



2019 DIVISION III
TENNIS
CHAMPIONSHIPS

HOST OPERATIONS
2018-19 MANUAL

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Introduction

On behalf of the Division III Men's and Women's Tennis Committees, thank you for being an important part of the 2019 Division III Men's and Women's Tennis Championships.

Administration of the Division III Men's and Women's Tennis Championships is under the direction of the Division III Men's and Women's Tennis Committees. The hosts play an integral part in the success of the administration of the preliminary and final rounds.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division III Men's and Women's Tennis Championships.

Comments and suggestions regarding this manual are welcome. If you have any questions, please contact our NCAA staff.

NCAA Championships Staff

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NCAA Division III Men's Tennis Committee

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SECTION 1 – Awards and Mementos

Awards.

Preliminary Rounds. Official NCAA awards will be distributed at first, second and third rounds of the championships. Individuals who participated at preliminary rounds who do not receive a team and/or individual award will receive a participant award after the championships.

Finals. MTM will send official NCAA awards to the tournament director approximately two weeks prior to the championships. When the awards arrive the tournament director should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

Awards Ceremony (Finals Site Only).

For individual competition, official NCAA awards will be presented to the top four singles finishers and the top four doubles teams. For the team championships, a team trophy and nine individual awards will be presented to the top four teams.

Championships awards ceremonies should be conducted in an organized and formal manner. It is customary for the awards to be presented by the members of the men's or women's tennis committees. The host institution should designate an individual to serve as emcee for the ceremonies. Alternatively, the ceremonies can be coordinated with the public address announcer.

Team Awards. The awards ceremony for teams will be conducted on the court of competition after each team championship match (semifinal and national championship title matches). Personnel must be in place and alert to setting up the table for the ceremony without undue delay. A six-foot table should be used to hold the awards and should be appropriately draped and NCAA decals affixed (if possible). The following awards will be presented for teams at the championships: 4 team trophies; 11 individual mini-trophies to each 1st, 2nd, semifinalist place teams; 9 or 11 watches to the national championship teams. For the women's championships, 9 women's watches will go to the national championship team, and an additional two men's or women's watches will be sent to the team after the conclusion of the championships. The men's championship team will receive all 11 men's watches on site.

It is recommended that the team awards ceremony proceed as follows:

- a. The emcee makes a few opening remarks and introduces the individuals who will present the awards.
- b. The emcee asks the non-advancing semifinalists (from each of the semifinal matches) to come forward (one at a time, as their names are called) to receive the team trophy.
- c. The runner up (of the national championship title match) team to come forward (one at a time, as their names are called) to receive the team trophy. The national champion will follow, respectively, and receive awards in the same manner.

- d. The emcee will make closing remarks and encourage the attendees to return for individual championships competition, which begins the next day.

Individual Awards. The awards ceremony for individuals will be conducted on the court of competition after their respective singles and doubles semifinals and finals. Personnel must be in place and alert to setting up the table for the ceremony without undue delay. A six-foot table should be used to hold the awards and should be appropriately draped and NCAA decals affixed (if possible). The following awards will be presented for the individual championships: 1 mini-trophy to the top four singles finishers; 2 mini-trophies to the top four doubles teams (1 for each doubles student-athlete).

It is recommended that the ceremony for the semifinals and finals championship rounds proceed as follows:

- a. The emcee makes a few opening remarks and introduces the individuals who will present the awards.
- b. The emcee introduces the awards recipients and asks them to come forward to receive their awards.
- c. The emcee encourages everyone to stay for subsequent competition, if applicable.

Mementos (Finals Site Only)

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 administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).

SECTION 2 – Banquets and Social Events

Banquet.

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, **banquets will NOT be permitted at preliminary rounds.**

Finals. The host institution should plan for a championships banquet for both the team championships and the individual championships, both of which should be formal events. A program, including a welcome from the host and from the NCAA, should be planned. For the team championships banquet, the host is asked to design a plan to incorporate team involvement at the banquet (e.g. remarks from each team's head coach or captain, team videos, etc). For the individual championships banquet, the host is asked to highlight the participants through photo montage, remarks by selected participants or any other means discussed and

approved by the tennis committee. The banquet budget should be part of the overall championships budget as approved by the championships manager. The championships budget shall cover the expense for members of the institutions' travel parties (11 people for each team at the team banquet and one for each individual participant plus one non-athlete for each team represented at the individual banquet), as well as members of the tennis committee, NCAA staff and host staff. Space permitting, the host shall accommodate additional attendees at a price designated by the host that reflects, at a minimum, the cost of the meal. Host institutions are encouraged to seek sponsorship of any entertainment not allowed for in the budget from local chambers of commerce, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment.

The team championship banquet should be held on Sunday night, the day before competition begins. The individual championships celebration should be held on Wednesday. The NCAA staff and committees will work with the host on determining timing and formats as it may vary by site.

Officials shall NOT to be included in any social event involving the participating coaches or student-athletes.

SECTION 3 – Broadcasting/Internet

Please see the NCAA Broadcast and Media Services information, located on the NCAA website at <http://NCAA.com/broadcast>.

NCAA.com will host all championship websites for final-round sites. The NCAA media coordination staff will provide a list of information that the host SID will need to provide for the site in question. For preliminary-round hosts that would like to develop their own championship websites, all content should be approved through Durenka Robie (drobie@ncaa.org; 317-917-6222).

SECTION 4 – Commercialism/Contributors

Commercial Identification, Signage and Official Marks.

The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the facility at its expense, as designated by the NCAA.

No temporary banners, signs, displays or advertising shall be posted, hung or displayed in the facility during any session of the championship without the prior approval of the NCAA.

No announcements except those approved in advance by the NCAA or for public emergencies shall be allowed over the public-address system.

Local Contributors.

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

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

local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

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

NCAA Corporate Partners

The NCAA administers a national corporate partner program, under the direction of the NCAA Championships and Alliances group, and has established guidelines pertaining to corporate involvement by these partners and local commercial entities. These guidelines are located on the NCAA website at the following link:

<http://www.ncaa.org/championships/marketing/ncaa-corporate-relationships?division=d1>.

SECTION 5 – Drug Testing

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

Drug-Testing Expenses.

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

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

Facility Specifications.

Team Championships. Hosts must identify two separate testing rooms (one for each team) where drug testing will be conducted. The areas must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. Each room must accommodate the drug-testing crew, selected student-athletes and their institutional representatives. Each testing room must have fully equipped restrooms adjacent to or in close proximity to the testing room. These restrooms must be secure and closed to the public.

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

Host Notification.

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

Team Championships. The tournament manager and site coordinator will be notified no earlier than seven days before the start of the competition as to whether testing will be conducted.

Individual-Team Championships. The tournament manager and site coordinator will be notified no earlier than 30 days before the start of the competition as to whether testing will be conducted.

Media Obligations.

