.
- Catastrophic incidents and emergency action plans.
- Cleaning and disinfection.
- Inclement weather, air quality and other environmental considerations.
- Independent medical care.
- Medical facilities.
- Medical disqualification, removal and return to activities.
- Medical staff: resources, communications, training and responsibilities.
- Medical supplies and equipment.
- Medical Treatment (including for, among others, the following emergency conditions):
    - Asthma.
    - Burners (brachial plexus injuries).
    - Cardiac emergencies.
    - Cervical spine injuries.
    - Concussion and traumatic brain injury.
    - Diabetic emergency.
    - Head and neck injury.
    - Heat illness and heat stroke.
    - Hypothermia.
    - Mental health emergencies.
    - Rhabdomyolysis.
    - Sickle cell and other exertional and nonexertional collapse.
    - Skin infections.
- Prescription medications, banned substances and drug testing.
- Protective gear and equipment.
- Sexual violence.
- Visiting team care and coverage.

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

Ambulance Service

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

Coaches, Officials, Event Staff and Spectators

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

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

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

FINALS SITES

Equipment Information

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

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

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

Competitors of NCAA Corporate Champion Coca-Cola may not provide product (beverages, water, isotonics) 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.

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** as the sole determining factor for decisions related to inclement weather, the NCAA championship managers, 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 games committee determines that weather conditions could alter the approved championship event schedule, they **must** 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. Additional resources are available for reference in the NCAA Safety and Security Best Practices document.**

LIGHTNING AND WEATHER DETECTION SERVICE

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

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.

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.

NOTE: 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 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 **ncaa.org/championship/division-i/tennis**.

Section 20 • Lodging

PRELIMINARY ROUNDS

The host institution is responsible for designating participant hotels within 30-45 minutes of the competition site, with a preference for 30 minutes. The host institution must reserve 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. Each team is allotted nine rooms. Hosts can use multiple properties or the same property for the teams. The host must include rationale and additional information for hotels beyond 30 minutes. Hotels beyond 45 minutes are unlikely to be considered by the sport committee as part of an acceptable bid. Hosts should also ensure that the locations of the hotels for all visiting teams are equitable to the greatest extent possible. Hosts should indicate the quality of hotels in the bid submission on both the hotel letter of agreement and in the bid portal so the committee has an additional understanding. Please consider if your own team would stay at that property. Rooms should be held at least two days before competition for teams. Consider that some teams may arrive the day before the first practice day when reserving rooms. Room rates, as with hotel quality and location, should be comparable for all visiting teams. Hosts are expected to secure room rates that are in line with the per diem rate. Hotels with internal doors and beds (i.e., no pullouts) are the only permissible lodging options. Full-service properties are preferred while limited-service properties are acceptable if they meet quality and amenity requirements of the sport committee.

Secure rooms for the NCAA site representative (1), officials (7) (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 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.

Room rates, as with hotel quality and location, should be comparable for all visiting teams. Hosts are expected to secure room rates that are in line with the per diem rate (i.e., $215, or $315 for a designated high-cost city).

Hotels with internal doors and beds (i.e., no pullouts) are the only permissible lodging options. Full-service properties are preferred while limited-service properties can be acceptable if they meet quality and amenity requirements as specified by the respective sport committee.

A letter of agreement between the host and the team hotel(s) must be uploaded to 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.

Within one hour of the selection show, advise the participating institutions and all other personnel of the assigned hotel with contact information 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 expected to stay at the hotel assigned by the host and are responsible for confirming with the hotel the number of rooms they will require and the rooming lists. If an institution prefers to stay in another hotel, the institution must use the rooms for persons accompanying the official travel party or will be charged a financial penalty as follows:

1. If the event is one to three nights, the institution will be required to pay for one night.

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

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

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. Any team that does not stay at the assigned property will be charged three nights of rooms as penalty at the assigned hotel payable before departure from the site. 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 backgrounds and life experiences.
- 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.

NCAA-PROVIDED MATERIAL

- The NCAA will provide designated hosts creative/artwork including, but not limited to, print pieces, email blasts, digital banners and promotional signage. Hosts should NOT develop any marketing collateral on their own.
- The NCAA will also provide radio and video spots to selected hosts. Several formats will be provided to allow for use over a variety of platforms (e.g., websites, broadcast, in venue).
- Hosts that are not provided with artwork can create materials through the NCAA Marketing Portal. Materials include, but are not limited to, mobile tickets, email blasts, digital banners and promotional signage. Credentials will be emailed to the marketing and ticketing contacts listed on your bid form. Hosts should NOT develop any marketing collateral on their own.
- Predetermined hosts using the NCAA Marketing Portal will also receive a radio and video spot in their Download Center. We encourage you to use these assets across your platforms.

