



**2024 DIVISION III
MEN'S & WOMEN'S
TENNIS
CHAMPIONSHIPS**
*ST. LOUIS • Washington University
in St. Louis, Host*

***HOST OPERATIONS
2023-24 MANUAL***

Division III Tennis

Contents

Introduction	2
NCAA Committee and Staff	3
Section 1 • Alcoholic Beverages and Tobacco Products	5
Section 2 • Americans with Disabilities Act	6
Section 3 • Awards	7
Section 4 • Broadcasting/Internet	11
Section 5 • Championship Presentation/Fan Engagement	12
Section 6 • Commercialism/Contributors	15
Section 7 • Competition Site, Equipment and Space Requirements	20
Section 8 • Drug Testing	23
Section 9 • Financial Administration	24
Section 10 • Game Management	26
Section 11 • Health & Safety Considerations	30
Section 12 • Hydration Product	32
Section 13 • Insurance	33
Section 14 • Lodging	34
Section 15 • Marketing	35
Section 16 • Media Services	37
Section 17 • Meetings	47
Section 18 • Merchandise/Licensing	48
Section 19 • Officials	50
Section 20 • Participating Teams/Individuals	52
Section 21 • Programs	53
Section 22 • Safety and Security	54
Section 23 • Ticketing	55
Section 24 • Transportation	56
Section 25 • Volunteers	57
Appendix A • Coaches Meeting Agenda	59
Appendix B • Misconduct Statement, Drug Testing Statement, Uniform/Logo Policy	60
Appendix C • Official's Expense Form	64
Appendix D • Volunteer Waiver	65
Appendix E • Officials Meeting Agenda	67
Appendix F • Site Representative Responsibilities	68
Appendix G • Regional Match Time Formats	69

INTRODUCTION

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

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

DEFINITIONS

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

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

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

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

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

ROLE OF NCAA

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

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

ROLE OF GOVERNING SPORT COMMITTEE

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

Gameday the DIII Way

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

NCAA COMMITTEE AND STAFF

NCAA STAFF	
Victoria Lipscomb Phone: 317-917-6764 Cell: 317-979-0688 Email: vlipscomb@ncaa.org	Lindsey Eldred Phone: 317-917-6747 Cell: 317-224-8059 Email: leldred@ncaa.org
Ryan Richardson Phone: 317-917-6338 Cell: 317-445-2429 Email: rrichardson@ncaa.org	Bryce Peters Phone: 317-917-6855 Cell: Email: bpeters@ncaa.org
Jennifer Mervar Phone: 317-917-6238 Cell: 317-224-9288 Email: jdmervar@ncaa.org	

NCAA DIVISION III MEN'S TENNIS COMMITTEE	
<p style="text-align: center;"><u>REGION I</u></p> Mike Lynch, chair Associate Vice President for Athletics and Athletics Advancement Babson University 231 Forest St. Babson Park, Massachusetts 20457 781-239-5217 (office) mlynch4@babson.edu	<p style="text-align: center;"><u>REGION II</u></p> Olivia Winkfield Assistant Athletics Director/Compliance and Student Welfare Rochester Institute of Technology 1 Lomb Memorial Dr. Rochester, New York 14623 585-475-5814 (office) omwatl@rit.edu
<p style="text-align: center;"><u>REGION III</u></p> Eric C. Spangler Head Men's Tennis Coach Haverford College 370 Lancaster Ave. Haverford, Pennsylvania 19041 443-682-4497 (office) espangler@haverford.edu	<p style="text-align: center;"><u>REGION IV</u></p> John M. Hirte Director of Athletics/Head Tennis Coach Covenant College 14049 Scenic Highway Lookout Mountain, Georgia 30750 706-224-7040 (office) John.hirte@covenant.edu
<p style="text-align: center;"><u>REGION V</u></p> Melynda Link Assistant Athletic Director Depauw University 1 E. Olive St. Greencastle, Indiana 46135 610-716-4351 (office) melyndalink@depauw.edu	<p style="text-align: center;"><u>REGION VI</u></p> Kevin Calhoun Assistant Athletic Director/Head Men's Tennis Coach Transylvania University 300 N. Broadway Lexington, Kentucky 40508 859-233-8772 (office) kcalhoun@transy.edu
<p style="text-align: center;"><u>REGION VII</u></p> Ryun Ferrell Head Tennis Coach Central College (Iowa) 812 Elm St. Pella, Iowa 50219 641-629-6395 (office) ferrellr@central.edu	<p style="text-align: center;"><u>REGION VIII</u></p> Erica Perkins Jasper Director of Athletics Claremont McKenna-Harvey Mudd-Scripps 500 E. 9th St. Claremont, California 91711 505-392-0866 (office) erica.jasper@cms.claremont.edu