Team Championships. Each team is provided a postgame cooling-off period. At the conclusion of the cooling-off period, a member of the drug-testing crew will notify the student-athletes who have been selected for testing. Notification may take place in the locker room (if

applicable) or on the field of play. Any student-athlete selected to participate in any postgame news conference is required to attend the news conference prior to checking in at the drug-testing venue. The student-athlete will be escorted to the drug-testing area after all media obligations have been fulfilled.

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

Next-Day Testing.

Team Championships Only. If competition begins at 10 p.m. or later (local time), both teams will be given the option to defer testing until the next morning. If a team decides to test the next morning, that determination must be confirmed by the institution no later than immediately following the contest and all student-athletes selected for testing from that team must defer until the next morning. Once testing has begun, testing must be completed and cannot be deferred until the next morning. If deferred until the following day, the testing must begin no later than Noon (local time) at the original test site. The host must arrange necessary transportation for teams that elect to test the next morning, or for individuals being tested who need to remain at the facility after other team members have departed.

Participant Notification.

Championship management staff is not permitted to make any announcement in advance or otherwise as to whether or not drug testing will be conducted at its championship site. All coaches and student-athletes should presume that post-event NCAA drug testing will occur at the championship event.

Team Championships. The drug-testing crew chief or designee will notify the participating team's representative no earlier than two hours before the start of competition that drug testing will be conducted at the site.

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

Seating.

At team championships, escorts and the drug-testing crew may sit in the non-playing participant or overflow media seating areas on the days when testing occurs.

Site Coordinator's Responsibilities (Host).

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

- * Confidentiality. Keep testing information confidential at all times.
- * Contact Information (team championships). The site coordinator will provide official travel party and the team drug-testing representative's contact information to the drug-testing crew chief.
- * Couriers (individual-team championship). The host will provide couriers to notify student-athletes of selection for drug testing immediately after the event for which they were selected. The courier must stay with and escort the student-athlete to the drug-testing area within 60 minutes of notification, unless directed otherwise by the drug-testing crew chief.
- * Championships Drug-Testing Site Coordinator Manual. The championships drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.
- * Escorts (team championships). Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and an institutional representative from the locker room to the drug-testing area.
- * Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) shall be available for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.
- * Meeting with Tournament Manager. The site coordinator will meet with the tournament manager to discuss duties and budget development.
- * Second Meeting. A second meeting shall be scheduled with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site, the coordinator shall:
 - * Assistance. Assist the drug-testing crew chief during testing as directed.
 - * Confirmation. Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.
 - * Credentials. Ensure that the host issues All Access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, "Games Management" is preferred.
 - * Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.

- * Meet with Crew Chief. Meet with the drug-testing crew chief the day prior to the scheduled testing date.
- * Plans. Meet with the tournament manager to finalize plans.
- * Invoice. Submit drug-testing invoice (with receipts) to Drug Free Sport after the championship.
- * Transportation. Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.
- * Transportation/Lodging (drug-testing crew). The drug-testing crew chief will make arrangements for the crew's transportation and lodging but may request the assistance of the site coordinator.

Drug Testing Statement (to be read at all NCAA pre-championship meetings).

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

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

Therefore, all coaches and student-athletes should presume that post-event NCAA drug testing will occur at this championship event. Please note that no student-athlete will be notified of or escorted to NCAA drug testing without the knowledge of an official, credentialed representative from that student-athlete's institution.

SECTION 6 – Competition Site, Equipment and Space Requirements

Alcoholic Beverages.

Alcoholic beverages shall not be advertised, sold or otherwise made available for public consumption at any championship event sponsored by or administered by the NCAA, unless otherwise approved by the NCAA, nor shall any such beverages be brought to the site during the championship (from the time access to the competition site or area is available to spectators, until all patrons have left).

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

Americans with Disabilities Act.

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

Concessions.

Food and beverage prices shall be no higher than similar events or primary tenants in the facility. The host will retain all revenue from food and beverage concessions. Selling is restricted to the concession stand and established selling locations.

Courts.

Maintenance. Host institutions for all rounds of competition should arrange for proper clearing and drying of the courts in case of inclement weather. This includes providing an adequate number of rollers and squeegees, as well as proper wind screening. The host should conduct a daily check of net height, center straps, etc.

Indoor Courts. For all rounds of competition, a minimum of six indoor courts should be secured throughout the championships in case of inclement weather. All indoor courts should be tennis specific.

Decorating and Advertising.

Banners Inside Competition Site. NCAA banners, signage and décor are the banners permissible inside the competition site.

Covering. The competition site shall not permit any advertising banners, signs or displays of any kind to be hung, posted or displayed anywhere within the seating area (i.e. any place that can be seen from the playing court or seats), including the scoreboard, during the regional/championship session or practices, other than NCAA, as specified by the NCAA. No local /school radio banners are allowed.

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

Institutional Signage. Institutional signage does not need to be covered. Championship banner(s) may remain if permanent (not hung seasonally).

Equipment.

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

HOST RESPONSIBILITY

ITEM	QUANTITY	COMMENT
Duplication Equipment	1	Access to a copy machine
Wireless internet connections	8	Provide access (user name and password) as requested.
Public-address system	1	Announcements, awards ceremony
Results Board	1	
Singles sticks		One on each competition court
Tent-merchandise	1	10'x10'

NCAA PROVIDES (TENTATIVE)

ITEM	QUANTITY	COMMENT
Balls	4 cases/site – Prelims 24 cases - Finals	
Coolers	26	FINALS ONLY , 10 gallons ea.
Credentials		FINALS ONLY
Cups (8 oz.)	6 cases	FINALS ONLY , 1,000/case
Dasani Product	105 cases	FINALS ONLY , 12 oz. bottles, 24/case
Ice Chests (48 qt.)	12	FINALS ONLY
Officials' Patches	24/site – Prelims 48 – Finals	
BODY ARMOR	120 cases	FINALS ONLY , 16 oz. bottles, 24/case
BODY ARMOR powder	4	FINALS ONLY , 12 packets/case
Umbrellas	TBD	FINALS ONLY
Umpire Bags	TBD	FINALS ONLY

Scorecards	35/site – Prelims 300 – Finals	
Signs		see Section 17 FINALS ONLY – Net Art
Squeeze Bottles	6 cases	50 bottles/case

Hydration Product and Equipment.

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

If the host has to provide and/or purchase product for any NCAA championship use (e.g., student-athlete banquet, committee tent/suite, hospitality areas, media areas, etc.), 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. Coca-Cola will provide a bottled water product (e.g., Dasani), BODYARMOR powder, and when applicable, BODYARMOR in bottles. Participating teams and student-athletes in NCAA championships continue to be free to use/consume permissible hydration beverage(s) of their own choice in the NCAA-provided equipment. Equipment carrying any branding other than BODYARMOR, however, will not be permitted on the sidelines during NCAA championships.

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

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

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

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.

A letter from the NCAA office outlining the specific amounts will be sent to the tournament director. You will be asked to inventory the amount of product that is left over at the conclusion of the championships. The national office will provide a form and a reminder letter. It is important that you are as accurate as possible on your count, so that we may ensure that future championships are receiving adequate amounts of bottled water and equipment.

