

HOST OPERATIONS

MANUAL



2014 GOLF
CHAMPIONSHIPS
DIVISION II

**2013-14 NCAA DIVISION II WOMEN'S GOLF CHAMPIONSHIP
HOST OPERATIONS MANUAL
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Information in this document applies to final site competition unless otherwise specified.

Introduction

On behalf of the Division II Women's Golf Committee, thank you for being an important part of the 2014 Division II Women's Golf Championship.

Administration of the Division II Women's Golf Championship is under the direction of the Division II Women's Golf Committee. The hosts play an integral part in the successful administration of the championship.

The purpose of this manual is to outline the responsibilities of the tournament director and other host institution personnel for the NCAA Division II Women's Golf Championship. It is designed to use in conjunction with the Division II Women's Golf Pre-championships Manual.

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

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 in that sport.

Governing Sports Committee. The NCAA membership committee responsible for developing policies and procedures governing the administration and conduct of the championships under its jurisdiction, subject to the approval of the applicable division's governance structure and the requirements, standards and conditions prescribed by NCA 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 championships budget, submitted during the selection process and approved by the governing sports committee.

NCAA Championships Administrator. The staff member representing the NCAA championships and alliances staff assigned to serve as an administrator.

Tournament Director. This individual shall be the director of athletics/commissioner of the host institution/conference and shall maintain ultimate responsibility for the local operation of the event. Bid proposals from prospective host institutions/conferences shall be authorized by the tournament director. The function of the tournament director is to ensure that the policies of the committee are applied. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, and development of participant information, security, lodging, transportation, promotions, financial administration and adherence to the policies outlined in the NCAA operations manual for hosts.

The tournament director will also provide the NCAA with a post-championship evaluation including suggestions for future conduct of the championship.

Local Organizing Committee. The tournament director will establish a local organizing committee (LOC) 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 great 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 in 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.

Media Coordinator. The media coordinator, preferably the sports information director of the host institution/conference, shall work with the NCAA media coordinator or championships manager to ensure that the committee's policies regarding media are applied. Responsibilities may include planning and supervision of media work areas, coordination of all news conferences, statistical services and communications.

Roles

Role of the Governing Sports 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 sports 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.

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

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

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

The host institution/conference will work in collaboration with the NCAA staff to ensure that the mission of the championship is preserved. The NCAA believes that the most successful host institutions/conferences are those that emphasize service, communication, promotion and marketing of the event, and fiscal responsibility.

Role of the NCAA. The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, will lead the planning efforts, management and execution of all NCAA championships. The NCAA will oversee all aspects of the championships and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, entertainment, fan and sponsor events, television 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.

General Administration

Tournament Structure. The NCAA Division II Women's Golf Committee, subject to the approval of the NCAA Division II Championships Committee, determines the format for the championships. Four 54-hole super regional competitions will be conducted to determine the participants in the championships. Tiebreakers and play-offs will be used to determine advancement to the finals. Nine Teams and four individuals will participate in each super regional competition.

Three teams and three individuals (not on one of the advancing teams) will advance from each super regional to the championships finals. A total of 72 participants will advance to the finals.

The championships finals will consist of both team and individual competition conducted concurrently. All participants will compete throughout the entire 72 holes of competition. In the team competition, the lowest four scores for each team will count in each day's total score.

Championships Selections. The committee is responsible for the selection of all participants in the championships. Regional advisory committees assist in the evaluation of the teams and individuals and provide recommendations to the national committee. In the interest of developing and promoting women's collegiate golf throughout the country, the best teams and individuals will be selected.

Selections for the 2014 championships will be Monday, April 28. Prior to the national call, chairs will conduct a call with regional advisory committees to formulate recommendations.

Contact Information

2013-14 DIVISION II WOMEN'S GOLF COMMITTEE

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<p>Chad Markuson Associate Director of Athletics Minnesota State University, Moorhead 1104 7th Avenue South Moorhead, Minnesota 56563 Phone: 218/477-2401 Cell: 563/880-5173 Email: chad.markuson@mnstate.edu</p>	<p>Rebecca Mailloux Head Women's Golf Coach Grand Valley State University 1 Campus Drive 184b Fieldhouse Allendale, Michigan 49401 Phone: 616/209-2930 Cell: 616/209-2930 Email: maillour@gvsu.edu</p>

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2014 TOURNAMENT DIRECTORS

<p>National Championships Lenoir-Rhyne University Rock Barn Golf & Spa Conover, North Carolina May 14-17, 2014</p>	<p>Brent Heaberlin Lenoir-Rhyne University 643 8th Avenue NE Hickory, North Carolina 28601 Phone: 828/328-7114 Fax: 828/267-3445 Cell: 815/712-8140 Email: heaberlinb@lr.edu</p>
<p>Central Super Regional Concordia University, St. Paul Tartan Park Golf Club Lake Elmo, Minnesota May 4-6, 2014</p>	<p>Brian Jamros Concordia University, St. Paul 275 North Syndicate Street St. Paul, Minnesota 55104 Phone: 651/603-6314 Fax: 651/641-8787 Cell: 651/470-5539 Email: jamros@csp.edu</p>
<p>South Super Regional Saint Leo University Lake Jovita Golf and Country Club Dade City, Florida May 4-6, 2014</p>	<p>Francis Reidy Saint Leo University 33701 SR 52 St. Leo, Florida 33574 Phone: 352/588-8221 Fax: 352/588-8290 Cell: 352/467-0043 Email: fran.reidy@saintleo.edu</p>
<p>East Super Regional University of Indianapolis Purgatory Golf Club Noblesville, Indiana May 4-6, 2014</p>	<p>TBD</p>
<p>West Super Regional Dallas Baptist University Walnut Creek Country Club Mansfield, Texas May 5-7, 2014</p>	<p>Connor Smith Dallas Baptist University 3000 Mt. Creek Parkway Dallas, Texas 75211 Phone: 214/333-5365 Fax: 214/333-5306 Cell: 512/573-6210 Email: Connors@dbu.edu</p>

Awards.

Finals. MTM will send official NCAA awards to the tournament director approximately two weeks prior to the championship. 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.

The shipment will include:

- 72 Participant medallions
- 5 Championship watches*
- 4 Team trophies (Champion – 4th Place)
- 24 Mini trophies [(6 each) 1st – 4th Place]
- 1 Individual mini trophies (1st Place)**

*Two championship watches will be shipped to the winning coach following the championship.

**Second through 10th place individual finishers will receive their mini trophies following the championship.

Awards Ceremony.

The tournament director should plan an awards ceremony with the committee for the final day of competition (conducted at the conclusion of the final round). The plans should include team and individual awards.

Champions Locker Room Program

The national championship winning team will receive national champion t-shirts and hats to commemorate their achievement.

Elite 89 Award

The NCAA Elite 89 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 his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 89 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 and traveling member of their team, and being a designated member of the squad size at their championship. The NCAA Membership Services staff will determine the winner of this award for each championship and provide to the NCAA Championships Operations point person 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 operations point person 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.

Each championship should provide an appropriate forum to adequately recognize and celebrate this award winner amongst 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.

Participation Awards

Super Regionals. 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, participation awards will NOT be permitted at preliminary-round competition.

Finals. The NCAA, in conjunction with PPI Sports, Inc., will communicate directly to participating institutions' head coaches regarding the ordering and delivery process of these participation awards.

SECTION 2– Banquets

Super Regionals. Due to the financial burden on a host institution, to be consistent with NCAA policy, and to provide each student-athlete participating in an NCAA preliminary-round competition the same experience, banquets will NOT be permitted at super-regional competition.

Finals. To celebrate and welcome all participating student-athletes and championships personnel, the host may provide a banquet (or other student-athlete recognition event) on the evening prior to the championships. Other people that should be on the guest list include members of the women's golf committee, NCAA representatives, additional hosts personnel (i.e. president, faculty athletics representative and workers greatly involved in the conduct of the championships) and community dignitaries. The banquet should be planned for approximately 150 people. Officials may not be included in social functions with teams and athletes.

The host will be responsible for coordinating all details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90 minute time frame should be used as a guiding template.

Run of show

- | | |
|-----------|--|
| 6:30 p.m. | Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair) |
| | Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA anthem video, DIII branding video – optional) |
| 6:45 p.m. | Welcome/comments to student-athletes and guests from NCAA committee chair |

- Welcome/comments to student-athletes and guests from city/host institution
- 6:50 p.m. Dinner buffet lines open or plated dinner served
- 7:30 p.m. Guest Speaker (optional)
- 7:40 p.m. Comments by Head Coaches or Q&A with selected student-athletes (optional)*
- 7:50 p.m. Presentation of Elite 89 Award
- Championship Video (if available)
- 7:55 p.m. Closing Comments (emcee with talking points from NCAA or NCAA chair)

* Comments by head coaches may not be practical at some championships, especially those with a large number of teams or individual qualifiers

Best Practices

While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all of the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet, but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

Alcohol. Alcohol must not be available for consumption in connection with the NCAA championships.