NCAA DIVISION III WOMEN'S TENNIS COMMITTEE	
<p style="text-align: center;"><u>REGION I</u></p> <p>Douglas Chapman Head Women's Tennis Coach University of Massachusetts, Dartmouth 285 Old Westport Road Dartmouth, Massachusetts 02747 508-999-8124 (office) Dchapman1@umassd.edu</p>	<p style="text-align: center;"><u>REGION II</u></p> <p>Tom Linhart Head Men's and Women's Tennis Coach Rochester Institute of Technology 51 Lomb Memorial Drive Rochester, New York 14623 607-483-3204 (office) tmlatl@rit.edu</p>
<p style="text-align: center;"><u>REGION III</u></p> <p>Justin Grube Director of Athletic Communications Franklin & Marshall College P.O. Box 3003 Lancaster, Pennsylvania 17604 717-358-4857 (office) Jgrube@fandm.edu</p>	<p style="text-align: center;"><u>REGION IV</u></p> <p>David Weiner Head Women's Tennis Coach Christopher Newport University 1 Avenue of the Arts Newport News, Virginia 23606 757-594-8254 (office) david.weiner@cnu.edu</p>
<p style="text-align: center;"><u>REGION V</u></p> <p>TBD</p>	<p style="text-align: center;"><u>REGION VI</u></p> <p>Bill Carey Head Women's Tennis Coach Transylvania University 300 N. Broadway Lexington, Kentucky 40508 859-233-8279 (office) bcarey@transy.edu</p>
<p style="text-align: center;"><u>REGION VII</u></p> <p>Chris Pier Associate Director of Athletics/SWA Lake Forest College 555 N. Sheridan Road Lake Forest, Illinois 60045 847-735-5288 (office) cpier@lakeforest.edu</p>	<p style="text-align: center;"><u>REGION VIII</u></p> <p>Suzanne Merritt, chair Head Tennis Coach/SWA LeTourneau University 2100 S. Mobberly Ave. Longview, Texas 75602 903-233-3729 (office) suzannemerritt@letu.edu</p>

Section 1 • Alcoholic Beverages and Tobacco Products

ALCOHOLIC BEVERAGES

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

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

TOBACCO PRODUCTS

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

Section 2 • Americans with Disabilities Act

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

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

Section 3 • Awards

CHAMPIONSHIP AWARDS PRESENTATION ENHANCEMENT TEMPLATE

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

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

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

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

These items can be covered through the operations budget, as well as the local organizing committee budget. The NCAA has preapproved artwork with pricing available. If you need assistance with ideas or ordering the preapproved items, please contact Ali Narracci at 317-966-6950 or anarracci@ncaa.org. Otherwise, please work directly with your primary signage contact at the NCAA on overall ideas, approvals, production and implementation with the operations staff.

CHAMPIONSHIP AWARDS

Preliminary Rounds

MTM, Inc., the NCAA national office awards supplier, will send official NCAA participant medallions for the non-advancing team's squad size (nine medallions) to the tournament director before the competition. 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 retaped, closed and secured in a limited-access area.

Finals

MTM, Inc., the NCAA national office awards supplier, will send official NCAA awards to the tournament manager approximately two weeks before the championship. When the awards arrive the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be retaped, closed and secured in a limited-access area.

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

AWARDS CEREMONY (FINALS SITE ONLY)

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 and semifinalist place 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 6-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: one mini-trophy to the top four singles finishers; two mini-trophies to the top four doubles teams (one 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

ELITE 90 AWARD PRESENTATION

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

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

Award presentation

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

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

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

In-venue presentation

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

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

Other in-venue recognition

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

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

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

Press release

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

DIVISION III TENNIS

Social Media

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

- The host or NCAA championships manager should ensure a photo of the presentation is taken and emailed to socialmedia@ncaa.org.

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

PARTICIPATION AWARDS

Preliminary Rounds

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

Finals

Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. Mementos will be distributed on-site at the finals location for all members of the travel party. The NCAA championship administrator will work with the host regarding distribution of mementos to teams on-site.

Section 4 • Broadcasting/Internet

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

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 Nate Flannery (nflannery@ncaa.org; 317-917-6222).

Section 5 • Championship Presentation/Fan Engagement

BRANDING

Ancillary Events

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

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

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

Logos

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

Public Address Scripts

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

Video Boards

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

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

Fred Bowen – Senior Producer
Van Wagner
Telephone: 574-807-5287
Email: fbowen@vanwagner.com

Electronic Messages. No host or venue specific electronic messaging or video board advertising may be displayed during NCAA championships, other than those messages promoting the championship and information provided by the NCAA and Warner Media/CBS. This includes promotion of upcoming events at the championship site. All messages must be approved in advance by the championship staff liaison.

IN-VENUE ENTERTAINMENT

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

Break in action contests or promotions

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

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

National anthem singers

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

- Local groups or personal contacts who could provide this service at no cost are recommended.
- No bias toward or against any participating team (e.g., performers should not wear the apparel of a participating team).
- A brief description and “thank you” for the performing group or individual may be incorporated into the script, but no commercial recognition, sponsorship, sales or recruitment messages should be included.
- Anthem should take two minutes or less to perform, however please build extra time into the script for introduction and placement of the color guard (if applicable), and introduction/applause for the performer.

Enhanced team introductions

Examples of this could include using special music or video introductions provided by each team, smoke machines or on-field fireworks, inflatable tunnels, youth athletes forming a tunnel or holding hands with student-athletes as they are introduced, local or school bands playing, etc. Guidelines and ideas for consideration:

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

Musical entertainment

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

Affiliated award recognitions

If appropriate, national award winners for the given sport who are in attendance but not competing at the time of the scheduled recognition may be awarded on field during NCAA championships (e.g., Elite 90 award winner, coaches' association player of the year winner, coach of the year). Please consult with the NCAA point person to determine appropriateness.