SOCIAL MEDIA GUIDELINES

Hosts may use existing institutional, venue, destination or local organizing committee social media accounts to promote NCAA championships.

Key Requirements:

- Do not create championship-specific social media accounts.
- Use official NCAA social media handles and event hashtags.
- Use only NCAA-approved creative assets and branding.
- Sponsored content and corporate logo integration are not permitted.
- Hosts may share approved event coverage, fan experience content and ancillary event content in accordance with NCAA media policies.
- All championship-related content must comply with NCAA branding and intellectual property guidelines.

PAID DIGITAL ADVERTISING GUIDELINES

Hosts may use paid digital advertising to support championship awareness and ticket sales, subject to NCAA review and approval.

Key Requirements:

- All paid campaigns, audience targeting plans, creative assets, media plans and landing pages require NCAA approval prior to launch.
- Only approved first-party audience data sources may be used.
- Campaigns must use NCAA-approved branding, logos, messaging and creative assets.
- Messaging should focus on the championship experience, fan engagement and ticket sales.
- Hosts may be required to provide campaign reporting and performance metrics.

WEBSITE GUIDELINES

The official NCAA championship website and ticketing platform serve as the primary sources for event information and ticket sales.

Key Requirements:

- Prominently link to the official NCAA championship website and ticketing site.
- Direct all ticket purchase traffic to official NCAA ticketing platforms.
- Use NCAA-provided creative assets and approved branding.
- Championship webpages should include event dates, venue information, ticket links and fan resources.
- Championship-related website content must be submitted for NCAA review and approval prior to publication.
- Any championship microsite should support NCAA objectives and avoid duplicating official NCAA content.

DATE CAPTURE GUIDELINES

Hosts and local organizing committees may support fan engagement and event operations, while complying with NCAA data collection requirements.

Key Requirements:

- Volunteer recruitment information may be hosted locally.
- Championship-related fan data collection must occur through NCAA-owned platforms.
- Hosts should direct fans to NCAA-owned platforms for ticketing information, newsletters, contests, sweepstakes and promotional registrations.
- Hosts may not create independent databases or sign-up forms for championship updates, ticket sales or event communications without NCAA approval.
- Any fan data collection must include appropriate notice and consent requirements.

GENERAL NOTE

Hosts are responsible for complying with all NCAA branding, marketing, sponsorship, intellectual property and promotional policies. All championship-related marketing, advertising, website content and promotional activities are subject to NCAA review and approval. Detailed guidelines and approval procedures will be provided directly to hosts following championship assignment.

Section 22 • Match Times (Prelim Sites Only)

Refer to Section 2-1 of the **2026-27 NCAA Division I Men's and Women's Tennis Prechampionships Manual** for single-gender and dual-gender match time options for preliminary rounds. This information is also available within the championships bid portal. All hosts must complete the match times document in the bid portal as part of a complete bid.

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 (healthy snacks, fruit and beverages) for use during competition. A separate area shall be provided for officials and tournament personnel.

Finals Site Only. In addition to the above, the host should provide meals to the NCAA committee, staff and officials on competition days and to the NCAA committee on practice days. The NCAA championships manager will provide more details.

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 (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. The committee will consider the win/loss record and lineup positions throughout the tournament. Only teams competing at the final site are eligible for the all-tournament team. 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.org/championships/media-center** for information regarding broadcast/internet rights.

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at **ncaa.org/championships/statistics-and-records**.

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**, serves as the official online resource for NCAA championships. Please visit **ncaa.org/championships/media-center** for updated NCAA championship internet policies.

The NCAA and its partners own the internet rights to all of its 94 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).

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.org/championships/media-center 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.

Final Site Only. The host should provide a photographer for the team and individual celebrations.

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.org/championships/media-center**.)

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**.

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**.

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**.

Final Site Only. ESPN will produce the semifinals and finals of the team championships.

LIVE STREAMING

For all nontelevised rounds, the NCAA strongly encourages all hosting institutions to provide a live stream of the event.

Finals Site Only. The host is responsible for streaming all matches at the final site that are nontelevised at its expense.

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

Section 25 • Meetings

The host institution is responsible for arranging 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 required 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 (TEAM 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 into the event merchandising program at all rounds and sites of NCAA championships. All licensing and merchandising questions should be directed to David Clendenin (317-917-6496; dclendenin@ncaa.org).