NCAA Banner. The NCAA championships banner should be hung in the banquet hall.

Emcee. The host institution is responsible for identifying an appropriate emcee for the event.

Format. Representatives of the host institution, community and the women’s golf committee should provide a short welcoming statement.

The format should be determined by April 1 in conjunction with the women’s golf committee.

Media. Members of the media should not be invited to the banquet.

Seating. Hosts will work with the Women’s Golf Committee to determine seating arrangements for the banquet.

Coaches’ Association Awards

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches’ association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming)
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes)
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations
- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches’ association
- All final decisions on inclusion of coaches’ association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed

Social Events.

Host institutions are encouraged to seek sponsorship of any entertainment not allowed in the budget from local chambers of commerce, booster clubs, merchants or other outside sources, but the NCAA national office must be notified of any sponsorship prior to the host institution making a commitment. Additional social opportunities during the championship include a welcoming event and the National Golf Coaches Association (NGCA) banquet. The NGCA banquet will be funded by and coordinated with the executive director of the NGCA.

Meals. The participating institutions are responsible for their own meal arrangements and expenses. In addition, consideration should be given to special arrangements through the host facility to provide access to lunch and/or dinner options during the competitive rounds.

SECTION 3 – Broadcasting/Internet

Please see Section 2 (“Television Guidelines for Site Selection”) of the NCAA Broadcast Manual & Policies, located on the NCAA website at www.NCAA.com/broadcast.

SECTION 4 – Commercialism/Contributors

Commercial Identification, Signage and Official Marks.

1. No advertisements shall be displayed on the press tables, starter table prior to or during the conduct of the championships.
2. No advertisements shall be displayed on the course prior to or during the conduct of the championships.
3. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA. The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the facility at its expense, as designated by the NCAA.
4. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the facility during any session of the championships, without the prior approval of the NCAA.
5. No advertisements shall be displayed on the facility walls prior to or during the conduct of the championships, without the prior approval of the NCAA.
6. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.

NCAA Corporate Partners.

The NCAA administers a national corporate partner program, under the direction of the NCAA branding, broadcasting and communications group and has established guidelines pertaining to corporate involvement by these partners and local commercial entities. These guidelines can be found in the NCAA Championships Promotions Playbook.

Local Contributors.

Local sponsorship programs using the NCAA’s registered marks, logos, name of reference to the championship (including tournament brackets), game tickets or involving any tournament function are strictly prohibited unless specifically approved in advance by the NCAA.

NCAA Trademarks

When trademarks apply to products or services, they may be followed by the symbols ™ or “tm” or “sm” to show that it is a product or service trademark, although not yet legally registered, or ® to show that it is a product or service legally registered by the U.S. Patent and Trademark Office. When using either a trademark symbol in printed or online documents, use with the first mention of the trademark inside the cover or title page and then only on the first mention in the main text. The trademark symbol should not be used in a heading. If the first trademark mention occurs in a heading, use the symbol at first mention in the main text immediately after the heading.

Official Ball/Equipment 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, please visit the membership side of naaa.org.

Temporary Promotional Displays

Unless otherwise reviewed and approved activations from official NCAA Corporate Champions and Corporate Partners, temporary promotional displays are discouraged on property at NCAA championships. Questions related to temporary promotional displays or activity may be directed to the NCAA Championships & Alliances’ Corporate Relations team.

SECTION 5 – Drug Testing

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

Drug-Testing Expenses.

The proposed budget included in the site coordinator’s manual should be completed and submitted to the National Center for Drug Free Sport (Drug Free Sport) prior to the start of competition, if drug testing will occur at the site. The host institution shall submit an Institutional/Host Drug Testing Invoice upon completion of the championships for drug-testing related expenses. Receipts must accompany the invoice to receive reimbursement.

Drug Testing Procedures

Student-athletes are drug tested through urinalysis and must provide a specimen in view of a drug-testing collector of the same gender. The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving in the drug-testing area, the entire process can be completed within 20 minutes. If the student-athlete is unable to provide an adequate specimen, he/she must remain in the drug-testing area until one is provided. There is no maximum allotted time for a student-athlete to provide an adequate specimen.

Facility Specifications.

Hosts must identify a room where drug testing will be conducted. The area must have controlled access. Only those authorized by the drug-testing crew chief will be allowed in the area. The room must accommodate the drug-testing crew and selected student-athletes. The testing room must have fully-equipped restrooms adjacent to or in close proximity to the testing room. Separate restroom facilities are required if the championships includes both genders. These restrooms must be secure and closed to the public.

Host Notification.

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

The tournament manager and site coordinator will be notified no earlier than thirty (30) days prior to the start of the competition as to whether testing will be conducted

Media Obligations.

Student-athletes who are selected for drug testing must fulfill all media obligation before reporting to the drug-testing area.

Participant Notification.

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

Couriers will notify student-athletes of his/her selection for drug testing.

Site Coordinator's Responsibilities (Host).

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

Confidentiality. Keep testing information confidential at all times.

Couriers (individual/team championships). The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which

they were selected. The courier must stay with the student-athlete and escort him/her to the drug-testing area within 60 minutes of their notification..

Drug-Testing Site Coordinator Manual. The drug-testing site coordinator's manual, provided by Drug Free Sport, is available on the NCAA website at www.ncaa.org/drugtesting.

Facilities. Review the facilities required for the drug testing area according to the site coordinator's manual, paying particular attention to the possibility of next morning testing. At individual/team championships, one large facility is required. Only the drug-testing crew, selected student-athletes, institutional representatives, site coordinator and witnesses will be allowed in the area. The drug-testing area shall **not** be identified with any signage.

Fluids. Arrange for a sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) for distribution in the drug-testing area to student-athletes, as designated in the site coordinator's manual. These supplies should be obtained from the supply of beverages provided by the NCAA.

Meeting with Tournament Manager. Meet with the tournament manager to discuss duties and budget development.

Second Meeting. Meet with the tournament manager after the host receives confirmation that testing will take place at a site. If testing will be conducted at the site:

Assistance. Assist drug-testing crew chief during testing.

Confirmation. Review the site coordinator's copy of the NCAA drug-testing confirmation memorandum.

Credentials. The host will issue all-access credentials and parking passes for the drug-testing crew and other necessary drug-testing personnel. Credentials should not reference drug-testing, doping control, etc. If an affiliation must be listed on the credential, games management or medical/athletic training is preferred.

Crew Chief. Contact the drug-testing crew chief assigned to the site to discuss logistics.

Meet with Crew Chief. Meet with the drug-testing crew chief the day prior to the scheduled testing date.

Plans. Meet with the tournament manager to finalize plans.

Report. Submit drug-testing invoice (with receipts) to Drug Free Sport after the championships.

Transportation. Pre-arrange for transportation for student-athletes to and from the sports venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.

Transportation/Lodging (Drug-testing crew). The drug-testing crew chief will make arrangements for the crew's transportation and lodging but, may request the assistance of the site coordinator.

SECTION 6 – Facility, Equipment & Space Requirements

Alcoholic Beverages and Tobacco Products.

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, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championships and to advise the NCAA national office by January 1 if it will NOT be in compliance.

Athletic Training

An on-site training facility shall be available. This area should provide the necessary facilities for all training needs.

Concessions.

Food and beverage prices shall be no higher than similar events or primary tenants in the facility.

Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed on the course. During competition, selling is restricted to established selling locations.

Course Requirements.

The women's golf committee's interest in setting a golf course for the NCAA championships is to provide a fair, competitive test of golf that rewards excellent play at the appropriate level. All players should have a fair opportunity to demonstrate their skills throughout each day on a course playing as consistently as possible depending on local weather and course design characteristics and considerations.

The following general observations are for the purpose of producing proper and uniform championship playing conditions. Some points may not be applicable in certain instances due to exceptional local conditions and if the course superintendent considers it inadvisable to follow any of them, please communicate to the NCAA golf chair in charge of the competition.

Communication Area. The host should establish a general communications area at the course for all coaches and staff. There shall be a plan to alert all participants should there be a delay in play prior to the participants arriving at the golf course.