Military involvement

Military involvement in NCAA championships may include national anthem performances (military singer, instrumentalist or band), color guard, band performances of patriotic songs, fly-overs, parachute teams, precision drill teams, etc. Please work with the NCAA CR and In-Venue team to finalize military involvement, as some elements may be influenced by partnership agreements. *Please see Military Involvement section for full description and guidelines.*

MILITARY INVOLVEMENT

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

Guidelines

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

Section 6 • Commercialism/Contributors

SPACE REQUIREMENTS

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

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

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

PREMIUMS GUIDELINES

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

Laser Pointers. Laser pointers of any kind.

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

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

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

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

NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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

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

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

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

[NCAA Corporate Champions & Partners](#)

LOCAL CONTRIBUTOR PROGRAM

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 Relations staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

NCAA TRADEMARKS

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

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

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

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

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

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

Identification of commercially named venues on NCAA materials

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

NCAA logo use by commercially named venues

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

The following conditions apply to this NCAA logo use:

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

NCAA trademarked protection language:

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

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

- Printed items that display logos of other business entities/organizations (i.e., corporate champions/corporate partners, network partners, official suppliers, official licensees, local organizing committees and NCAA members).
- Printed items that are produced to be "used" by other business entities/organizations including NCAA members and host institutions.
- Printed items produced for advertisement/promotional purposes (i.e., magazine and newspaper ads, NCAA souvenir publication ads, posters, newsletters).

The NCAA requires protection language as outlined below. This does not have to be prominently displayed language and is expected to be included as some form of "mouse print".

DIVISION III TENNIS

The examples below are written only to represent the most typical examples. If you are unsure of exact wording for a specific example, please contact Ali Narracci at anarracci@ncaa.org or 317-790-7596.

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

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

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

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

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

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

NCAA Licensed Trademarks:

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

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

Helpful Links:

[NCAA Trademarks](#)

[NCAA Digital Library](#)

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

OFFICIAL CHAMPIONSHIPS/LICENSEES AND SUPPLIERS

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

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

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

ADVERTISING/SIGNS/"LOOK AND DÉCOR"

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

NCAA staff representatives have the discretion, during their site visit or when on-site in advance of the tournament, to have the building staff remove a sign/banner. Collegiate championship banners or those with retired numbers of collegiate performers can remain. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

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

Section 7 • 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.

Preliminary Rounds. The NCAA Tennis committee recommends a minimum of six outdoor competition hard courts of similar speed and surface, per gender for competition.

Finals Site. A minimum of 12 outdoor competition hard courts of similar speed and surface along with a minimum of six practice courts of similar speed and surface. The competition courts must be available for teams to practice starting at 6 a.m. one day prior to the start of the round of eight team matches through the conclusion of the final competition matches for the singles and doubles championships.

Inclement Weather Plan. The NCAA Tennis Committee recommends at least six indoor hard courts in locations where they are available OR at least 12 additional outdoor hard courts available in locations without indoor courts readily available.

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

HOST RESPONSIBILITY

ITEM	QUANTITY	COMMENT
Duplication equipment	1	Access to a copy machine
Wireless internet connections		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
Merchandise tent	1	10'x10'

NCAA PROVIDES (TENTATIVE)

ITEM	QUANTITY	COMMENT
Balls	4 cases/site - Prelims 24 cases - Finals	
Coolers	26	FINALS ONLY , 10 gallons each
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	
POWERADE	120 cases	FINALS ONLY , 16 oz. bottles, 24/case
POWERADE powder	4	FINALS ONLY , 12 packets/case
Umbrellas	TBD	FINALS ONLY
Umpire Bags	TBD	FINALS ONLY
Scorecards	35/site - Prelims 300 - Finals	
Signs		FINALS ONLY - Net Art
Squeeze Bottles	6 cases	FINALS ONLY - 50 bottles/case

Preliminary Rounds. Balls will be shipped directly to the tournament directors of preliminary rounds immediately after the selections announcement. There will be four ball cases per site.

Finals. Twenty-four (24) cases of Wilson tennis balls will be sent to the finals site approximately one to two 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 one and a half hours prior to the beginning of the first practice.

DIVISION III TENNIS

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 25 people comfortably. This area needs to be as close to the competition area as possible and not accessible by the public.

Officials Room (Finals Site Only). Room should be large enough to accommodate 25 people comfortably. This area needs to be close 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.

Videotapes. Institutions are permitted to videotape championships competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera and may videotape only that portion of the competition in which it participates. The videotapes may not be used for any commercial purposes. An institutional representative shall contact the event coordinator at the host site to arrange for camera space at that site.

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 pregame or half time events are not permissible (e.g. tossing items to the crowd, permitting mascots to lead “trains” through the stands).

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 8 • Drug Testing

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

Comprehensive drug testing details for hosts can be found in the Championship Site Coordinator Manual [here](#).

Section 9 • Financial Administration

AUDIT

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

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

APPROVAL OF THE BUDGET

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

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

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

FINANCIAL REPORT

Host institutions must complete the online financial report, which includes accurately reporting all revenues and expense, and must include payment of the amount due to the NCAA, within 60 days after the final date of competition at the site (if applicable). If requested, the host may be required to provide all supporting documentation to validate the revenues and expenses of their site. As a best practice, hosts are encouraged to upload all appropriate receipts, ticket audits and other supporting documentation to their host report on the "summary" tab as documentation supporting each line of their revenue and expense figures.