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

Use of NCAA- Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact Anjellica Rospond (317-917-6075; arospond@ncaa.org).

Wilson Equipment. Wilson (US Open Heavy Duty) is the official ball of the NCAA tennis championships and will be used during all rounds of team and individual competition. During competition, balls shall be changed after the second set in a match. Practice balls must be provided by the competing teams or individuals.

Preliminary Rounds. Balls will be shipped directly to the tournament directors of preliminary rounds immediately after the selections announcement.

Finals. Twelve (12) cases of Wilson tennis balls will be sent to the finals site approximately 1 – 2 weeks prior to the start of competition. The NCAA championships manager will notify the host if Wilson umpire bags will be provided. If provided, all umpire bags should be shipped back to the NCAA at the end of the championships. The NCAA championship manager will provide the host with a shipping account number to be used for the return shipment.

Results Board. The host/facility shall post tournament results on an ongoing basis in a location that is easily accessible to participants and spectators.

Facility.

The facility shall be reserved for the exclusive use of the NCAA beginning at 8 a.m. one day before competition begins through the conclusion of the final match. All space shall be available and the facility set up no later than 1 ½ hours prior to the beginning of the first practice.

Entrances. Entrances must be staffed by an adequate number of persons. Signage should be posted to clearly identify all entrances.

Locker Rooms. Locker rooms, if available, with shower facilities should be provided for use by participants. A sign reading, "NCAA Use Only" shall be posted on the officials' locker rooms.

Supplies. Each locker room must be clean and adequately supplied with towels, toilet paper, and water and ice.

Media assets. The areas used for the media workroom and the post-match interviews should be in close proximity to one another and to the primary competition courts in order to facilitate the media's work and access for coaches and student-athletes. There needs to be adequate distance between the interview area and competition area to ensure interviews can be conducted without interruption. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). Neither should be adjacent to the hospitality area. The media workroom should be equipped with an adequate number of telephones, electrical outlets and other necessary supplies. NCAA logos should be displayed appropriately.

NCAA Games Committee Meeting Room (Final Site Only). Room should be large enough to accommodate 10 people comfortably. This area needs to be as close to the competition area as possible and not accessible by the public.

Training Room. Provide a training room stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the matches and practice sessions.

Parking. There should be enough parking spaces adjacent to the primary competition courts for the committee, team personnel, match officials and NCAA staff. In addition, designate an area for team van/bus drop-off and pick-up.

Videotaping. An area should be designated from which each team may videotape if it wishes to do so. Each participating team is automatically authorized to videotape each match; it is not necessary to sign any authorization form. Please provide adequate space for cameras (max 1 per institution) and personnel.

Neutrality.

Host institutions should keep in mind that an NCAA event is not a home event. Neutrality is important; therefore, such items as the use of players on programs and host institutional signage should not be used to create a "home" atmosphere. Traditional pre-game or half time events are not permissible (e.g. tossing items to the crowd, permitting mascots to lead "trains" through the stands, etc.)

PA System.

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

Restrooms.

Ensure that there are adequate and functioning restroom facilities within proximity of the competition courts.

SECTION 7 – Financial Administration**Approval of the Budget.**

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

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

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

Financial Report.

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60

days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the “documents” tab as documentation supporting their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25 percent reduction in honorarium), 91-120 days (50 percent reduction in honorarium) and 121 days or more (100 percent reduction in honorarium). If there is a shortfall in the funds available to reimburse approved expenses and honorariums, the NCAA will make best efforts to reimburse the host within 5 business days of the report being approved by the NCAA finance and accounting department.

Audit.

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

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

Committee Expenses.

The host institution will be responsible only for the lodging expenses incurred by committee members and will be reimbursed by the NCAA via the final financial report. Committee lodging expenses **MUST** be listed in the submitted budget. The proposed budget/financial report is available at championships.ncaa.org.

Drug-Testing Expenses.

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. 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 (NCAA.org/Student-Athlete Programs/Health and Safety).

Lodging Expenses.

Game Officials. Room and tax shall be direct billed to the host institution and be reimbursed via budgeted disbursements on the final financial report. Officials will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Committee Member(s) or Site Representatives. The NCAA representative's hotel room and tax shall be paid (via direct bill) by the host institution and submitted on the financial report. All other expenses (i.e., per diem, travel) will be paid directly by the NCAA. The NCAA will supply a link for Site Representatives to submit these expenses online.

NCAA Staff. Staff members are responsible for their own lodging expenses.

Participating Institution's Expense Form.

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

SECTION 8 – Game Management

Evaluation.

NCAA championships are the pinnacle events to provide student-athletes an unparalleled experience in pursuit of excellence. Your feedback will assist us in our desire for continuous improvement in support of this vision. Your survey results will be kept confidential and the results will only be reported in aggregate form. Evaluations will be initiated by the NCAA staff via email (following each site) and should be completed no later than **Friday, June 7 at 5 p.m. Eastern time**. They will be sent to Participants, Tournament Directors, Committee Members and Site Representatives.

Format.

The Division III men's and women's tennis championships shall consist of team and individual championships. The tournament shall be conducted according to the format approved by the committee. All matches shall be played outdoors, weather permitting. At all times, the referee or a designated replacement, in consultation with the games committee, shall determine which matches shall be played indoors.

The team championship shall consist of 43 teams for men and 49 teams for women, in which eight teams will advance to the final site. Individual championships shall include 32 singles

student-athletes and 16 doubles teams.

Team Championship.

The teams will play a single elimination tournament with the first, second and third rounds played at non-predetermined sites. The quarterfinals, semifinals and final rounds will be played at a predetermined finals site. All matches will use a 3-6 format - three doubles matches using an eight-game pro-set with each match valued at one team point, followed by six singles matches, each valued at one team point, played best of three sets.

All matches will be played to decision. Regular scoring and a 7-point tiebreaker at **SEVEN** games all in doubles and at six games all in singles will be used. Teams will not warmup with their opponents before doubles or singles. Introductions for lineups should be down over a PA system before play starts. In a match played on fewer than six courts, the second wave of singles matches shall get a 10-minute warm-up between opponents. A 10-minute warmup shall also be given if a singles player is not in the doubles lineup and there are no additional courts available during doubles for that player to warmup

The games committee reserves the right to stop a match in the best interest of the administration of the tournament. The following schedule for competition will be used for the 2019 championships:

May 10 – First Round
May 11 – Second Round
May 12 – Third Round
May 20 – Quarterfinals
May 21 – Semifinals
May 22 – Finals

Note: Competition may occur Thursday-Saturday if an institution has a no-Sunday-play policy or host has facility accessibility issues.

*Institutions with both men's and women's teams in the championships and with the opportunity to host both genders will follow these guidelines:

	First-Second-Third Rounds
Even years	Women would compete Thursday-Saturday / Men would compete Friday-Sunday
Odd years	Men would compete Thursday-Saturday / Women would compete Friday-Sunday

If conflicts prevent another institution from hosting while following these guidelines, the combined men's and women's committees will determine which gender will compete first at the same site.

Individuals Championship.