Fairways. In setting the markers, the committee will be looking for prime landing areas that are "fair"; providing firm, tight turf with a premium on accuracy and avoiding areas with fluffy lies or areas where soft and hard spots are next to each other. Prior to the championships, fairways should be cross-cut. During competition, at least the landing areas should be cut daily at the standard height of between one-half and five-eighths inch. In addition to daily cutting during the championship, fairways should be cut at championship level on each of the five days prior to the championship.

Early morning dew conditions will require a method of whipping or other removal to provide a consistent test for all players.

Flags. Flag sticks must be uniform in height (at least seven feet), color and diameter (maximum three-fourths inch from a point three inches above the ground to the bottom of the hole).

Flags will be ordered by the NCAA. They will be printed with the championships logo or the NCAA logo. Extra flags will be sent in the event of theft. Flags will be shipped directly to the host site.

Grounds Crew. Arrange to have the hours of work conform to the starting and finishing times for the competition. No non-emergency work may be done during play. Course markings, boundaries, tee settings and hole locations will be determined by the NCAA golf committee. During the competition, a member of the crew will be assigned, under direction of the NCAA golf committee, to cut holes the morning prior to play each day.

Hazards and Boundaries. Out of bounds should be marked with white stakes wherever possible approximately 12 yards apart (to 25 yards apart when well away from well-played areas) and should be clearly visible from one to another with the end stake "tied off" to signify the end of a boundary. These boundaries will be reviewed two days prior to the championships and additional stakes should be on hand if there are to be any changes necessary at that time. Hazards will be defined by according to USGA Rules of Golf. No marking should be painted for four weeks before the championships.

The course must supply three marking guns and additional stakes.

Practice Areas. Adequate practice facilities should, besides the balls, include grass space for a minimum of 30 players to hit every shot including the driver. There should be a separate sand practice area, at least one putting green with holes and a chipping green. If a pitching green is not available, a suitable target area should be developed. There also should be target and/or distance flags on the practice area the same height as the flag sticks on the course. All practice areas should be roped off (including driving range, short game areas, and practice greens) and only appropriate coaching personnel and participants shall be admitted to the practice areas.

Professional Staff. It is expected that the golf course will be in exemplary condition to host a

national championship. This event should be viewed by the host course and grounds crew as a "peak" event highlighting the golf course and talents of the finest amateur golfers in the nation and should not be preceded immediately by any major competition unless approved by the NCAA.

Putting Greens. Greens should be cut each morning of the competition and each day for at least 10 days prior to the event. Greens should not be cut or rolled to a point where a ball could gain speed in putting down all but the most severe slopes. The speed of greens will be determined during the site visit for the event.

Watering should be adequate to provide a firm but resilient surface but not a slippery one. Greens should not hold easily for a poorly played approach shot, but all well played shots should hold.

Greens must be completely free of all aeration and verticutting marks. The practice putting green should be of the same character and receive the same maintenance as all the greens on the course. It should have the same stimpmeter reading as the greens on the course.

For the three days prior to the tournament hole locations should be either generally toward center or in non-championships positions.

Paint Sleeve. The course should have a paint sleeve for painting the inside edges of the cup.

Rain Delays. In the event greens become unplayable due to heavy rain, adequate squeegee-rollers, hoses and other equipment should be on site and available for quick water removal by the grounds crew. Three to six air horns must be provided to notify players on the course.

Ropes and Stakes. The first and 10th tees and the ninth and 18th greens must be roped off. The scoreboard and any other congestion points also should be roped off as well as the entrance to the scoring tents and the practice areas. All practice areas should be roped off (including driving range, short game areas, and practice greens) and only appropriate coaching personnel and participants shall be admitted to the practice areas. The NCAA has arranged for Executive Sports to handle all roping in conjunction with the course superintendent.

Rough. No standard height of cut is recommended because of the varied nature of grass cover. The objective is a uniformly difficult recovery for the player who has made an inaccurate shot. The rough should not be so deep as to make a recovery impossible or to increase prospects of lost balls. Heavy poa annua seed heads should be topped off.

A six-foot intermediate cut of rough should be developed next to the fairway to provide definition and fairness. This cut should be developed early to eliminate need for a large amount of "topping" at tournament time. In addition, when rough is dense and close to the putting surface it is essential to have adequate collar width mowing of 30 inches.

Sand. Bunkers should have a "lip" to clearly delineate boundaries and eliminate possibilities of putting out, by raking sand away from present lip instead of edging out a new, sharp delineation. Extensive new sand that has not settled should be avoided. Sand should be free of rocks and obstructions and raked daily. The USGA recommendation of placing rakes outside

bunkers, as far away from the bunkers as is practical and in positions where they will be least likely to affect play, should be observed.

Scoreboard. An adequate surface must be provided to post a minimum of 20 three-foot by two-foot high sheets along with space for summary sheets for competitors. A covering should be available in case of inclement weather.

Tees. Teeing ground including the practice tee should be firm and cut daily at the height determined during the site visit. For the championships finals, the NCAA will provide tee markers for use during the championships.

The golf course staff should work in conjunction with the LOCAL RULES GOVERNING BODY and the golf committee to ensure that the course is set to championships specifications beginning with the first practice round. Prime areas on the tee boxes and prime hole locations should be saved for rounds of competition.

Decorating and Advertising.

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

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

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

Video Boards and Electronic Messages. No electronic board advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-services announcements or promotional messages specifically provided by the NCAA. The NCAA will provide programming on request (super regionals and finals).

Equipment.

Barriers. Standards or barriers to assist in providing security for the course.

Clocks. Clocks should be placed at the practice areas, first tee and tenth tee. Officials should synchronize clocks daily before placing clocks in these areas.

Comfort Stations. Comfort stations strategically placed on the course. Placement will be determined during the site visit. There must be enough public restrooms to accommodate spectators separate from those used by the players. Signs should be placed on the interior of the restroom doors "Please do not let door slam shut."

Computer Equipment. A computer and laser printer should be available in the committee room for typing announcements, updates, tee times, scorecards and coaches notifications.

Copy Machine. A high-speed copy machine is required to reproduce results, hole location sheets and other material necessary for the conduct of the tournament. The machine should be able to reproduce 75 copies per minute and should be located at the course. Please be sure the copier is well maintained.

Cups and Coolers. Final site only will receive a supply of cups and coolers from the national office. Other cups and coolers used on the course must be free of commercial identification. The NCAA cups and coolers should be placed on the finishing holes first. Water, sports drink, soda, juices and snacks should be available at No. 9 and No. 18. Water should be available at every other hole.

Driving Range. The driving range should accommodate 30 players at any given time.

First-Aid. A first-aid station should be set up near the clubhouse. A representative of the host institution's athletic injury department should be available at the site at all times.

Golf Carts. Electric golf carts should be available for the rules officials, medical staff (2), media (3), members of the NCAA committee (5) and designated coaches for each institution. Only an institutional representative (a designated coach) may drive or ride in the assigned golf cart for that institution during the competition.

The host institution should identify the golf carts for their intended use (i.e., NCAA committee, official, institution, medical staff and media). Reverse signals should be silenced for the officials and committee carts.

Pull Carts. The use of non-motorized pull carts is allowed in the women's golf championships.

Internet Access. The host should provide internet access for scoring and committee computers.

PA System. A quality public address system should be available for the awards ceremony and any other activity planned in conjunction with the tournament.

Paint Guns. A minimum of three paint guns. A paint sleeve should be secured painting the inside edges of the cup. A sufficient supply of marking stakes of red, white and yellow also should be provided.

Practice Balls. A sufficient number of practice balls of good quality should be available.

Radios. Multi-channeled hand-held radios (with earpiece) must be in working order and will be used by each official and member of the NCAA games committee. A radio system also is necessary for support personnel (earpieces not necessary). Radios must be on site three days before the tournament.

Super Regionals. Approximately 20 radios should be secured. NCAA site representative (1);

officials (6); tournament director (1); trainer (1); course superintendent (1); support personnel (3) and scorers (7).

Finals. Approximately 30 radios should be secured. Committee (5); officials (10); tournament director (1); trainer (1); course superintendent (1); support personnel (5) and scorers (7).

Ropes and Stakes. Gallery ropes and stakes, especially around one and 10 tees and ninth and 18th greens. All practice areas should be roped off (including driving range, short game areas, and practice greens) and only appropriate coaching personnel and participants shall be admitted to the practice areas.

Scoreboard Sheets. Scoreboard sheets (approximately three feet by two feet, provided by the NCAA office) with the names of the teams, individual players by position and the head coach printed on the sheets prior to the tournament.

Scoring. Computer and laser printing capability in the committee room for scoring, pairings, scorecards and results. Six to twelve clipboards are needed for use by greens reporters.

Scorer's Box. A score box shall be provided in each scorer's tent. The box should be of a sturdy material (wood or plastic), with a slot in the lid for placement of scorecards.