Financial reports showing net receipts are not considered complete until payment is received at the national office. Institutions that fail to meet the 60-day reporting period will be assessed the following penalties: 60-90 days past due (25% reduction in honorarium), 91-120 days (50% reduction in honorarium) and 121 days or more (100% reduction in honorarium). If 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.

DRUG TESTING EXPENSES

The budget for drug testing expenses should only be completed and returned to Drug Free Sport if the host has been notified that drug testing will occur. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](https://ncaa.org/Student-Athlete%20Programs/Health%20and%20Safety) (ncaa.org/Student-Athlete Programs/Health and Safety).

PARTICIPANTS

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

SITE REPRESENTATIVES

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

TRANSPORTATION

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

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

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

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

NCAA Championship Travel Policies

Section 10 • 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, May 31 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. If a match is moved indoors, then the same umpire shall be assigned to the match.

The team championship shall consist of 44 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.

MEETING SCHEDULE

Tuesday, May 7	Separate teleconferences with preliminary-round hosts and participants: Women – 1 p.m. Eastern time, Men – 2 p.m. Eastern time.
Tuesday, May 14	Teleconference coaches meeting with championship host, men’s and women’s committees, NCAA staff, and coaches and administrators of final 16 teams – 5 p.m. Eastern time.
Thursday, May 23	Teleconference coaches meeting with championship host, men’s and women’s committees, NCAA staff, and coaches and administrators of individual participants – 5 p.m. Eastern time.

TEAM CHAMPIONSHIP

The teams will play a single-elimination tournament with the first, second and third rounds played at nonpredetermined sites. The quarterfinal, semifinal and final rounds will be played at a predetermined site. All matches will use a 3-6 format – three doubles matches using an eight-game pro-set (with a tie break at 7-7), no ad-scoring with each match valued at one team point, and six singles matches, each valued at one team point, played best-of-three sets, no-ad scoring. All matches shall be played to decision.

Teams will not warm up with their opponents before doubles or singles. Introductions for lineups should be done 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 warmup between opponents.

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 2024 championships:

First, Second, and Third Round	May 10-12
Women’s Quarterfinals	May 20
Men’s Quarterfinals	May 21
Women’s Semifinals	May 21
Men’s Semifinals	May 22
Women’s Finals	May 23
Men’s Finals	May 24

Note: Competition may occur Thursday-Saturday during the first, second and third rounds only 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.

SINGLES & DOUBLES CHAMPIONSHIP

All matches shall be the best of three sets, unless otherwise decided by the men's and women's tennis committees. No-ad scoring 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 2024 championships:

Saturday, May 25	Women's Rounds of 32 and 16 in singles; round of 16 in doubles.
Sunday, May 26	Women's Quarterfinals and Semifinals in singles; Quarterfinals in doubles. Men's Rounds of 32 and 16 in singles; round of 16 in doubles.
Monday, May 27	Women's Finals in singles; Semifinals and Finals in doubles. Men's Quarterfinals and Semifinals in singles; Quarterfinals in doubles.
Tuesday, May 28	Men's Finals in singles; Semifinals and Finals in doubles.

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, unless inclement weather requires a match to start earlier. Please communicate with your site representative if you need to move a match before noon on a Sunday. Match times for all other days should follow the preliminary match time format found in Appendix G.

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 games committee also includes the head referee 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.

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 sites. 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.

Consistent with ITA rules, coaches must list student-athletes in order of singles-play strength, including any doubles specialists, on the lineup form. The lineup that is presented to the referee at the administrative meeting before the start of competition must consist of only nine players total (including doubles specialists).

Team Introductions

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

- Announcements.
- Teams stand for the national anthem.
- Team huddle, head to courts.
- Line-ups announced as teams head to courts.
- Play begins as directed by court official.

PRACTICES

The host institution shall provide practice facilities and monitor a sign-up system throughout the tournament. **New in 2024:** Team practice schedules at the final site will be assigned by the national committee. For individuals, each coach shall be responsible for signing up his or her player for practice times. 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 in the allowable area, which is defined in the **2023-24 ITA Rulebook**. Remaining team members must remain off the courts until the conclusion of the 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 email a copy of results to ncaa-content@turner.com, vlipscomb@ncaa.org and laldred@ncaa.org. Please be sure to submit all information in the following manner:

- Specify the sport (Division, Championship, Round) in the SUBJECT area.
- Paste the text directly into an email **or** send email as an attachment in an MS Word document or Windows Notepad text document.
- Please convert photos to JPEG format and attach to the email.

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

- Men's and Women's Tennis - ncaa.org/championships/statistics/ncaa-mens-and-womens-tennis-championships-records-and-results

WEBCASTING

Select matches at the finals site will be webcast on **NCAA.com**. For preliminary round games; refer to the **Media Services** website.

Section 11 • Health & Safety Considerations

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

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

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

Coaches, Officials, Event Staff and Spectators

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

Medical Staff Credentials and Access

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

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

Portable Immersion Tubs

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

Section 12 • Hydration Product

POWERADE

Equipment Information

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

Cups, Coolers and Water Bottles

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

Hydration Program

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

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

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

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

Use of NCAA-Provided Coolers from Previous Years

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

If you have any questions regarding any of this information, please contact Lindsey Eldred (317-917-6747; ledred@ncaa.org) or Victoria Lipscomb (317-917-6764; vlipscomb@ncaa.org).