All matches shall be the best of three sets unless otherwise determined by the men's and women's tennis committees. The regular scoring system and a 7-point tiebreaker at six games all will be used for all matches.

The following schedule of competition will be used for the 2019 championships:

May 24	Round of 32 singles Round of 16 singles Round of 16 doubles
May 25	Singles quarterfinals Singles semifinals Doubles quarterfinals
May 26	Singles championship match Doubles semifinals Doubles championship match

Note: The games committee may alter the order of play in the event of inclement weather.

Liability Insurance.

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 GL coverage. (This is the minimum requirement per NCAA bylaws).

Notes:

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

Match Times.

The committee will approve all starting times. The committee in consultation with the host institution will determine the order of events. Host institutions are permitted to schedule evening matches; however, evening matches should begin no later than 5 p.m., and for teams and/or individuals who play late matches, every effort should be made to schedule subsequent matches later the next morning.

Preliminary Rounds. First-, second-, and third-round competition will take place Friday, May 10 through Sunday, May 12. Competition may occur Thursday-Saturday if an institution has a no-Sunday-play policy or host has facility accessibility issues. Matches played on Sunday

cannot start before noon. Match times for all other days should be submitted for approval to the NCAA championships manager.

Finals. The schedule for the team and individuals championships will be determined by the committee in consultation with the host institution.

Personnel.

The host institution shall appoint staff members to assume the positions of tournament director and media coordinator.

NCAA Division III Men's and Women's Tennis Committees. The NCAA Division III Men's and Women's Tennis Championships are under the control, direction and supervision of the NCAA Division III Men's and Women's Tennis Committees, subject to such requirements, standards and conditions as may be prescribed by the Association's bylaws and governance structure. The committee must adhere to the policies contained in the bylaws or otherwise established unless prior approval has been granted to deviate from them.

Games Committee. The NCAA Division III Men's and Women's Tennis Committees shall serve as the games committee to actively supervise the actual conduct of the tournament for the finals site. The committee may also include the head official and any other person deemed necessary by the chair for the finals site. For preliminary rounds, the games committee shall be comprised of the Tournament Director, NCAA Site Representative and the referee. The primary purpose of the games committee is to give specialized assistance and guidance to the tournament manager prior to and during the championships.

Tournament Director. The tournament director is a representative from the institution hosting the championships and serves as the institution's chief administrator of the championships. This individual also serves as a liaison to the NCAA championships staff to ensure all aspects of the championships are planned, organized and implemented according to NCAA rules and regulations. The tournament director is responsible for overseeing the local organizing committee (LOC), which includes personnel, facilities, written reports, budget concerns and the timeliness in which all information is completed and submitted to the NCAA national office.

The Men's and Women's Tennis Committees requires that someone other than a member of the tennis coaching staff of the host institution be designated as the tournament director, and that the tournament director be employed by the institution. This is to ensure that if the host institution's team participates in the competition, there will be no conflict of interest when decisions pertaining to the conduct of the competition arise.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution, shall work with the NCAA championships manager (or the NCAA Site Representative for preliminary rounds) to ensure that NCAA media policies are followed.

Responsibilities may include planning and supervision of media work areas as well as coordination of press conferences and statistical services.

Local Organizing Committee (LOC) – Finals Site Only. The tournament director will establish a local organizing committee to act as the group responsible for making arrangements for fulfilling the tasks related to the championships. The LOC encourages the involvement of various members within the institution's athletics department as well as the local community, who, by their involvement, promote a greater awareness of the championships within the community.

In addition, by diversifying the LOC, the tournament director can tap into volunteer resources throughout the community and involve them in the championships. This is accomplished by involving various segments of the community in the planning process, thereby making people aware of the volunteer opportunities inherent with the administration of the championships.

The tournament director chairs the LOC and shall maintain the ultimate responsibility for the operation of the championships. This individual coordinates the administration of the championships and the efforts of the LOC within the guidelines and procedures of the NCAA. In addition to the tournament director, the LOC is responsible for (but is not limited to) the following areas: public affairs/media, facilities, transportation, volunteers and auxiliary staff.

Pre-match Protocol.

National Anthem. The national anthem will be played before the first match of each session of competition.

Public Address Announcer. The public-address announcer should follow the NCAA script as provided by the NCAA championships manager (Appendix H).

Official Team Line-up. For the team championships, preliminary round hosts should have on-hand official team line-ups for all institutions participating at their respective site. Line-ups for all teams will be available on the NCAA website [sport landing page](#). The championship finals host should print line-ups for the final eight teams, once they have been determined.

Team Introductions

Following team warm-up, the following protocol will be used for the national anthem and student-athlete introductions at all rounds of competition:

- Teams huddle on court, announcements.
- Teams stand for the national anthem.
- Student-athletes from both teams line up and face each other on the top singles court, in singles order from #1-6. Introductions from the match begin with #1 singles players meeting and shaking hands, then shaking opposing coaches' hands. This same procedure should be followed for the remaining singles matches, with

the doubles teams to follow.

- The athletes will move to their assigned competition courts for instruction from officials and final warm-up.
- Play begins as directed by court official.

Practices.

The host institution shall provide practice facilities and monitor a sign-up system throughout the tournament. Each coach shall be responsible for signing up his or her team for practice times. Practice schedules should be rotated whenever possible to permit participants in the team championship to practice in each battery of courts. Practice will not be allowed on the competition courts until one day before competition begins. The host institution's team will be exempt from this policy, provided the championships are conducted on the institution's home courts.

The host institution is not obligated to arrange for an alternate practice facility for participants in the event they arrive early. Practice at an alternate site is permissible, but the visiting teams/individuals are responsible for making these arrangements themselves.

All teams are limited to nine (9) student-athletes in uniform. Remaining team members may wear team warm-up, but must keep it on for duration of match.

Results Reporting.

During the championships 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 e-mail a copy of results to ncaa-content@turner.com , arospond@ncaa.org Please be sure to submit all information in the following manner:

- Send the information to ncaa-content@turner.com , arospond@ncaa.org ,
- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an e-mail **or** send e-mail as an attachment in an MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the e-mail.

Records Books. NCAA Championship records books are available at the following links:

- Men's and Women's Tennis - <http://www.ncaa.org/championships/statistics/ncaa-mens-and-womens-tennis-championships-records-and-results>

Webcasting.

Select matches at the finals site will be webcast on www.ncaa.com. For preliminary round games; refer to the [Media Services](#) website.

SECTION 9 – Lodging

The host institution is responsible for reserving hotel accommodations for (a) participating teams; (b) match officials; and (c) NCAA committee/site representative, media and the drug-testing crew for all rounds of competition. All efforts should be made to secure rooms at a rate at or below \$120/night. Arrangements that include a complimentary breakfast and free wireless internet access per room reservation are preferred.

Drug-Testing Crew.

The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel. Please note that these rooms might not be needed if drug testing does not occur or if the drug testing staff does not desire all of these rooms.

Game Officials'/NCAA Representatives' Hotel.