Signs. Sign should be posted explaining policies for spectators.

Siren. A siren system audible on the entire course in the worst of conditions must be available to inform players of a suspension of play. Six to eight air horns must be provided.

Table, etc. Tables, chairs, beverages, TV, etc., for drug-testing facility.

Tents (Scoring). Scoring tents (with sides) for the ninth and 18th greens. Each tent should include a six-foot table and six chairs and scorer's box. A scorer's box with a slot in the lid large enough to deposit a scorecard. A wastebasket also should be in the tent. The host must provide pencils and tees. It is recommended that ball markers also be provided.

Tents (Starter). Starter's tent for the first and 10th tees. The tent should include a six-foot table and two chairs. A wastebasket also should be in the tent. The host must provide pencils and tees. It is recommended that ball markers also be provided.

Weather System. Weather detection devices (Telvent DTN provided by the NCAA) should be placed in a nonpublic area and a trained individual should be assigned to monitor the system continuously. The system should be in working order and individuals trained prior to the first practice round.

Facility Use.

Practice facilities will be available during the championships and those competing will be advised of the dates and times when the facilities will be available. Teams or individuals entered in the NCAA Division II Women's Golf Championships will not be allowed to practice at the site of the regional or national championship 10 days before the first practice round. If individuals or teams do practice on the championships course, they will be subject to

disqualification by the games committee from participation in the championships. The host institution's team shall be exempt from this policy, provided the championships are conducted on the institution's home course.

Coaches and athletes will not be allowed to walk the course prior to the first day of the official practice round. However, the driving range and practice facilities shall be made available by the host institution on the day before the first practice round. Coaches' and student-athletes are not allowed on the course after their practice round.

Note: If a host team has "private" practice facilities at the course, the host may determine whether the facility is "open or closed." The definitions shall be: (1) if open, practice facilities must be open to all competitors during the championships (day prior to the first practice day through the final round); (2) if closed, the practice facilities are closed to all competitors (including the host team). If the men's program uses those practice facilities, they may practice providing the facilities are consider closed to championships participants and they receive prior approval from the committee.

Super Regionals. The facility shall be reserved for the exclusive use of the NCAA beginning at 6 a.m. one day before the competition through the conclusion of the final round (i.e., Saturday through Tuesday). All space shall be available and facility set up no later than 1 ½ hours prior to the beginning of the first practice round.

Finals. Tournament and practice facilities must be reserved for the tournament commencing 7 a.m. Tuesday through the conclusion of the final round Saturday.

NCAA Space Requirements.

The facility shall provide the space listed below.

Hospitality (Participant). A hospitality area shall be reserved for student-athletes and coaches. This area should include tables and chairs away from public areas.

Interview Area. Post-round interviews may be conducted near the 18th green or in a designated interview room at the completion of a round. If necessary a media room should be "dressed" appropriately to reflect the prestige of the event by (a) placing NCAA championships signage and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for photographers and cameramen at the back of the room; and (e) providing a sound system (if deemed necessary media demand).

Locker Rooms. A locker room with restroom facilities should be provided exclusively for participant use.

Media Work Area. The facility shall provide work areas for approximately 10 working press. Telephone, high speed internet, fax and copy machines shall be made available to the working media. The host media coordinator shall oversee this area. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices and competition. Only DASANI and POWERADE and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.

NCAA Committee Office. An area should be available to accommodate 15 persons. The committee, host and officials for various meetings during the tournament will use this space. This area needs to be at the golf course and preferably not visible to the public. The area should be equipped with (or have ready access) a high speed internet.

Official Scorer Location. The official scorer area should not be accessible to the media or the general public.

Signage. No ornamentation or signage is allowed on or in the starters or scoring tents.

Training Room. An on-site training facility shall be available. This area should provide the necessary facilities for all training needs.

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.

Parking.

There should be enough parking spaces adjacent to the arena for the committee, team personnel, match officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.

SECTION 7 – Financial Administration

Championship Expenses.

The host institution is responsible for all championship expenses, including (but not limited to) facility rental, maintenance, insurance, personnel, police and security, promotion, publicity, advertising, meetings, banquets, medical staff and any other expenses approved by the NCAA.

The cost of permanent equipment, local transportation for participants and on-campus facility rental charges are not permissible items of game expense. Athletics department staff members of the host institution (e.g., director of athletics, assistant director of athletics, business manager, ticket manager, sports information director) may not be paid a fee or honorarium from receipts of an NCAA championship unless such payment is made from the host institution's share of the net receipts.

The host institution must file, within 60 days following the competition, the "Financial Report" section of the proposed budget/financial report form. The golf committee may assess a financial penalty against the host institution for failure to submit the financial report within 60 days following the conclusion of the competition. Your timely cooperation will be greatly appreciated. The proposed budget/financial report is available on the NCAA website at:

<https://web1.ncaa.org/champsBidV20/exec/login?loginSubmit>LoginWithTabs>

Committee Expenses.

Room and tax shall be direct billed to the host institution and be reimbursed via budgeted disbursements (personnel section) on the final financial report. Committee members/NCAA site rep will be responsible for their own incidentals. The NCAA will be responsible for reimbursing committee members/NCAA site rep for per diem and travel expenses. The proposed budget/financial report is available on the NCAA website at:

<https://web1.ncaa.org/champsBidV20/exec/login?loginSubmit=LoginWithTabs>

Drug-Testing Expenses.

The budget should be completed only if you have been notified that there is drug testing and returned to The Center. The drug-testing budget and expenses are separate from the financial report form. The drug-testing budget form is an appendix in the [drug testing manual](#).

Lodging Expenses.

Rules Officials. Room and tax shall be direct billed to the host institution and be reimbursed via budgeted disbursements (officiating expenses section) on the final financial report. Officials will be responsible for their own incidentals.

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

NCAA Representative/Golf Committee. Room and tax shall be direct billed to the host institution and be reimbursed via budgeted disbursements (personnel section) on the final financial report. Committee members/NCAA rep will be responsible for their own incidentals.

Participating Institutions Expense Form.

Once the championship is completed, participating institutions should submit expense forms to the NCAA Travel Department at the NCAA national office within 30 days of the competition.

SECTION 8 – Game Management

Insurance.

[Reference: Bylaw 31.7.4 in the NCAA Manual.]

NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage. Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage). Institutions that are covered by state tort laws should provide a statement on institutional letterhead detailing the coverage provided, including limits.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

[Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours before the championships.]

Games Committee.

The committee shall appoint a games committee to actively supervise the actual conduct of the tournament. The primary purpose of the games committee is to give specialized assistance and guidance to the tournament director during the competition.

The games committee shall be comprised of:

Super Regionals: The games committee will be the NCAA site representative, head rules official and tournament director. The NCAA site representative shall serve as the chair of the games committee.

Finals: The games committee will be the NCAA Division II Women's Golf Committee, NCAA championships manager, head rules official and tournament director.

Personnel

The following provides a general description of the personnel needed to conduct the championships. In some cases, responsibilities can be assumed by one person; however, the committee recommends that the tasks be delegated as provided in this manual. Following is a general outline of the various areas of responsibilities that must be met:

Athletic Trainers. An adequate number of athletic trainers are needed to provide treatment before and after rounds, staff competition and practice. Athletic trainers should be on site at least one and one half hours before the first tee time and one and one half hours after the completion of play each day.

Computer Operator/Official Scorer. For the super regionals, the host should secure a computer operator/official scorer to develop pairings, compile results and provide statistical information. This individual will be the official scorer and will use the Golfstat.

For the finals, the committee will hire a computer operator to develop pairings, compile results and provide statistical information. This individual will be the official scorer. Golfstat will be the statistical service for the championships.

Couriers. Approximately 10 individuals (e.g., student trainers) to escort student-athletes to drug-testing site, if your site is designated for drug testing.

Course Maintenance. A sufficient number of individuals to have the course properly prepared before each round of practice and competition. The maintenance supervisor should check with

the committee chair and tournament director each day to ensure that the course is prepared according to NCAA guidelines.

Course Superintendent. Ensures that course is prepared according to NCAA golf committee specifications before the arrival of the committee. Must be available to work with the NCAA golf committee member who is assigned to set the course for competition. Secures all necessary equipment for the conduct of the tournament (see **Course Requirements and Equipment**).

Drivers for Evacuation Vans. There shall be one driver for each evacuation van who does not have any additional responsibilities. These drivers shall be stationed at the vans anytime players are on the course.