AVAILABILITY

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

GENERAL POLICIES

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 94 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.

- Restocking of back-up inventory in a fast and efficient manner.
- Transferring merchandise between the slower and higher volume stands to meet the demands of the consumers.
- Providing electricity and either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
- Calling Event 1, Inc. to request reorders should sales warrant.

i. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to Event 1, Inc., no later than 24 hours after the conclusion of the event.

j. Total gross sales revenues and a final copy of the inventory report must be sent to Event 1, Inc., within two business days of the conclusion of the event.

k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.

l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

DIVERSE SUPPLIERS

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

Section 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 championships.

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 2027 NCAA Division I Men's and Women's Tennis Championships. Super-regional hosts will be notified of the officials selected for their sites May 11.

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 $200 per match. Solo chair umpires shall be paid $175 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 72 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 or videoconference access information for 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 72 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

CHAMPIONSHIP PHOTOGRAPHY COVERAGE

NCAA Photos (also known as Clarkson-Creative Photography or Clarkson) will be on-site for a portion or all of the final site, unless otherwise specified. Host institutions are not required to provide a photographer when NCAA Photos is not on-site.

NCAA or host staff may hire an additional photographer to cover other competition days or ancillary events. In those instances, each hired photographer must complete the photography services agreement.

CREDENTIALS AND PHOTO SALES

All photographers must agree to the NCAA Championship Photography Terms and Conditions when requesting a credential. Credentialed photographers may not sell or independently license NCAA championship images.

ACCESS AND EDITORIAL USE BY NCAA MEMBER INSTITUTIONS

Images from NCAA Division I and National Collegiate Championships will be available to NCAA member institutions through NCAA Photos on a per-image basis for permitted editorial use.

For access to available championship images, contact NCAA Photos at **info@ncaaphotos.com** and provide the desired use, championship, institution and identifying information for the requested image(s). Fees may apply for image retrieval, transfer or fulfillment depending on the scope and complexity of the request.

Permitted editorial use includes official NCAA member institution athletic department websites, social media, digital communications, media guides, game programs, annual reports and other official athletics publications. Images may not be sold, sublicensed, transferred to a third party or used in advertising, sponsorship, merchandise or other commercial or promotional activity without separate authorization through Getty Images.

Credit images, where a credit appears, as follows: ©Photographer's Name/NCAA Photos.

ADDITIONAL PHOTOGRAPHY SERVICES

NCAA Photos may offer custom photography services directly to NCAA member institutions for coverage. Any such services will be subject to separate fees and terms.

COMMERCIAL, PROMOTIONAL AND OTHER USES

Any use beyond the permitted editorial uses described above, including advertising, sponsorship, merchandise, licensing, commercial promotion or use by a third party, must be reviewed and licensed through Getty Images.

For questions regarding those uses, contact Maxx Wolfson at **maxx.wolfson@gettyimages.com**.

To license NCAA championship photography through Getty Images, visit **NCAA photography on Getty Images**.

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. If more practice time is provided, it must be available to all teams. General guideline that practices should be scheduled similar time of day to match times if possible while also accommodating travel schedules for visiting teams.

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

Team Championships Finals Site. The tennis championships subcommittee 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. The host institution shall provide facilities with 18 practice courts preferred. The courts should be of similar surface to the competition courts.

Match Day Guidelines. Match 1 prematch warmup is 60 minutes on competition courts. More time can be provided if available and communicated in advance to both teams. Match 2 and/or Match 3 warmup times are 60 minutes on another bank of courts. Time between matches is 10-30 minutes (pending weather and ability to warmup ahead of time on similar adjacent courts). For example, if teams can warm up on adjacent courts that are similar, then the warmup on match courts should be on the lower end of the range). The next match can warm up on the match courts during doubles of the current match if no singles players of that match need it and must be split equally between the two teams.

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**.

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PROMOTION

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

If you would like this information ahead of time, please contact your NCAA 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**) 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**. Please be sure to submit all information in the following manner:

- Send the information to **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**.

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, local and campus partners who aid in maintaining a safe events for all athletes, coaches, officials, fans and staff.

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

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

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

The Best Practices should not be viewed as a complete or primary source of information for developing or implementing the safety plan for the competition venue hosting an NCAA championship. Rather, facility managers and local public safety personnel should consider an all hazards approach in doing a threat assessment and developing an Event Action Plan to utilize appropriate resources to support the NCAA Championship event.

Please submit your final safety and security plan with your bid materials. In addition, you will be prompted to provide information for the critical incident response team form when completing 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 sworn law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action. The foregoing shall not limit the applicable equipment used in and for fencing and rifle competitions in accordance with NCAA rules, at the venues for such competitions.