Preliminary-Round Sites NOT Receiving POWERADE-Branded Equipment and Product

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

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

Section 13 • Insurance

LIABILITY

If event is held on-campus:

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

If event is held off-campus:

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

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

Notes:

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

Section 14 • Lodging

NCAA NON-PREDETERMINED PRELIMINARY-ROUND COMPETITION

For all NCAA non-predetermined preliminary round competition, unless otherwise stated, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within no more than 30 miles (30 minutes) of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

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 nine rooms. All efforts should be made to secure rooms at a rate at or below \$145/night. Arrangements that include a complimentary breakfast and free wireless internet access per room reservation are preferred.

Game Officials'/NCAA Representatives' Hotel

Tournament directors will arrange for the officials' 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. 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.

NCAA FINALS SITE

For select individual-team sports, the NCAA will secure risk-free hotel accommodations with favorable concessions and contract terms on the participating teams and individuals' behalf. Teams are encouraged but not required to use NCAA-secured hotels. If elected to use the NCAA contracted hotel rooms, the institution will be required to adhere to the terms as contracted via the agreement.

Tournament directors will arrange for the officials' and NCAA committee 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.

For the finals site the NCAA staff will work in accordance with On Location 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.

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	Thu	Fri	Sat	Sun	Mon	Tue
Teams/Ind.	96	110	110	120	120	118	118	96	74	32	20
NCAA	20	20	20	20	20	20	20	20	20	20	20
Officials	0	10	20	20	20	20	20	15	15	15	15
Total	116	140	150	160	160	158	158	131	109	67	55

MERCHANDISING

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

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

Section 15 • Marketing

CONTACTS

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

EXPECTATIONS

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

MARKETING PLAN

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

MARKETING COLLATERAL

NCAA Marketing Portal. The NCAA Marketing Portal is a comprehensive tool designed to help hosts create marketing products which will generate awareness, drive ticket sales and promote attendance at championship events. The [NCAA Marketing Portal](#) can be accessed at [NCAACHampsPromotion.com](https://ncaachampspromotion.com).

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

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

DIVISION III TENNIS

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

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

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

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

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

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

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

SOCIAL MEDIA GUIDELINES

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

Section 16 • Media Services

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

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

BROADCASTING/INTERNET

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

CHAMPIONSHIP RECORDS

NCAA championship records are available in PDF format at [ncaa.org](https://www.ncaa.org) - [ncaa.org/sports/2021/2/9/statistics.aspx](https://www.ncaa.org/sports/2021/2/9/statistics.aspx)

CREDENTIALS

All media credentials are authorized and issued by the host or NCAA media coordinator. The NCAA provides credentials for all final championship sites and selected preliminary rounds sites. Hosts should contact the NCAA media coordinator or championships administrator to confirm who will produce credentials for preliminary sites. **PDF templates are available for preliminary round credentials if desired. Please contact Jenn Rodgers (jrodgers@ncaa.org) for more information.** If you are producing your own credentials, the “Conditions Placed on Use of Credentials” should be placed on the back of all credentials. That text, located at [NCAA.com/credentialterms](https://www.ncaa.com/credentialterms), should also be visible at credential pickup.

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

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

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

TEAM & INDIVIDUAL CREDENTIALS (FINALS SITE ONLY)

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

Credentialed Participating Student-Athletes	Non-Athletes receiving Credentials
Up to 9	6

DIVISION III TENNIS

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

Credentialed Participating Student-Athletes	Non-Athletes receiving Credentials
1-5	2
6-10	3

CREDENTIAL QUALIFICATION AND ACCEPTANCE

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

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

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

CREDENTIAL BOARDS

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

FINAL RESULTS BOOKS AND STATISTICS

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

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

FLIP CARDS

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

INTERNET POLICY

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

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

Internet Live Statistics

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

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

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

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

MEDIA GUIDES AND POSTSEASON GUIDES

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

MEDIA ACCOMMODATIONS

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

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

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

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

NEWS FILM AND MINI-CAMS

Please visit NCAA.com/media for updated information related to television, video and ENG policies.

OFFICIATING QUESTIONS/POOL REPORTER

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

DIVISION III TENNIS

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

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

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

PERSONNEL

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

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

The following is a basic list of duties for volunteers (if applicable):

- Copy Machine Personnel - Photocopies materials (stats, notes, quotes, etc.).
- Credential Distribution - Pass out credentials to the media; check government-issued photo ID.
- External PA - Announcer for fans.
- Internal PA - Announcer for the media.
- Locker Room Attendant - Person to identify when the locker room is open and closed to the media.
- Mixed Zone Coordinator - Coordinates interviews in the mixed zone in events such as track and field and swimming and diving. Depending on the number of participants, this individual may need several assistants.
- Note Takers - Compiles worthy notes during and after the game or day.
- Photo Marshall - Makes sure photographers work in approved event coverage locations. Hands out photo armbands, if necessary.
- Press Conference Moderator - Introduces players and coach; directs questions from media.
- Quote Takers - Records postgame quotes from the press conferences/locker rooms. A minimum of one person should be designated to take quotes for each team. They should get quotes from the head coach and student-athletes.
- Results Disseminator - Transmits stats, notes, quotes, through appropriate delivery means (website, email, social media, etc.).
- Runner(s) - Distributes photocopied materials (stats, notes, quotes, etc.).
- Spotter - Helps the official scorer identify assists and any other assistance for official scorer.
- Stat Crew - Records the official stats. Note that when applicable, NCAA LiveStats software must be used at all NCAA championships.
- Team Escorts - Serve as escorts for the coaches and student-athletes to and from the postgame press conference.