Drug-Testing Site Coordinator. Preferably a physician or athletic trainer. Responsible for assigning couriers, setting up drug-testing facility, purchasing supplies and, if assigned, handling financial responsibilities. Works closely with NCAA national office and games committee. This individual cannot have any other responsibilities at the championships.

Financial Officer. The financial officer is responsible for the preparation of proposed budget and approval of all expenditures. It is important that the proper control over expenditures is maintained, since proposed budgeting procedures will be followed to the letter. Within 60 days after the championships, it is the responsibility of the host institution to complete and forward to the NCAA national office the financial report for the championship. If desirable, the financial officer may also handle drug-testing budget and financial report.

Greens Reporters. A minimum of six greens reporters per round are required for gathering and reporting contestants scores to the official scorer following holes 3, 6, 9, 12 and 18. Additional greens reporters will be used for holes 10 through 18 on the final round.

Hospitality. Oversees and plans all hospitality activities according to NCAA guidelines. Plans the pre-championship banquet (finals only), including contributions to offset the cost and any other social activities for the players, coaches and officials. The hospitality coordinator should also be responsible for the set up of awards ceremony.

Live Scoring (super regionals and finals). Contemporaneous live scoring will be conducted during the championships. The host shall provide a minimum of six volunteer greens reporters to collect scores from competitors at holes 3, 6, 9, 12, 15 and 18 for all days of competition. Additionally, the final day of competition should have volunteer greens reporters stationed from holes 10 through 18. Adequate communications devices (radios or cellular telephones) shall be secured for contact with the official scorer.

Media Coordinator. Handles pre-tournament publicity. Prepares press kits for members of the media and coordinates all press passes. Organizes the pressroom and prepares summary of daily team and individual results. Organizes all press conferences. Assists television personnel in the telecast of the event.

Merchandising/Concessions. Appropriate number of individuals to handle expected crowds. Should have sufficient number of helpers to provide services to players after the ninth and 18th

holes. Ensures NCAA merchandising policies and procedures are followed.

Miscellaneous. At the discretion of the tournament director, additional personnel may be needed to adequately conduct the tournament.

Officials. The NCAA will coordinate with the local golf governing body for officials. The officials' hotel room and tax will be placed on a direct bill to the host.

Registration Workers. Three or four clerical, golf-oriented workers to organize and run the registration desk before the tournament.

Runners. Students or volunteers who assist in any capacity needed to effectively operate the tournament.

Scoreboard and Scoring. Supervises the scoreboard and the scoring procedures between the scoreboard, Golfstat and the media.

Individual should be able to print neatly. Prepares all scoreboard material (score sheet provided by NCAA office), including listing of teams, daily scores and any other information on the board. To avoid changes, names should not be printed on the tournament score sheets until line-ups have been submitted by the coaches in person. A plastic covering should be ready and easily hung in case of rain.

If leaderboards are available, they should be updated in a timely manner. None-hole scores should be reported and posted on the scoreboard.

Scoreboard Assistants. One or two individuals who assist the scoreboard artist and provide back-up assistance. Walking scorers should radio three-hole summaries to those volunteers in the Golfstat scoring area.

Security. Adequate security should be planned according to the expected crowd. If parking is a problem, security should be planned in this area. A security person also should be assigned to the drug-testing site.

Spotters. Tournament director should arrange a sufficient number of individuals to assist on difficult holes to ensure a proper pace of play.

Starter(s). For super regionals, one starter for the first tee for practice rounds. For finals, one starter each for the first and 10th tees for practice rounds.

The starter is responsible for operating the tees and ensuring all groups tee off on time. The starter should obtain and ensure that all necessary materials are at the tees on time (i.e., score cards, pencils, hole location sheets, PA system, local rules sheets, evacuation plans, designated coaches sign-in sheets). The LOCAL RULES GOVERNING BODY will provide starters for rounds of competition.

Shuttle Drivers. Volunteers to drive disabled spectators to viewing areas and to drive members of the media with heavy equipment. Some courses may require player shuttles between some

holes. This will be determined during the course setup.

Tournament Director. The tournament director, in conjunction with the NCAA committee representative(s) and the NCAA championships manager, is responsible for overall conduct of the tournament.

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

Starting Times.

The committee will approve all starting times. The host institution in consultation with the NCAA Championship Administrator and the DII women's golf committee will determine order of play.

Publications and Printed Materials.

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

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

Hole Location Sheets. The NCAA committee will review hole location sheets and there should be a sufficient number of sheets, color-coded by day, at the tees each day of the tournament. The host must order four different colors of paper on which hole locations will be run (see **Appendix A**).

List of Coaches. A list of coaches should be at the first tee. Coaches will be asked to list designated coach(es) and sign off on distribution of wristbands.

Local Rules Sheets. All local rules should be printed and distributed to all participants and coaches. A sufficient number should be available at the starter's table each day and at tournament headquarters. The NCAA committee will review sheets (see **Appendix E**).

Notice to Competitors. Practice-round pairings will be typed and printed by the host institution and will be available at registration. Pairings for competition rounds will be generated by the official scorer and printed by the host. Provide sufficient number for coaches, media and officials. Distribute at headquarters hotel. Volunteers who are serving as markers should also receive a copy each morning.

Scorecards. Golfstat will be responsible for printing scorecards for use during all rounds. All yardage information will be determined after consultation with the NCAA and the rules officials.

Score Sheets. Are received from the NCAA office and placed on the scoreboard. Should be appropriately marked to identify the tournament, year and host institution. Name of institution, head coach and each player by position should be hand lettered on the sheet. Score sheets should be placed on the scoreboard in alphabetical order. They are three feet wide and two feet high.

Summary Sheets for Scoreboard. Results of 18-36-54 and 72-hole (finals only) total for teams and individuals may be provided by the host institution. These sheets cannot have any commercial identification on them. The NCAA will send extra score sheets, the back of which can be used for summary sheets.

Tee Signs. Should be printed for each hole with the yardage and par for championships play (see **Appendix B**).

Yardage Books. Should be provided free of charge in the registration packets for participants.

SECTION 9 – Lodging

Super Regionals. The host is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants [minimum of five or six per team (9) and two or three per individual (4); NCAA committee representative (1); and officials (4).

The host institution will advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists with the advance mailing. Please advise the hotel that participating institutions may not contact the hotel before April 29.

Institutional Responsibility. Each institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at a designated property; however, it is financially responsible for canceling its reservations and then securing its own accommodations. If an institution wants to stay at another hotel, it must (a) obtain a release for the rooms (in writing) from the hotel manager, or (b) use the rooms for persons accompanying the official travel party. If an institution fails to make satisfactory arrangements for use of the rooms with the hotel, full charges for the rooms will be billed to the institution.

Reservations. Rooms should be reserved for the night prior to the first practice round. It is possible that a team/individual may not arrive until the day of the practice round or arrive two days prior to the first practice round and the hotel should be informed of this situation.

Room Rate. Attempt to secure a special rate and the NCAA accepts standard complimentary policy of at least 1/40.

Room and Tax. The tournament director will arrange for the officials', NCAA committee representative's hotel room and tax to be master-billed to the institution. This expense should be included on the financial report form. Officials are responsible for their incidental charges.

Finals. The host is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants [minimum of 6 per team (12) and 2 per individual (12)]; their travel party, NCAA committee members (4), NCAA staff (not more than 2) and officials (6).

The host institution will advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists. Please advise the hotel that participating institutions may not contact the hotel until Super Regional play has been completed.

Institutional Responsibility. Each institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at a designated property; however, it is financially responsible for canceling its reservations and then securing its own accommodations. If an institution wants to stay at another hotel, it must (a) obtain a release for the rooms (in writing) from the hotel manager, or (b) use the rooms for persons accompanying the official travel party. If an institution fails to make satisfactory arrangements for use of the rooms with the hotel, full charges for the rooms will be billed to the institution.

Reservations. Rooms should be reserved for the night prior to the first practice round. It is possible that a team/individual may not arrive until the day of the practice round or arrive two days prior to the first practice round and the hotel should be informed of this situation.

Room Rate. Attempt to secure a special rate and the NCAA accepts standard complimentary policy of at least 1/40.

Room and Tax. The tournament director will arrange for the officials', NCAA committee, NCAA staff and/or representative's hotel room and tax to be master-billed to the institution. This expense should be included on the financial report form. Officials are responsible for their incidental charges.

Drug-Testing Crew.

The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel (if requested).

SECTION 10 – Meetings/Schedule of Events

Administrative Meeting.

A meeting with representatives from each of the departments/areas involved with the administration of the championships and the women's golf representative will be conducted on Friday (super regionals) and Monday (finals) of the championship week. The purpose of this meeting is to review the schedule of events and policies and procedures of the championships.