Tournament directors will arrange for the officials' and NCAA committee/site representatives' hotel rooms and tax to be master-billed to the institution. All other parties will be responsible for payment on their own. These expenses should be included within the championships budget. All parties are responsible for their own incidental charges. Officials should not be housed at the same hotel(s) as participating teams.

Preliminary Rounds. When the officials are determined, the tournament director shall provide the rooming list to the hotel. It is recommended to lodge the officials in the same hotel as the NCAA site representative.

Finals. NCAA staff will work in accordance with Anthony Travel and the host institution to determine the appropriate rooming needs for the finals site. The rooming list, which will be approved and submitted by the NCAA, will include the key officials, NCAA committee and staff, and any other necessary parties.

Participants' Hotel(s).

Preliminary rounds. Hosts are required to secure hotel rooms for nine participating student-athletes and two additional non-athletes for all participating institutions. The recommended minimum number of rooms secured for each team is 6.

Finals. The NCAA will contract with Anthony Travel to reserve hotel accommodations for the competition including teams, officials, committee's, NCAA staff and any other involved parties.

A recommended number of hotel rooms to be reserved for the finals site are listed in the chart below. The figures indicated are approximate numbers.

Day/Date	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Teams/Ind.	48	96	96	96	120	120	60	24
NCAA	10	10	10	10	10	10	10	10

Officials	0	10	20	20	20	20	10	6
Total	58	116	126	126	150	150	80	40

SECTION 10 – Meetings

NCAA Site Representatives. The NCAA site representatives at each site will meet before competition begins with the tournament director, media coordinator, and facility manager. If requested by the site representative, additional personnel may participate (Appendix K).

Officials. A meeting with all officials and the NCAA committee/site representative should be scheduled to review procedures, scoring system, handling of appeals, etc. (Appendix H). The officials meeting should not be conducted the day prior to the competition, inasmuch as some officials would be required to remain overnight an additional night. However, the head referee should be advised that his or her attendance at the coaches' administrative meeting is mandatory.

Teleconferences. Championship hosts are required to participate in the following teleconferences.

Preliminary rounds. The men's and women's tennis committee, all preliminary round hosts and all NCAA site representatives will conduct a teleconference at 11 a.m. Eastern time on Tuesday, May 7 to discuss championship administration. Each preliminary-round host will conduct a separate call with coaches and administrators of institutions participating at their site on May 7. The women's hosts will hold their calls at 1 p.m. Eastern time and the men's hosts will hold their calls at 2 p.m. Eastern time.

Finals. In addition to calls scheduled with the committee periodically throughout the season, the finals host will also participate in teleconferences involving the committee, NCAA staff, and participating coaches and administrators once the final teams have been determined. The teleconference for all team participants will be held on Tuesday, May 14 at 1 p.m. Eastern time and the call for all individual participants will be on Wednesday, May 15 at 1 p.m. Eastern time.

Coaches Meeting. The games committee will conduct a meeting at least two hours prior to the start of the matches with the administrative representatives, head coaches and head official. The agenda for the meeting is located in Appendix A. The site representative and tournament director will also share the NCAA's Misconduct Statement, Drug Testing Statement and Uniform/Logo Guidelines and policies with the attendees (Appendix B).

SECTION 11 – Media/Credentials (Final Site Only)

The national office will print the credentials. The credentials will be approximately four by six inches, laminated (waterproof) and the attachment method will be strong enough to be maintained throughout the six-day event. Each group of credentials will be a different color.

Credential Conditions. Credential terms and conditions can be found at www.ncaa.com/content/credential-terms-and-conditions. These conditions will be printed on the back of the credential and posted.

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

Credentialed Participating Student-Athletes	Non-Athletes receiving Credentials
Up to 9	2

Individuals. Credentials will be issued to all participating individuals. Credentials will be issued to non-athletes based on the below distribution.

Credentialed Participating Student-Athletes	Non-Athletes receiving Credentials
1-5	1
6-10	2

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

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

SECTION 12 – Medical Procedures

Concussions.

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

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

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Each scheduled practice or contest of any round of an NCAA championship should include the following:

1. The presence on site of a person qualified and delegated to render emergency care to a stricken participant.
2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.
3. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.
4. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available for use by medical personnel.
5. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the medical plan.
6. An inclement weather policy that includes provisions for decision-making and evacuation plans; and
7. Certification in cardiopulmonary resuscitation (CPR) techniques, first aid, and prevention of disease transmission (as outlined by OSHA guidelines) should be required for all athletics personnel associated with practices and contests. New staff engaged in these activities should comply with these rules within six months of employment.

Ambulance Service.

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

Supplies.

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

- Automated external defibrillator (AED),
- A bag-valve mask, advanced airway tools
- A spine board and other stabilization supplies for the head and neck
- Splints
 - Immobilization splints

- Immobilizer/knee stabilizer
 - Crutches
- Bleeding control materials, such as a tourniquet and large sterile dressings.
 - Ice
 - Blood-borne pathogen kit
 - Moist hot packs
 - Muscle stimulator
 - Sharps kit/biohazard trash can
 - Ultrasound unit
 - Gurney
 - First-aid equipment/athletic training supplies
 - Suture materials
 - Emergency eye care and dental equipment

Sports medicine providers should be trained to use emergency supplies.

Student-Athlete Medical Disqualification.

As the event sponsor, the NCAA has valid authority to ensure that all student-athletes are physically fit to participate in its championships and that a student-athlete's participation will not expose other participants to a significantly enhanced risk of harm. The student-athlete's team physician can determine whether an individual with an injury, an illness or other medical condition (e.g., skin infection, pregnancy) should continue to participate or be disqualified. In the absence of a team physician, the NCAA tournament physician, as designated by the host school, has the unchallengeable authority to examine the student-athlete and make a decision of continued participation or medical disqualification. If, in the opinion of the tournament physician, continued participation by the injured student-athlete may expose others to a significantly enhanced risk of harm, the tournament physician has the final decision regarding participation by the student-athlete. The chair of the governing sports committee (or a designated representative) should be responsible for administrative enforcement of the medical judgment, if it involves disqualification.

SECTION 13 – Merchandise

Administration.

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

Exclusive Rights.

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

Event 1, Inc. will enter into an agreement with the official vendor of the host institution/conference or sponsoring agency, and will supply merchandise and inventory reconciliation forms to the official vendor. The official vendor of the host institution/conference

or sponsoring agency at the site of the 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 percent commission fee for providing these services. The 20 percent commission fee will be from net sales, which is defined as gross sales minus taxes and credit card fees. The following is a list of the requirements that must be met to qualify for the 20 percent commission fee:

- a. Receive and count in all merchandise 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 8AM 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. Non-notification will represent host or vendor acceptance of initial inventory provided by Event 1, Inc.
- d. Total management, control, and accountability of the merchandise. If goods are lost, stolen or damaged, those goods are the responsibility of the host institution/conference or vendor.
- e. 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.
 - Re-stocking 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 phone line to support the merchandise sales effort at no cost.
 - Calling Event 1, Inc. to request re-orders 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 2 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 7 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.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA Championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. For NCAA event merchandising policies and an official licensee list, go to <http://www.ncaa.org/championships/marketing>.