NEWS CONFERENCES

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

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

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

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

1. **Individual Championships with no Post-Event News Conference.** Student-athletes are allowed a maximum 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. However, student-athletes are not allowed to leave the competition area before conducting media interviews. Interviews will be conducted in the mixed zone or interview room. A student-athlete who is competing in more than one event on a given day may ask the media coordinator to delay the interview period until after the student-athlete's final event of the day. The only exception to this is if a record is set, and then the student-athlete should be made available to the media shortly after that event. If time prohibits this, the media coordinator should get a quote from the student-athlete and distribute it to the media.
2. **Individual Championships with a Formal News Conference.** Student-athletes are allowed a maximum of a 10-minute cooling-off period following an event before meeting with the media. If ready before 10 minutes, the student-athlete can participate in interviews sooner. In individual championships, typically only the winner(s) needs to report to the press conference. If media requests warrant having the runner-up participate in the news conference, that person should answer questions before the champion.
3. **Team Championships with a Formal News Conference.** The losing team shall have a 10-minute cooling-off period before reporting to the interview room. The cooling-off period starts once the head coach and all of the student-athletes have reached the locker room area. The winning team will report to the interview room immediately following the completion of the losing team's press conference. (Note: For some championships, the governing sport committee has determined that the winning or visiting team should go first to the press conferences, before the losing team. Please refer to championship manual for the sport.)

It is mandatory for the head coach and at least one student-athlete to report to the press conference following the cooling-off period. However, media coordinators should request a minimum of two student-athletes. A coach can shorten the cooling-off period but cannot extend it.

As soon as one media member enters a locker room, it will be open to all media members. Locker rooms are open to the media for a minimum of 30 minutes, provided media are present the entire time.

The head coach must complete all NCAA championship media obligations before honoring any in-season radio or television contracts. Coaches or student-athletes may only conduct interviews with rights-holding television or radio networks (including ESPN or NCAA Radio Network, but not school radio stations) before the press conference following the conclusion of a game. These interviews are permitted during a period totaling no more than four minutes for all interviews, immediately after the game. The media coordinator or designee has the responsibility to terminate the four-minute interview period, NOT the network/station that has purchased rights. (Assistant coaches are not obligated to the entire media staffing the championship and may grant postgame radio interviews at any time after the conclusion of the game.)

Press Conference Moderator Duties

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

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

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

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

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

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

PHOTOGRAPHER

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

PHOTOGRAPHY AREA POLICIES

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

RADIO/INTERNET AUDIO COVERAGE

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

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

SCOUT VIDEO COORDINATOR

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

SEAT ASSIGNMENTS

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

SECURITY

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

STATISTICS REPORTING TO THE NCAA

The host sports information director, media coordinator or designee is responsible for reporting official championship results to the Association's website, NCAA.com, with the NCAA providing delivery information. At the conclusion of each championship contest or session (preliminary rounds and finals), please forward information that specifies the division, sport, round, date and official results, and provide a brief game/event summary. On the final day, the email should include the all-tournament and Most Outstanding Player selections.

Institutions should send all information as follows:

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

TEAM VIDEOGRAPHER

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

INTERNET

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

TELEVISION

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

LIVE STREAMING

For final sites of all non-televised championships, NCAA.com will provide live streaming of the contest. For all other non-televised rounds, the NCAA encourages all hosting institutions to provide a live stream of the event.

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

NCAA CHAMPIONSHIPS MICROSITE GUIDELINES

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

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

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

DINING, SHOPPING AND ATTRACTIONS

The following topics are permissible to house within your microsite:

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

LOCAL NEWS

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

VENUE AND TRANSPORTATION INFORMATION

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

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

VOLUNTEER INFORMATION

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

TRAVEL INFORMATION

Hotel, car rental and other travel accommodations should link to: [NCAA.com/Travel](https://ncaa.com/Travel).

SELECTIONS, PRELIMINARY ROUNDS AND BROADCAST SCHEDULE

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

EMAIL SIGN UP

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

LOGO USAGE

For championship logos, please submit a request to access the NCAA Digital Library at <https://ncaa-logo.pd.dmh.veritone.com/user/login>.

COPYRIGHTS, LICENSING, TRADEMARKS AND CORPORATE MARKS

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

Host cannot promote or click thru to any URL other than NCAA.com.

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

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

SOCIAL MEDIA

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

MOBILE VERSION

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

MICROSITE EXAMPLES

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

- Oklahoma City Women's College World Series Microsite: <https://www.visitokc.com/wcws/>

PHOTOGRAPHY

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

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

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

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

DIVISION III TENNIS

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

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

For additional questions regarding championship photography, please contact Nate Flannery (nflannery@ncaa.org; 317-917-6222).