Participants and Coaches Rules Meeting.

The participants and coaches' pre-championship rules meeting will be conducted prior to the first round of competition (super regionals) or immediately following the NCAA banquet (finals). The purpose of this meeting is to review policies and procedures governing the conduct of the championships and local rules and procedures regarding the course. The women's golf

committee representative will conduct the meeting in conjunction with presentations from the head rules official and tournament administration.

The participating student-athletes and head coach of each team/individual MUST be present. Other institutional representatives (i.e., director of athletics, trainer, sports information director) may attend.

Officials Meeting.

The head rules official will conduct a meeting prior with the team of rules officials, tournament director, and site representative to the start of the first competition round to review course set up, local rules and potential ruling areas.

Schedule of Events.

The committee representative will approve the schedule of events.

SECTION 11 – Media/Credentials

Credentials.

Super Regionals. The host institution will be responsible for producing credentials. Working passes may be issued to bona fide working personnel, including media representatives, and participation passes may be provided to student-athletes competing in the championships, as well as their coaches. Please refer to <http://www.NCAA.com/content/credential-terms-and-conditions> for conditions placed on the use of non-team credentials. The following credentials should be used:

Participant	Media
All Access	Rules Officials
Event Staff	Designated Coach (produced by the NCAA)
Institutional Personnel (assistant coaches, administrators, trainers)	

Finals. The NCAA will provide credentials to the host institution.

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

- 5 – participating student-athletes
- 2 – designated coaches

Individuals. Two credentials will be issued to individual representatives: one student-athlete and one designated coach.

Official Travel Party. The official traveling party for the championships is seven (7) for teams and two (2) for individual participants.

Security. The host institution shall make available, a listing of all credentials that have been issued. The committee emphasizes that tight security should be established in this area. With

regard to the issuance of credentials, the following policy has been established:

1. One for each participant that has been selected to participate in the championships.
2. One for each head coach.
3. Three for an assistant coach, trainer and/or administrator if requested during registration.
4. One for each member of the NCAA golf committee, officials governing body and NCAA representatives in attendance.
5. Members of the media, to be administered by the media coordinator, according to the media guidelines policy.

Personnel. Each host SID is responsible for organizing workers to assist in the press operation of the championships. The number of workers will depend upon the media demand for all rounds at the site. Communication with the media coordinator and the SID's knowledge of the area media will help with advance planning. Such duties as quote takers, copy machine personnel, fax machine operators, etc., should all be coordinated with the tournament director.

Golf Committee. The representatives of the golf committee should be issued a credential that gives them total access to the golf course and all facilities.

Gambling. NCAA policy prohibits the issuance of media credentials to representatives of any organization that regularly publishes or otherwise promotes the advertising of "tout sheets" or "tip sheets," or other advertising designed to encourage gambling on college sports events. Institutions hosting National Collegiate Championships competition are subject to the Association's enforcement procedures if the media coordinator disregards this policy.

Conference Offices. Two all-access credentials may be issued to full-time members of the host institution's conference office. Staff members from other conferences shall not receive credentials unless they are serving as volunteer assistants for the host.

Credentials List. During the administrative meeting, the media coordinator must submit a listing of all individuals receiving credentials to the committee representative.

Drug-Testing Team. In the event of drug testing, plastic credential badges must be issued for the drug-testing team by The Center staff. Individuals serving in this capacity will be identified for the tournament director at each site by the national office staff.

Printing. The NCAA will distribute credential boards (finals only), print photography policies, news film and mini-camera policies.

Photography. In most cases photographers will be restricted to the spectator rule and will not be allowed on the course.

Carts. The committee discussed the feasibility of allowing photographers to use carts. The following criteria were established:

1. The on-site media coordinator will be assigned three to four carts for media use.
2. Photographers may request use of a cart from the media coordinator.
3. The media coordinator will have the authority to approve use of a cart by photographers.
4. If approved, host media personnel or volunteer must escort the photographer.
5. No photographer will be authorized to drive a cart.

Cameras/Videos. Spectator cameras and videos are not allowed on the course. Each institution is allowed one video camera. Signage regarding spectator cameras/videos should be posted at the entrance of the facility.

Radio. Credentials may be provided to the number of individuals required by a station or network. However, in no case may more than four credentials be provided for any single station/network. Broadcasts of any championship match must conform to the general broadcasting policies established by the Association.

For the radio agreement form, and radio and Internet policy, refer to the [NCAA Broadcast Manual](#).

Television Providing Play-by-Play (if applicable). A total of 50 credentials shall be provided to the entity televising the matches and claimed in person by the producer. Please refer to the [NCAA Broadcast Manual](#).

Television stations and/or networks will be limited to two credentials (one talent and one temporary television) unless a union contract dictates the presence of a sound technician.

Golf Committee. Representatives of the golf committee should be issued a credential that gives them total access to the facility.

Volunteers. It is not permissible to issue credentials to volunteer workers except for those directly involved in event management.

Hospitality. Arrange for a press hospitality room/area for personnel with the appropriate credentials.

Results. A primary responsibility of the SID is to report the results according to the following procedures:

- 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. Please be sure to submit all information in the following manner:
- Send the information to ncaa-content@turner.com.
- Specify the sport (division, championship and 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.

Headquarters Hotel.

The media coordinator is responsible for media arrangements at the headquarters hotel. Lodging for participating media shall be arranged by the media coordinator.

Hospitality.

Media hospitality is strongly encouraged, and media coordinators are responsible for coordinating media hospitality functions. Accordingly, disbursements for these items shall be guided by the budget that was originally submitted by the tournament director and approved by the committee. Budgets cannot be changed without the prior approval of the committee.

Live Scoring.

Refer to the [NCAA Broadcast Manual](#).

Mini-Cams and News Film.

If a match is televised, only the station that has purchased rights may film tournament action. For mini-cam and news film photography policies, refer to the [NCAA Broadcast Manual](#).

News Conferences.

The media coordinator shall have the authority to designate and require any student-athlete to attend a post play news conference and/or those scheduled before any round of competition in the national championship.

Obligation of Coaches. Regardless of any personal regular-season radio or television contract(s), the coach first is obligated to the entire media staffing the tournament and must report to the interview room immediately after the 10-minute cooling-off period expires. The coach cannot delay an interview with the covering media to conduct a program for a single newspaper, radio or television reporter unless requested to grant a short interview (not to exceed four minutes) by the television network that has purchased rights. (The media coordinator or designee shall have the responsibility to terminate the four-minute interview period, not the network that has purchased rights.) After fulfilling this commitment to the media staffing the tournament, the coach and players may participate in a special interview.

Pretournament News Conference. Because of travel and class schedules, in-person news conferences are not required. Instead, the host institution may conduct a telephonic news conference two days prior to the first day of competition.

Staffing. The media coordinator shall appoint a moderator for the news conference.

Parking.

Media parking is desired, but the host must make this decision. If media parking is limited, "car pools" should be encouraged to permit the greatest use of the parking area. It is the responsibility of the media coordinator to design and print parking passes, if necessary.

Post-round Interviews.

All coaches and student-athletes must be made available for post-competition interviews following the "cooling off" period. This not only applies to formal press conferences, but also to

any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

Assistant Coach's Interview. An assistant coach is permitted to participate in a radio interview on the head coach's behalf prior to the expiration of the cooling-off period.

Equipment. The host institution shall provide all the necessary equipment (microphones, multibox, adequate lighting) for the interview room.

Facility Coordinator. Host media coordinators must designate an interview room at the facility and an individual to coordinate the activities in it.

Moderator. The media coordinator shall identify a moderator for each news conference who shall keep the conference moving on schedule.

Players and Coach. The SID representing each participant shall escort the coach and players to the interview area.

Quotes. Typed quotes shall be distributed to the media immediately following each round. It is recommended that one person be assigned to each team so that news conferences are covered in their entirety.

"Selected Media" Policy. Should a coach permit any single media agency to have access before the cooling-off period has expired, the player access shall be opened to all other media representatives desiring access to the players.

Security.

Security personnel should be instructed to protect the press conferences and working press areas, especially before and after each round, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent on the media coordinator to emphasize the necessity to protect the greenside media areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each round as deemed necessary.

Statistical Services.

Golfstat will update score and stats after each day and results will be distributed by the host media coordinator to the media and to each and individuals participating in the championships.

Team Films/Videotapes.

Each participating team is permitted to tape all rounds at the site in which it is participating with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping.

Noncommercial Usage. Films or videotapes of any of the games of the championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution's own noncommercial

purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

Restricted Space. On completion of the hole being filmed/videotaped, the representative will be required to immediately depart the area in order for other videographers to establish their shooting positions.