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 percent commission fee of net sales, gross sales minus credit card fees and taxes, on product supplied by Event 1. The host institution or official vendor will provide the NCAA 15 percent of sales (net of taxes and credit card service fees) of all non-NCAA championship merchandise. The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship. **Reordering Process.** The host institution/conference may contact Event 1 to place an order for additional merchandise during the event. The concessionaire must contact Event 1 no later than the conclusion of each day to evaluate inventory levels. The more time Event 1 has to react to the request, the better the chance a reorder can be processed and shipped in a timely manner. Event 1 cannot guarantee that additional merchandise will be available.

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

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.

Team Orders.

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.

Once a team is selected, a memo will be sent to each participating institution with information on how to preorder championship apparel.

SECTION 14 – Officials

Head Referee. One head referee shall be hired for each preliminary round, subject to the approval of the men's or women's tennis committees. For the finals site, the head referee will be assigned by the men's or women's tennis committees, in conjunction with the host institution. **For the finals site only**, the position of head referee will be compensated according to the fee schedule noted later in this section. The head referee's responsibilities include the following.

1. Ensuring that the championships are conducted according to the rules of the Intercollegiate Tennis Association (ITA) and the 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. Rendering those decisions necessary to ensure the proper conduct and operation of the championships;
5. Meeting with the games committee, coaches and other designated personnel.

The head referee works in accordance with the national committee, and should discuss all matters with the committee or on-site NCAA representative before making an official decision.

Number of Officials.

Preliminary Rounds. A minimum of four roving umpires shall be secured for all preliminary rounds, and every effort should be made to have solo umpires for each preliminary round match as well. Preliminary round hosts should send their list of officials for approval to the NCAA championships manager by 3 p.m. Eastern time, Tuesday, May 7.

Finals. Once a head referee is determined for the finals site, the host institution, head referee and the men's and women's tennis committees will work together to assign all additional officials. Solo chair umpires shall be available for each match at the championship finals. Once all officials have been assigned to the championships finals, the head referee should create a schedule detailing which officials work each match for every day of the championships.

Assignment. For all rounds, participating coaches will be advised of the officials assigned to their competitions at the administrative meeting. The NCAA site representative will meet with the officials (separately from the administrative meeting) to review their responsibilities, administer the officials' fees and expense forms, and distribute the NCAA patches.

Communication. Once officials have been approved for all rounds of competition, host institutions should contact all officials to discuss:

- Travel plans;
- Responsibilities of officials;
- Payment policies;
- Hotel reservations (if applicable);
- Time and site of officials meeting and coaches meeting (attendance required);
- Championships format;
- Contact information for key personnel; and
- Any other matters relevant to officials.

Preliminary round hosts should contact officials immediately after approval by the NCAA. The finals site host should work with all officials to develop a detailed work schedule for the team and individual championships.

Fees and Expenses. The tournament director is responsible for distributing and collecting completed NCAA Statement of Officials Fees and Expense forms (Appendix C) from all match officials. **The host institution shall budget for these fees and expenses in order to receive reimbursement from the NCAA following completion of the financial report.**

Officials' fees are outlined below. Hosts are required to document the officials' schedule each day.

Preliminary Rounds.

- \$95 for an official assigned to work one dual match in a single day during first-, second- or third-round competition;
- \$140 for officials assigned to work **two or more** dual matches in a single day during first-, second- or third-round competition (this would also include a joint gender site);

Finals.

- \$95 for an official assigned to work one match during the championships finals;
- \$140 for an official assigned to work **two or more** matches in a single day during the championship finals; and

- \$2,240 for the head referee of the finals site only (excludes per diem, travel and hotel);

Lodging. It is encouraged to secure local officials for the championships; however, the hotel expenses (excluding incidentals) for officials required to stay overnight at the championships site shall be paid by the host institution. The host institution shall budget for these expenses in order to receive reimbursement from the NCAA following completion of the financial report.

Per Diem. Officials and will receive \$45 per diem for meals and incidentals for each day they work the championships. A record should be kept of which days each official works.

Transportation. It is encouraged to secure local officials for the championships; however, officials required to travel shall be reimbursed 53 cents per mile round trip not to exceed 500 miles from their home to the host site (1000 miles round trip). Mileage expenses incurred while on site will not be reimbursed. Parking should be made available for all officials.

Hotel. Officials' hotel rooms and tax should be billed to the host institution; the officials are responsible for incidental charges. The host institution will then file these expenses on the financial report form after the competition. The NCAA staff and committee, in consultation with the host, will determine the hotel property for officials. The officials may not be housed with the teams.

Meetings. All officials are required to attend the officials meeting prior to the conduct of the competition. The officials meeting will take place on the morning of the first day of competition for all rounds of team competition. The officials meeting for the individual championships will be held the night prior to the first day of competition (Friday, May 24).

Uniform. Championships officials must be identified properly and dressed in appropriate attire for tournament competition.

SECTION 15 – Participating Teams/Individuals

Participant Information.

The host should prepare a packet of information to acclimate the team to the championship site. All pertinent information should be provided to the participating teams/individuals via email prior to their arrival on site. Information that should be included in participant manuals is listed below.

- Tournament personnel contact information
- NCAA site representative contact information
- Schedule of events
- Administrative meeting information
- Facility information

- Hotel information for participating teams
- Hotel listing for the general public
- Directions to competition facility, hotel, etc.
- Parking instructions
- Local restaurants, entertainment, etc.
- Any other relevant information

Finals. NCAA will provide the host with a Participant Manual template to complete which contains all of the suggested information listed above.

SECTION 16 – Promotions, Marketing and Fan Engagement

Banners.

All commercial identification within the competition area must be covered. Any signage promoting alcohol, tobacco or gambling must also be covered.

Promotions Assistance.

The NCAA Championships Promotions website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. Championship hosts may customize and download from the website all the necessary artwork to promote the championship.

Each NCAA Championships host promotions/marketing contact and tournament manager will receive an e-mail with the promotions website address, username, password and specific promotions budget allocated for the championship you are hosting. **The reimbursement amount is separate from the marketing/promotions budget allocated by host institutions through the championship bid process.** Please contact us at ncaachampspromotions@ncaa.org if you are unable to locate this e-mail.

Promotional Products.

Downloadable artwork items available on the promotions website include:

- Poster
- Flyer
- Print Ad
- E-mail blast
- Banner
- Web Banner
- Billboard
- Table Tent
- Social Media Graphic

Television/Video and Radio Ticket Spots.

The promotions website allows hosts of select predetermined championship sites to download video and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA Championships contact.

- **:30 Video/Television Spot**

The NCAA creates TV/Video Spots for select championship sites and a limited number of predetermined regional rounds.