NCAA SOCIAL MEDIA GUIDELINES FOR CHAMPIONSHIP HOSTS

The official NCAA social media pages and official hashtags can be found here: <https://on.ncaa.com/SocialLinks>

Host Promotion of Championships

A lot of hosts already have an established presence in social media. Examples are a school, LOC, Sports Corporation, venue, or city pages/accounts. These pages/accounts are all good places to promote the hosting of an NCAA championship through the use of marketing messages and products supplied by 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 or collabs on Instagram (@ linking within text to drive fans to each other's pages) and mentions on Twitter (X) and Instagram (@ links to show coordination in posts). In addition to collaboration, idea-sharing is also encouraged and can be coordinated with the NCAA digital team through the championship's marketing contact.

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

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

Section 17 • 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.

Officials. A meeting with all officials and the NCAA committee/site representative should be scheduled to review procedures, scoring system, handling of appeals, etc. 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. There will be a conference call with all potential preliminary-round hosts on April 29 at 11 a.m. Eastern time.

After hosts are selected, 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.

Coaches Meeting. The games committee will conduct a meeting with all team participants on Tuesday, May 14, at 1 p.m. Eastern time and the virtual meeting for all individual participants will be on Wednesday, May 22, at 5 p.m. Eastern time.

This meeting will include 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 18 • Merchandise/Licensing

ADMINISTRATION

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

AVAILABILITY

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

GENERAL POLICIES

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

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

- a. Receive and count in all merchandise upon arrival from Event 1, Inc., as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday.
- b. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Immediate notification (within 24 hours of receipt) to Event 1, Inc. of any discrepancies in initial inventory counts. 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. 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 either hard internet lines or dedicated secured Wi-Fi network connection to support the merchandise sales effort at no extra cost.
 - Calling Event 1, Inc. to request 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 two business days of the conclusion of the event.
 - k. The remaining inventory forwarded to Event 1, Inc., or the next event site as determined by Event 1, Inc., within two days of the conclusion.
 - l. Having met each of the above requirements, Event 1, Inc. will pay to the host institution/conference, sponsoring agency or its assigned vendor, a commission equal to 20% of sales net of taxes and credit card service fees. The host institutions will keep commissions earned and the remaining money owed to Event 1 must be sent within seven days of the conclusion of the event.

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

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

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

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

Section 19 • 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; and
6. Serve as the final authority on all "questions of law" and accordingly handle player/coach appeals as warranted.

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 chair umpires for each preliminary round match as well. All officials shall be ITA certified officials. 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 to the relevant round(s) of competition, the host institution, Chief Umpires and/or Head Referee 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. 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.

Per Diem. Officials 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 65 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.

Meetings. The Chief Umpire and/or Head Referee for each site of competition (including finals) shall schedule an informational meeting with all assigned officials prior to the commencement of competition. This meeting can be held in-person or virtually.

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

Section 20 • 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 21 • Programs

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

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

CONTENT/EDITORIAL

LEARFIELD Responsibilities

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

Host Responsibilities

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

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

PROMOTION

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

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

Best Practices

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

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

SUPPLEMENTAL HANDOUTS

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

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

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

All supplemental content is subject to NCAA and LEARFIELD approval.

QUESTIONS

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

Section 22 • Safety and Security

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

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

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

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

Please submit your final safety and security plan, 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.

WEATHER MONITORING SYSTEMS AND ENVIRONMENT SCHEDULE CHANGES

To support and facilitate host institution management of weather and other environmental considerations and requirements, the NCAA has made arrangements to provide a complimentary lightning detection and weather monitoring system to each host institution on a complimentary basis for all rounds of competition for outdoor championships. It is expected that the host institution will identify one or more tournament staff members that who will have designated responsibility for weather monitoring and the timely communication about all monitoring system and other weather updates and that the site representative and responsible host tournament staff will submit relevant email and/or cell phone contact information as part of system set-up to enable timely receipt of all system weather updates. It is important that the location address provided by the site representative and tournament director in the monitoring system is the actual physical location of where the event is taking place. The tournament director should also consider contacting a local meteorologist to further facilitate weather and environmental monitoring as part of each event.

If the tournament director and/or site representative determine that weather conditions could alter the approved championship event schedule, they should promptly contact the NCAA championship administrator manager with a summary and details of the anticipated weather/environmental issue and proposed alternative schedule prior to before making or announcing any formal changes.

Section 23 • Ticketing

TICKET POLICIES/OPERATIONS

Competition Venue Responsibilities (Prelim and Final Site)

Tickets are not permitted to be sold at any round of competition for the NCAA Division III Tennis Championships. All seating will be general admission unless specified by the NCAA. For additional information please contact Lindsey Eldred (leldred@ncaa.org) or Victoria Lipscomb (vlipscomb@ncaa.org).

Section 24 • Transportation

PARTICIPATING INSTITUTIONS

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

Institutions that fly, and are eligible for NCAA paid transportation on-site, will be required to use Short's Travel (STM Driven) to book on-site ground transportation. Short's Travel (STM Driven) can be reached at 844-814-3939 or at ncaachamps@stmDriven.com.

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

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

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

PARKING

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

Section 25 • Volunteers

GOAL AND RECRUITMENT

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

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

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

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

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

The NCAA may request additional volunteers from the LOC as necessary.