Working Press Room.

The media coordinator is responsible for the working pressroom at the arena.

Equipment. It is desirable to have a facsimile machine and operators available for faxing. In addition, an appropriate number of DSL lines should be installed for transmitting information.

SID Needs. The media coordinator shall contact each SID representing a participating team at the site and request a shipment of media guides, statistics and other updated information to place in the pressroom prior to the team's arrival.

Copier. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Thursday and Saturday as scheduled by the NCAA.

Computer Ethernet. At each site there should be a minimum of 2 ethernet connections or wireless (preferred) access.

Printers. At least one high-speed printer with collating and stapling capabilities shall be available in the media area.

SECTION 12 – Medical Procedures

Medical Procedures.

The host institutions/conference shall coordinate medical care and coverage for each scheduled practice or content of any round of an NCAA championships. The host should assign a certified athletic trainer to coordinate the medial arrangements for the championships.

Each scheduled practice or contest of any round of an NCAA championships should include the following (see NCAA Sports Medicine Handbook for more information):

1. The presence of a person qualified and delegated to render emergency care to a stricken participant.
2. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.

3. Planned access to early defibrillation.
4. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.
5. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at campus and while traveling for use by medical personnel.
6. An inclement weather policy that includes provision for decision-making and evaluation plans (Refer to Sports Medicine Handbook; Guideline1d on Lightning Safety).
7. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the emergency care plan.
8. A catastrophic incident plan to provide information and the support necessary to family members, teammates, coaches and staff after a catastrophe (see the sports Medicine Handbook; Guideline1e on Catastrophic Incident in Athletics).
9. A concussion management plan on file.

Student-Athlete Medical Disqualification.

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

SECTION 13 – Merchandise

Event 1 is the official merchandiser for NCAA Championships. As the official merchandiser they service all 89 NCAA Championships and have rights to championships venues, ancillary events and first right of refusal of all NCAA hotel properties.

Exclusive Rights.

The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of all NCAA championships. Any merchandise or material bearing any name, logo, trademarks or service marks of the Association that is sold or distributed at an event sponsored or administered by the Association must have the prior approval of the NCAA. No such merchandise or material will be sold by anyone except as designated by the NCAA. By selling the merchandise that Event 1, Inc. sends, you will be entitled to a 20 percent commission rate of net sales. Net sales are defined as gross sales minus sales tax and credit card fees.

Event merchandising policies may be found at:
<http://www.ncaa.org/championships/marketing>

Team Orders.

Teams selected to participate in NCAA championships will have the opportunity to preorder merchandise through the official NCAA souvenir merchandiser, Event 1, Inc. A memo will be sent to each team selected outlining how to pre-order championships apparel. Orders will be shipped directly to the institution the week after championships.

Questions regarding the online team ordering process should be directed to Event1.

SECTION 14 – Officials

Super Regionals. The host institution will be responsible for identifying appropriate officials, with assistance from the head rules official for the national championships and national committee.

Finals. The NCAA Division II Women's Golf Committee is responsible for the assignment of officials. The host institution will be notified of the officials named to serve the championships by the NCAA staff as soon as confirmations have been finalized.

Credentials.

Credentials will be distributed to officials for course access and other appropriate areas.

Fees and Expenses.

The tournament director is responsible for paying the officials' fees and expenses, which will then be submitted on the officiating expenses section of the financial report for reimbursement by the NCAA. It is not necessary, for NCAA purposes, to collect receipts for air travel or other expenses.

Payment. Reimbursement for per diem and transportation expenses should be mailed to the officials within 10 days after the competition or, if payment can be processed prior to their departure, given to the committee member to distribute.

Per Diem. Officials will receive \$45 per diem for meals and incidentals for each day of the championship, beginning with the day of arrival and ending with the day of departure. Officials not required to remain overnight at the site also shall receive per diem.

Hotel.

Officials' hotel rooms and tax should be billed to the host institution; the officials are responsible for incidental charges. The host institution will then file these expenses on the officiating expense section of the financial report form after the competition. The officials should be housed in the same hotel as the NCAA representatives and should not be housed with the teams.

Meetings.

The head rules official will conduct a meeting to include all head coaches (mandatory) prior to the start of the first competition round to review course set up, local rules and potential ruling areas.

Parking.

An adequate number of parking passes should be reserved for the tournament officials.

Transportation.

Officials will be reimbursed according to the actual mode of transportation, not to exceed jet coach fare or 50 cents per mile, but not including terminal or other local transportation (unless approved in advance by the NCAA national office). Officials who receive approval for air travel must make flight arrangements through Short Travel at 866/655-9215.

Uniform.

Officials shall wear color-coordinated polo shirts and khakis. At a minimum, one polo will be supplied by the NCAA.

SECTION 15 – Participating Teams

Participant Manual.

Super Regionals. The NCAA will provide the host institutions a template of the participant manual by late February. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by late March. The NCAA shall provide his/her comments to the draft manual by April 8.

The NCAA shall make the participant manuals available to all schools under consideration for selection. The manuals shall provide details for championship and will be posted on the NCAA's website by **April 15.**

Finals. The NCAA will provide the host institution a template of the participant manual by late February. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by late March. The NCAA shall provide his/her comments to the draft manual by April 15. The manual will be posted on the NCAA's website by April 22.

SECTION 16 – Promotions and Marketing

Banners.

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

Promotions Assistance.

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

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

Promotional Products.

Downloadable artwork items available on the promotions website include:

- Poster
- Flyer
- Print Ad
- Email blast
- Banner
- Web Banner
- Billboard
- Table Tent

Television/Video and Radio Ticket Spots.

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

:30 Video/Television Spot

- The NCAA creates TV-Video Spots for select championship sites and a limited number of predetermined regional rounds.
- The TV-Video spots obtained on the promotions website can be easily uploaded to websites, burned onto discs, used on video boards or sent via email.
- Two file formats are available for download: QuickTime and Windows Media.
- Files downloaded from the promotions website are not television quality. If you would like to order a television broadcast quality version of your spot, please contact the NCAA office. Please be sure to provide your name, telephone number and physical shipping address. **Note: The NCAA will provide one (1) complimentary BETA tape; hosts are responsible for making duplicate copies.**

:30 Radio Spot

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

NCAA Logos.

The official NCAA championship logo is provided so that you may assist the NCAA in publicizing the championship. The logo should be used as a part of all materials that are produced to promote the championship.

All NCAA logos are available online at <https://sportgraphics.widencollective.com/login> to NCAA member institutions, licensees, Corporate Champions and Corporate Partners. To access the logos, each user is required to register for a unique username and password. Once the request for access to the site is granted, you can search the Digital Library for the logos you need. All logos should follow the NCAA Brand Guidelines provided on this site to ensure proper use.

Signage.

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

Possible uses of NCAA signage include displaying it at the championship site, especially in the competition area within camera angles, and all related championship functions. Signage should always be displayed during news conferences and banquets.

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

SECTION 17 – Practices

Team Practices.

Practice facilities must be available during the tournaments, and those competing will be advised of the dates and times when the facilities will be available.

One practice round shall be scheduled before the championship finals. The committee will assign practice times. Golf course personnel must work in conjunction with the officials' association and the women's golf committee officials to ensure the course is properly set for the practice round. Groups of five are permissible during the practice round; however, no groups of six are allowed and coaches are not allowed to play.

Teams or individuals will not be allowed to play the respective tournament course 10 days before the first practice round. No exceptions will be made; however, the host institution's

team shall be exempt from the policy, provided the tournament is conducted on the institution's home course. If an individual or team does play on the course, they will be subject to disqualification by the NCAA committee.

SECTION 18 – Programs

The NCAA has the exclusive right to distribute game programs at the competition site at its championships. The competition site shall sell the programs delivered to it by the NCAA at all public practices and on each day of competition. The competition site shall provide all vendors.

IMG College will be responsible for all program production, including layout and design, advertising, printing, vending and distribution to the championship sites. No competing publications, whether sold or free of charge, are permitted at NCAA events where printed programs are available without prior permission from the NCAA and IMG College. At events where digital programs are available, the host may produce a printed supplement at its own expense on the template provided by the NCAA and IMG College, with any income from the sale of this supplement kept by the host. The host should not include expenses or revenue for programs in the championship budget and/or financial report. All program and supplement content is subject to NCAA approval.

IMG College will be responsible for publishing the official game program for the championships. An IMG College representative will contact each host media coordinator. IMG College will contract with a representative in each host city to sell local advertising and will contact the tournament manager for references.

In addition, IMG College will:

1. Send NCAA advertising guidelines as needed.
2. Contact the appropriate sports information director to obtain the required team information.
3. Handle vending and distribution of the programs. An IMG College representative will contact the host with additional information.