- All spots are available for download via the NCAA Online Marketing Website.
- Spots may be may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
- Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, etc.).
- The video/television spot is available for download in the following file types:
 - HD: apple ProRes LT (104 mbps)
 - SD: dv25(25 mbps)
 - Web proxy: .mp4 (1.5 mbps)

- **:30 Radio Spot**

- The NCAA creates radio spots for all predetermined championship final sites that are not sold out and for a limited number of predetermined regional rounds.
- The radio spots can be used on radio stations, websites, burned onto discs or emailed.
- The file format available for download is .mp3 (.32 mbps).

NCAA Logos.

The NCAA owns and controls all rights and interests in its name, logo, seal, trademarks and service marks. Use of these marks is prohibited without advance written approval by the NCAA. Host institutions/conferences should review information outlined in NCAA Bylaw 31.6.1. Only official NCAA Corporate Champions/Partners and licensees are permitted to use NCAA marks and logos in commercial advertising and promotions.

All [NCAA logos](#) are available to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use. Please contact ncaachampspromotions@ncaa.org with any questions concerning the NCAA Digital Library.

Signage.

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

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should

always be displayed during news conferences and banquets.

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

Social Media Guidelines.

The official NCAA social media pages and official hashtags are located here:

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

Host Promotion of Championships

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

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

Top 10 considerations when planning for social media event marketing:

- 1. Know your social media audience.** Utilize account analytics to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.
- 2. Encourage community.** Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.
- 3. Cross-post.** Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.
- 4. Use images.** Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.

5. Be concise. This is required on Twitter (140 characters) but should also be used on Facebook and other platforms without this limit. Get to the point within two sentences. Less than that, if possible.

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

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

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

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

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

SECTION 17 – 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 <http://www.ncaa.com/gameprograms>.

Content/Editorial.

IMG College Responsibilities

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

Host Responsibilities

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

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

Promotion.

The NCAA/IMG College will provide to participating schools a one-sheet PDF to be printed and distributed at the site; this PDF will feature a QR code and URL where the digital program can be accessed. This handout, QR code and/or URL can also be printed and used on signage to direct fans to the digital program. All digital programs available can be found at <http://www.ncaa.com/gameprograms>.

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 Printed Materials.

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

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

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

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

Questions.

If you have questions or would like the QR code ahead of time, please feel free to contact your NCAA administrator or Chad Laytham (chad.laytham@img.com) at IMG College.

Souvenir Programs.

Following each championship, IMG will update the digital program cover with an appropriate image and include a championships recap page with text provided by the NCAA. IMG will establish an on-demand printing option and provide this option to any student-athlete or fan ordering this feature through www.ncaa.com.

SECTION 18– Safety and Security Plan

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security

experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf when developing a safety and security program.

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

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

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

Please submit your final safety and security plan, which would be inclusive of the NCAA championships safety and security team contact information form. Items must be submitted once the opportunity to host has been awarded.

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

Crowd Control.

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

“The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited.

“Artificial noisemakers, air horns and electronic amplifiers shall not be permitted, and such instruments shall be removed from the spectator areas Bands, or any component thereof, shall not play while the game is in progress. “

Distribution of Materials.

No person or group may distribute the following materials in the facility or adjacent areas that fall under the control of the arena management without the advance written permission of the NCAA: handbills, flyers, newspapers, memorabilia or promotional materials for other events or activities.

Inclement Weather.

If weather conditions could alter the approved schedule, the tournament director and/or site representative must contact the NCAA championship administrator before any decisions to change the schedule are finalized and communicated to participants. Be prepared to summarize the weather situation and have a recommendation for an alternate schedule.

Lightning and Weather Detection Service

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

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 director should meet with security personnel to discuss existing security procedures and review potential security threats, review the facility to determine potential security problems, and discuss the emergency/evacuation plan.

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

Preparation.

The NCAA site representative 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. Competition site management is reminded of its responsibility to provide sufficient security and/or law-enforcement personnel to ensure that access to the competition and surrounding areas is restricted to players and credentialed individuals.

Each host will be asked to provide the following:

- Develop contact lists.
 - NCAA.
 - Local authorities and critical incident response team.
- Review emergency protocol prior to the start of the event.
- Identify chain of authority.
 - Incident Commander (second in command).
 - Decision-making personnel/team.
- Identify incident command center.
- Identify incident communication plan.
- Review evacuation plan – Review plan with competition site manager.
- Review emergency response plan for typical emergencies.
- Review emergency response plan for national disasters.
- Review emergency response plan for terrorists' actions.

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

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

Officials. Ensure that the officials know the exact game situation when play was halted.

Student-Athletes and Coaches. These individuals should proceed to the bench area or, upon instruction from the NCAA staff or committee members, retire to the locker rooms or outside the building to await further instructions.

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

Responsibility. Security and/or law-enforcement personnel shall be responsible for the restoration of order in the event unauthorized individuals occupy the competition area or if play is otherwise disrupted. The NCAA suggests that law-enforcement personnel attempt to communicate with the leaders of the group occupying the competition area (if applicable) to ascertain whether the situation can be rectified in the short term. Under no circumstances are players, coaches, officials or NCAA representatives to become involved in the removal of such persons.

Communication. A senior member of the competition site management and the senior law-enforcement officer at the site must proceed immediately to the scorers' table with means of portable communication to and from other competition site staff and security officers. The public-address announcer should keep spectators informed of the conditions, if possible. Teams and game officials must be kept informed throughout the delay.

Meeting. The committee chair, NCAA representatives and game-management staff (competition site manager, game management liaison and senior law-enforcement officer) should assemble immediately to assess the situation.

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

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

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

Prohibited Items.

The tournament manager and facility staff are responsible for enforcing the NCAA policies in this regard. Patrons may not bring the following items into the venue: alcoholic beverages, bottles, cans or containers, irritants (e.g., noisemakers), cups, strobe lights and laser pointers. The facility may have additional restrictions on items that may not be brought into the arena.

Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public

consumption at any championship event sponsored by or administered by the Association, nor shall any such beverages be brought to the site during the championship.

Firearms. Unless otherwise expressly authorized by applicable law, no firearms or weapons are permitted on these premises for NCAA championships and events, excluding authorized law enforcement officers. Failure to abide may subject you to ejection as well as other applicable discipline or action.

Irritants. "Irritants" include such items as oversized flags, banners or signs that may block the view of other patrons. The NCAA committee member/site representative is responsible for determining whether a specific item in this category represents an "irritant" to other patrons, whether content on banners is appropriate for all audiences and whether items should be prohibited.

Tobacco. The use of all tobacco products is prohibited by student-athletes and game personnel (e.g., coaches, officials, trainers, managers) during practice sessions and game competition, as well as during other championship activities (e.g., banquets, autograph sessions, press conferences, postgame interviews, etc.).

Spectator Photography/Video Cameras.

Still cameras are permitted in the facility. Parents and/or friends may videotape only their team's games without signing a consent form or obtaining prior approval from the NCAA. Camcorders must be handheld; no tripods or monopods are allowed. The videotapes may not be used for any commercial purposes (e.g., video clips could be used for an institutional banquet video, but could not be used for a highlight DVD sold to the public).

SECTION 19 – Transportation

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

SECTION 20 – Volunteers

Goals.