WAIVERS

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

APPAREL

The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. BDA Sports and Event 1 have been selected as the official NCAA volunteer apparel providers for all 2023-24 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.

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

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

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

Note: Hosts shall work in collaboration with the championship administrator on the selection, ordering and distribution of volunteer apparel.

Appendixes

Contents

Appendix A • Coaches Meeting Agenda	59
Appendix B • Misconduct Statement, Drug Testing Statement, Uniform/Logo Policy	60
Appendix C • Official's Expense Form	64
Appendix D • Volunteer Waiver	65
Appendix E • Officials Meeting Agenda	67
Appendix F • Site Representative Responsibilities	68
Appendix G • Regional Match Time Formats	69

Appendix A • Coaches Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Division III Tennis Preliminary-Round Administrative Meeting

1. Introductions. (NCAA Representative)
 - a. Games committee. (NCAA representative, head referee, tournament director)
 - b. Host Institution personnel.
 - c. Participating coaches.
 - d. Head referee.
2. Host institution. (Tournament Director)
 - a. Match schedule/times.
 - b. Practice courts.
 - c. Court assignments.
 - d. Inclement weather.
 - e. Credentials.
 - f. Athletic training facilities/medical.
 - g. Hospitality.
 - h. Media arrangements/coordination.
 - i. Other.
3. NCAA information. (NCAA Representative)
 - a. Logo policy.
 - b. Misconduct.
 - c. Online evaluation form for participants and coaches (Sent via email from NCAA)
 - d. Finals site information.
4. Head referee.
 - a. Lineups/substitutions.
 - b. Ball changes.
 - c. Profanity.
 - d. Coaching.
 - e. Other.
5. Questions. (NCAA Representative)
6. Adjournment.

Appendix B • Misconduct Statement, Drug Testing Statement, Uniform/Logo Policy



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 pre-match or post-match 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.

Appendix C • Official's Expense Form

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

Each official will be paid a game fee plus travel expenses according to the actual mode of transportation up to commercial air fare not to exceed coach air fare or 65 cents per mile round-trip (must be over 50 miles) and a per diem of \$45. The number of days per diem that may be claimed shall be determined as follows: (1) one for the day prior to the competition; (2) one for each day of competition; (3) one for each day intervening between rounds of competition if the official was required to remain at the site, and (4) one-half day for the day of departure, provided the official did not work on that day. Incidental expenses (e.g., telephone calls, room service, etc.) should be paid by each game official.

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

Round-trip mileage: (1) between residence and airport of departure; or (2) between residence and competition site at \$0.65 per mile. Terminal, rental car or other transportation at competition site is not reimbursable. Trips shorter than 50 miles round trip are not reimbursable. Airport, hotel or other parking fee is not a reimbursable expense.

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

	Auto miles at 65 cents per mile round-trip (personal auto - <i>must be minimum of 50 miles round trip</i>)	\$
--	---	----

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

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

TOTAL EXPENSE REIMBURSEMENT SUBMITTED	\$
---------------------------------------	----

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

Staff Contact

Staff Approval Signature

Appendix D • Volunteer Waiver

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

Event: _____ (the "Event")

Participant's Name (Please print): _____ (the "Participant")

Participant's Age: _____

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

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

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

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

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

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

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

DIVISION III TENNIS

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

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

Signature of Participant

Date _____

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

Date

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

Date _____

Appendix E • Officials Meeting Agenda

A G E N D A

2024 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. Pre-match introductions.
 - b. Code violations.
 - c. Enforcing the rules of tennis (ITA rules).
7. Discuss games committee members' roles.
8. Other.
9. Adjournment.

Appendix F • Site Representative Responsibilities

NCAA SITE REPRESENTATIVE RESPONSIBILITIES

AT THE 2024 NCAA DIVISION III MEN'S AND WOMEN'S TENNIS

CHAMPIONSHIPS FIRST, SECOND AND THIRD ROUNDS

Monday, April 29	Potential preliminary host call – 11 a.m. Eastern time.
Tuesday, May 7	Videoconference with all preliminary-round sites, NCAA staff, men's and women's tennis committees, and all site representatives – 11 a.m. Eastern time.
Tuesday, May 7	Each of the eight tournament directors shall conduct a videoconference 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 by each site.
Tuesday or Wednesday - week of competition	<p>Contact tournament director to confirm the following:</p> <ol style="list-style-type: none"> 1. Review agendas for videoconferences/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.	Ensure 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 to complete this process. Make sure the host institution knows to complete the financial report within 60 days of the competition.

- * **In the case of inclement weather that forces altering the approved schedule, the on-site NCAA representative and host institution tournament director shall contact men's – Victoria Lipscomb (317-979-9686); women's – Lindsey Eldred (317-224-8059) 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.**

Appendix G • Regional Match Time Formats

NCAA Division III Men's & Women's Tennis Preliminary Rounds Match Time Formats

Waivers may be asked for to fit each host's court situation and weather-related disruptions (or anticipated disruptions)

1 match in a day

- Noon start time

2 matches in a day

- 10 a.m.
- 2 p.m.

3 matches in a day

- 9 a.m.
- Noon
- 3 p.m.

4 matches in a day

- 9 a.m.
- 11:30 a.m.
- 2 p.m.
- 4:30 p.m.