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. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship and may assign specific responsibilities to the local organizing committee, host institution or conference, and competition venue, as needed.

2. **Primary Ticket Sales.** All primary ticket sales will be managed by the NCAA through its agreements with AXS, Ticketmaster, Paciolan and other authorized providers. The local organizing committee/host and competition venue must fully cooperate with the NCAA's official ticketing vendors and partners (e.g., primary ticket sales system provider, official ticket and hospitality provider, official ticket exchange).

   The NCAA shall not be responsible for securing exemptions from any exclusive contracts held by the local organizing committee/host, competition venue or surrounding areas/facilities. Nor shall it be liable for any buyouts or other actions required to obtain such exemptions.

   Unless specifically granted an exception, the NCAA requires the competition venue to use a ticket scanning system at all public access points. The venue's ticketing system will be used for access control, box office walk-up sales and day-of-event ticketing issue resolution.

3. **Control of Venue Seating.** The host shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

   The NCAA shall also determine the allocation and location of all ticket allotments (e.g., team tickets, local organizing committee/host tickets, bands).

   The local organizing committee/host or competition venue may not resell allotted championship game tickets at any price. Nor may they enter into sponsorship, hospitality or travel package agreements with any ticket broker, tour operator or other secondary ticket marketer to provide championship tickets in exchange for other considerations, unless specifically authorized by the NCAA.

4. **Ticket Prices.** With input and a recommendation from the local organizing committee/host, the NCAA shall establish all ticket prices, including those for suites and standing room only. One hundred percent (100%) of ticket sales revenue shall be included in the championship receipts to help offset the NCAA guarantee, cover championship expenses and support further revenue-sharing opportunities.

   Revenue from the sale of championship tickets and championship-related event tickets shall be exempt from sales, amusement, entertainment and other surcharge taxes to the extent possible.

   The NCAA is a 501(c)(3) tax-exempt organization. In its bid submission, the local organizing committee/host must specify any state or local tax exemptions that will be granted to the NCAA. If a tax exemption is not available, all applicable tax rates must be disclosed in the sport-specific facility questionnaire. Any increases in those tax rates after the time of bid submission must be either absorbed by the bid respondent or rebated to the NCAA if the bid is awarded.

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

5. **Mobile Ticket Delivery/Printed Tickets.** To promote a safe and contactless environment, the NCAA strongly recommends that all tickets be delivered via mobile devices to help prevent fraud and reduce the risk of lost, stolen or forgotten tickets. If mobile delivery is not feasible, paper tickets may be distributed.

   If printed tickets are required, the NCAA will manage the ticket design and printing process, assigning specific responsibilities to the local organizing committee/host and competition venue as needed. The NCAA will provide the proposed ticket artwork to the local organizing committee/host and competition venue for review and input.

   The NCAA will coordinate ticket printing unless it instructs the local organizing committee/host or competition venue to do so. The local organizing committee/host shall be responsible for all ticket printing expenses, unless otherwise directed by the NCAA.

6. **Suites.** The competition venue shall stipulate a number of private viewing suites available for the exclusive use of the NCAA or its designees.

   Subject to NCAA approval, any suites not allocated to the NCAA or its designees shall remain under the control of the competition venue; however, the NCAA shall retain the face value ticket revenue for the seats in those suites.

   Suite holders will have the opportunity to purchase tickets for the suite for which they hold tenant rights. If the NCAA assigns the venue's box office staff to this task, they shall be responsible for soliciting and confirming suite ticket purchases from suite holders. Any suites not purchased by suite holders at that time will be made available to the NCAA for additional use or sales opportunities, in accordance with the agreed-on financial terms.

7. **Local Organizing Committee/Host Ticket Allocation.** The NCAA shall allocate a portion of the competition venue's saleable inventory to the local organizing committee/host for the purpose of accommodating their guests, including, but not limited to, local contributors.

   The local organizing committee/host must commit to its ticket allocation no later than six months before the championship. Once committed, the local organizing committee/host assumes full financial responsibility for the entire allocation and may not return any portion to the NCAA.

   If the local organizing committee/host has excess tickets it is unable to use, it must notify the NCAA, which will determine whether any reallocation or alternative use is permissible. The local organizing committee/host is prohibited from selling or listing any excess tickets for public sale, resale on secondary markets or through unauthorized platforms. The NCAA is under no obligation to provide financial relief for any unused or excess tickets.