The local organizing committee (LOC) volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to guests visiting the area;
- Answer questions and provide information to visitors; and
- Contribute to the general aura of excitement surrounding the championship.

Waivers.

All volunteers are asked to complete a Volunteer Waiver (Appendix D). After the preliminary rounds are completed, please collect all waivers and send them to the NCAA championship

manager, where they will be kept on file for future reference. The host institution should also keep a copy on file on campus with your final financial report.

NCAA DIVISION III MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS

ON-SITE COACHES MEETING AGENDA (Preliminary Rounds)

1. NCAA site representative or national tennis committee chair agenda items [NCAA championship manager will cover misconduct and logos in addition to making drug testing announcement at the site of the finals.]
 - ___a. Welcome and congratulate teams. Introduce games committee.
 - ___b. Review squad size limit (teams) and per diem allocations. Reimbursement provided for nine student-athletes and two non-athletes (coaches).
 - ___c. Review USTA and ITA rules, including rest periods and injury timeouts, etc. The head referee may present this information.
 - ___d. Review prematch format. (Introduce Doubles 1-3; Singles 1-6, other members of the team followed by head coaches.) During warm-up, players and their respective court number will be announced.
 - ___e. Team lineups.
 - ___f. Review misconduct and drug-testing statements.
 - ___g. Review uniform policy according to Bylaw 12.5.3 in NCAA Division III Manual. Applies to practice shirts, interview sessions and the awards ceremony at the finals.
2. Tournament director's agenda items:
 - ___a. Review schedule of events.
 - ___b. Review diagram of facility including warm-up areas.
 - ___c. Review parking arrangements.
 - ___d. Review inclement weather procedures.
 - ___e. Merchandise.
 - ___f. Obtain hotel information from each team (coaches' and athletics directors' room numbers) as well as cell phone numbers, if possible.
 - ___g. Other.

3. Host sports information director's agenda items:

____a. Review the statistics that will be available during and/or after each match.

____b. Other.

4. Host athletic trainer's agenda items:

____a. Availability of athletic trainers and facilities.

____b. Review medical procedures.



NCAA Championship Misconduct Statement

[This statement must be read at every pre-championship meeting.]

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law occurring incident to, en route to, from or at the locale of the competition or practice that discredits the event or intercollegiate athletics.

Criticism of Officials. Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of NCAA Bylaw 31.1.8.

Misconduct Incident to Competition. If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

=====Information for Site Representative=====

(Not to be read out loud)

Coaches Meeting. Each games committee shall hold a pretournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

Hearing Opportunity. An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

Penalty for Misconduct. In accordance with Bylaw 31.1.8.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or

representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice:

1. Public or private reprimand of the individual;
2. Disqualification of the individual from further participation in the NCAA championship involved;
3. Banishment of the individual from participating in one or more subsequent championships of the sport involved;
4. Cancellation of all or a portion of payment to the institution of the Association's transportation and/or per diem allowance for the individuals involved;
5. Withholding of all or a portion of the institution's share of revenue distribution;
6. Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
7. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
8. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
9. Financial or other penalties different from Nos. 1 through 8, but only if they have prior approval of the NCAA Division III Championships Committee.

Ban From Subsequent Championship. When a student-athlete or institutional representative is banned from participation in a subsequent championship, such penalty shall be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next meet(s) or tournament(s) for which the individual qualifies and otherwise is eligible to participate.

Review of Action. Any action related to misconduct may be reviewed by the governing sports committee upon request of any institution participating in the championship.



NCAA Championship Drug-Testing Statement

[This statement must be read at every pre-championship meeting.]

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

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

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



NCAA Championship Uniform/Logo Statement

[This statement must be read at every pre-championship meeting.]

All players must be in like (same color and style), institutional issued warm-ups and/or team uniforms. If team members choose to wear a short or long sleeved t-shirt then t-shirts worn by team members must be identical in design, color and style (i.e., players 1 and 2 are in red short sleeved t-shirts; players 3 and 5 are in black long sleeved t-shirts; player 4 is in the team uniform; and player 6 is in a warm-up). As play progresses and clothing is removed, then all players shall be in identical uniforms. Team members must wear identical skirts or shorts during warm-ups and competition.

Logos. An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 ¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram). In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restriction.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2¼ square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution. (Student-athletes may compete in official NCAA apparel during the individual championship.) These restrictions apply to all apparel worn by student-athletes during the conduct of competition, which includes any prematch or postmatch activities. This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff.

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
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Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
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Signature of Parent/Guardian of Minor (if Participant is under the age of 18)	Date
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A G E N D A

2019 NCAA Division III Tennis Championships

Officials Meeting

1. Welcome and introductions.
2. Distribute materials.
 - a. Patches.
 - b. Expense reimbursement forms.
3. Discuss schedule of events.
4. Review procedures for the tournament.
5. Review inclement weather plan.
6. Stress need for consistency in decisions made by each official on each court.
 - a. Prematch introductions.
 - b. Code violations.
 - c. Enforcing the rules of tennis (ITA rules).
7. Discuss games committee members' roles.
8. Other.
9. Adjournment.

NCAA SITE REPRESENTATIVE RESPONSIBILITIES

AT THE 2019 NCAA DIVISION III MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS

FIRST, SECOND AND THIRD ROUNDS

Tuesday, May 7	Teleconference with all preliminary-round sites, NCAA staff, men's and women's tennis committees, and all site representatives – 11 a.m. Eastern time, 866-590-5055, access code 4610545.
Tuesday, May 7	Each of the eight tournament directors shall conduct a teleconference with head coaches and administrators of teams participating at their site and the NCAA site representative and/or regional chair – 1 p.m. Eastern for women's sites and 2 p.m. Eastern for men's sites. Call-in numbers will be sent separately.
Tuesday or Wednesday - week of competition	Contact tournament director to confirm the following: <ol style="list-style-type: none">1. Review agendas for teleconferences/meetings.2. Confirm officials and hotel accommodations, if needed.3. Confirm time of coaches meeting, officials meeting and your time of arrival.4. A time prior to coaches meeting to review games committee agenda with host institution.
Day of competition.	Chair coaches meeting. (A second coaches meeting may be scheduled for teams arriving late or on day two of competition.)
Day of competition.	Attend officials meeting.
Competition.	Attend all competition and chair the games committee, if action is necessary.
Post competition.	As with 2018 make sure the host has collected all expense forms for officials as they will pay them directly. Your site representative expenses will be submitted online. You will receive a link from the appropriate NCAA staff member in order to complete this process. Make sure the host institution knows to complete the financial report within 60 days of the competition. Call or email Anjellica Rospond Peck at 317-917-6075 or arospond@ncaa.org with results as soon as possible.

- * **In the case of inclement weather that forces altering the approved schedule, the on-site NCAA representative and host institution tournament director shall contact Anjellica Rospond Peck (cell: 317-403-2738; office: 317-917-6075), before any decisions are finalized and communicated to participants. Please be prepared to summarize the weather situations and have a recommendation for an alternate schedule.**