8. **Competition Venue Responsibilities**

   a. ADA Compliance. The competition venue must comply with all applicable city, state and federal laws and regulations, including those related to access and seating for individuals with disabilities and their companions. The venue must also assist with inquiries from ticket purchasers or holders seeking accessible or companion seating.

      Additionally, the box office shall assist with all issues related to lost, stolen or misdirected tickets. The competition venue is responsible for providing the necessary labor and covering any costs incurred to process and distribute such tickets.

   b. Seating Manifest. At the time of the bid submission, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration.

   c. Broadcast Partner Site Survey. The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in advance of the championship. The purpose of the survey will be to determine the host set location, camera locations, and to determine if any "seat kills" are necessary to accommodate these positions.

   d. Final Manifest. On completion of the site survey, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.

   e. Sales Reports. The competition venue's box office shall provide the NCAA with timely and accurate sales reports. The NCAA will determine the schedule for submitting these reports. The box office must fully cooperate with the NCAA's official ticketing vendors and partners to ensure the reports are provided as required.

f. Final Ticket Database. If your championship does not sell tickets, please disregard this information. Each host conference, institution and/or venue are required to submit their ticket purchaser information for every NCAA round hosted. Please ensure your NCAA championship manager, ticketing, and marketing contacts receive the following purchaser information: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date and Seat Location(s).

(1) For Ticketmaster sites, simply include reporting tcode "NCA" and privilege "3" on the event. This will allow us to assist with data management and reporting via an automated feed. Please complete this request as soon as possible, but no later than one week after your hosted round.

(2) For Paciolan sites, if you haven't done so already, please reach out to your client partner to execute the necessary data authorization form; you will then be able to add an Event Tag to the championship events in Paciolan. To add the event(s) to the feed, you will go into the applicable Event Setup by entering the Season and Event Code. From there, click on "Event Misc" and add the Event Tag NCAAFEED. Save all windows, and the necessary information for event sales will be automatically sent to the NCAA, eliminating the need for manual data pulls and exports. Please complete this request as soon as possible, but no later than one week after your hosted round.

(3) For other sites, please send an Excel or .csv file with the following details within one week of your hosted round: Last Name, First Name, City, State, Zip, Email Address, Phone Number, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price, Purchase Date, and Seat Location(s).

2026-27 STANDARD TICKET BACK DISCLAIMER LANGUAGE

The NCAA's standard ticket back language is posted online at **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 SITES 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 SITES ONLY)

The head referee shall be appointed by the respective championships subcommittee. 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 SITES 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 to 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

Institutions eligible for air travel must arrange flights through Short's Travel Management. The Association will not reimburse flight travel booked outside of NCAA Short's Travel. Contact Short's Travel at 866-655-9215 or **ncaaalo@shortsttravel.com** to arrange flights.

Institutions that fly to NCAA team championships and qualify for NCAA-paid on-site transportation are required to use NCAA Anthony Travel, a division of On Location, for all on-site charter bus services. The Association will not reimburse on-site charter bus transportation booked through another provider, and teams may incur additional fees for not using Anthony Travel, a division of On Location. Reimbursable on-site charter bus expenses will be billed directly to the Association. For assistance, contact Anthony Travel, a division of On Location, at 214-970-5566 or **ncaaground@anthonytravel.com**.

Institutions must arrange home-side ground transportation in accordance with the **NCAA Ground Transportation Safety Standards**. Institutions eligible to drive to the championship must book their transportation independently and submit eligible expenses for reimbursement through the NCAA Travel Expense System (TES). If institutions need assistance booking motorcoaches to drive or for home-side ground transportation, please feel free to contact Anthony Travel, a division of On Location.

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

NCAA Championship travel information and policies are available **here**. NCAA Championship travel policy supersedes the information in this manual.

PARKING

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

GAME OFFICIALS' TRANSPORTATION

Preliminary-round officials should be driving to the site. Officials will be reimbursed at 72 cents per mile (rate subject to change) up to 800 miles round-trip.

All finals site officials shall receive a travel allowance of 72 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.

The NCAA requests that championship volunteer programs represent the student-athletes and communities we serve. The NCAA and the local organizing committee shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect varied backgrounds and life experiences.

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. Staples has been selected as the official NCAA volunteer apparel providers for all 2026-27 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 local organizing committee 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 C • Volunteer Waiver Form 81

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 72 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 – ***must be a minimum of 50 miles round-trip***)	$

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





2026-27 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.

Baseball/Softball instructions are currently TBD. We will reach out during Spring Championships.

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

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





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

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

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

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

_____

Signature of Participant Date

_____

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

_____

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