LOC Pages. The host will be contacted by an IMG College representative regarding pages in the championship program. The host may select between the following three topics: host institution(s)/conference, host city or competition site. IMG College will provide a deadline and the word count and specs for text and photos. IMG College will contact individuals who are listed on the host's online key contacts form.

Digital Programs.

Many NCAA championships have adopted digital game programs that can be viewed online or downloaded to a consumer's mobile device. IMG College will be responsible for all digital program production including layout and design, advertising, and digital distribution channels prior to and during the championship.

Digital programs will be available for download prior to the championship at NCAA.com.

Once championship sites are selected, the NCAA will notify each host institution/conference whether IMG will be providing a printed game program or digital game program.

Please contact Levida Maxwell (lmaxwell@NCAA.org; 317/917-6356) with any questions.

Souvenir Programs.

After each championship, IMG will update the early round digital program for all final round participating schools, update the digital program cover with an appropriate image and include a championship recap page with text provided by the NCAA. IMG will establish an on-demand printing option and provide this option to any student-athlete or fan ordering this feature through <http://www.NCAA.com/gameprograms>.

Heat/Bout Sheet and Stat Rosters.

A key element of the digital program plan is to give hosts the ability to produce and sell heat/bout sheets, without being tied to the prior practice of requiring fans to buy a game program with a coupon for a heat sheet. IMG will allow host sites to sell heat sheets with the restrictions mentioned below.

1. The NCAA and IMG will develop a PDF template to be provided to host institutions for use as outlined by IMG and the NCAA. All costs incurred by the host institutions to print, distribute, etc., these sheets should be covered by their vending revenue and is not the responsibility of IMG or the NCAA.
2. The policy allows hosts to hand out stat rosters, and a scorecard for baseball and softball contests is permissible.

SECTION 19 – Security

Based upon a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of *Best Practices* for NCAA Championships, which can be found in the “Help/Other Resources” tab in the championships host portal. Each competition venue is urged to take these *Best Practices* into account when developing its safety and security program.

Hosts must submit a safety and security plan for the competition venue that includes the NCAA Championships Safety and Security Team contact information form, which is located in Appendix A of the *Best Practices* document. This information should be submitted to Nancy O’Hara (nohara@ncaa.org) as part of your bid to be considered for championships site selection.

Crowd Control.

The tournament manager must review crowd control policies with the committee and is responsible for strict enforcement of these policies.

Distribution of Materials.

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

Personnel.

Adequate uniformed security (not necessarily uniformed police) must be provided for any area for which a credential is required or where crowd control is necessary. The committee representative will discuss with the tournament manager specific plans in this regard (e.g., number of security personnel necessary in each area). The tournament manager is responsible for reviewing all credentials with security personnel.

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

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

Prohibited Items.

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

Alcohol. Alcoholic beverages shall not be sold or otherwise made available for public consumption at any championships event sponsored by or administered by the Association, nor shall any such beverages be brought to the site during the championships.

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

Laser Pointers. Laser pointers are not permitted.

Noisemakers. Artificial noisemakers of any kind, megaphones used for distraction, air horns, electronic instruments, inflatable noisemakers, etc., are not permissible. The facility staff is 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.

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

Spectator Photography/Video Cameras.

Flash photography is not permitted on the course. Each institution is allowed one video camera. Signage regarding spectator cameras rules/no flash photography or videotaping should be visibly posted at the entrance of the facility, tees 1 and 10, the practice green and range. See Appendix F for further information regarding photography regulations.

SECTION 20 – Transportation

Local Transportation for Teams.

The host institution is urged to assist each team in arranging for local transportation (i.e., provide names and telephone numbers of companies that could be contacted).

Officials' Transportation.

Officials should be reimbursed either 50 cents per mile round trip (including both to and from the site and for local transportation while at the site) or actual expenses for a rental car (one car per four individuals (prior approval is needed by NCAA staff). The mileage or actual rental car expenses may not be known at the time the officials submit their expense forms for reimbursement. In this case, they will be instructed to mail those expenses to the tournament Director after the competition; in turn, the tournament director will send the official(s) a second, separate check to cover these expenses.

SECTION 21 – Volunteers

Goals.

The LOC volunteer program should strive to accomplish the following goals:

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

Recognition (Finals Only).

On receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC's list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.

Volunteer Apparel (Finals Only).

The NCAA will work directly with the host institution and its licensees to order all NCAA championships volunteer apparel. As such, please work with the championships administrator to ensure that appropriate product and sizes are available for the championships volunteers.

Waivers.

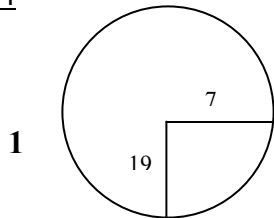
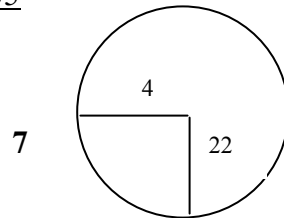
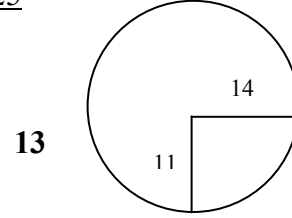
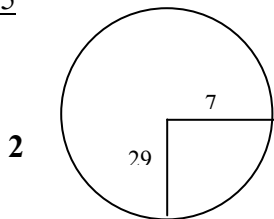
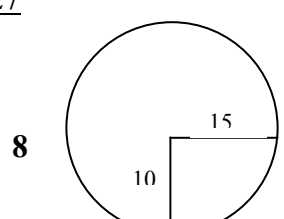
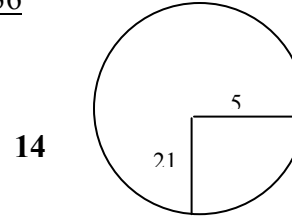
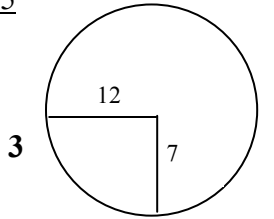
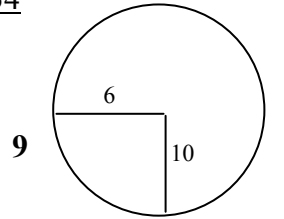
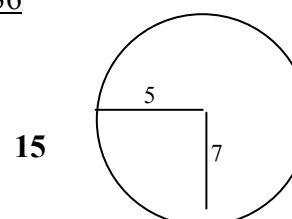
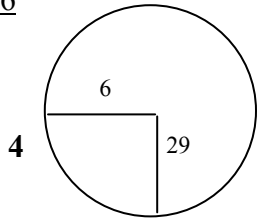
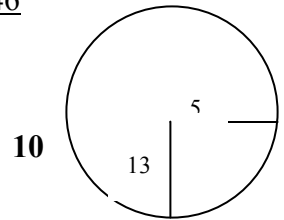
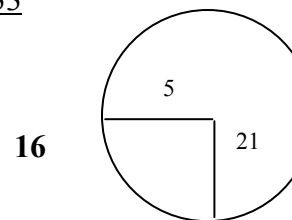
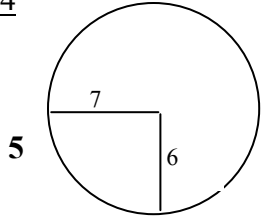
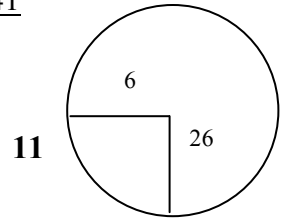
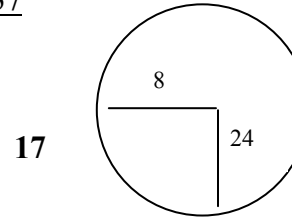
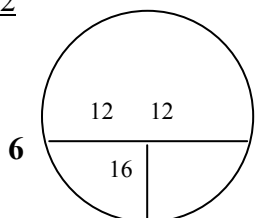
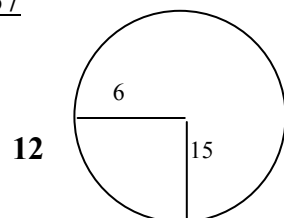
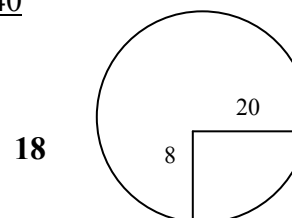
Each volunteer must sign a waiver of liability before the start of the championships (see Appendix I). After the championship is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference.

HOLE LOCATION SHEET TEMPLATE

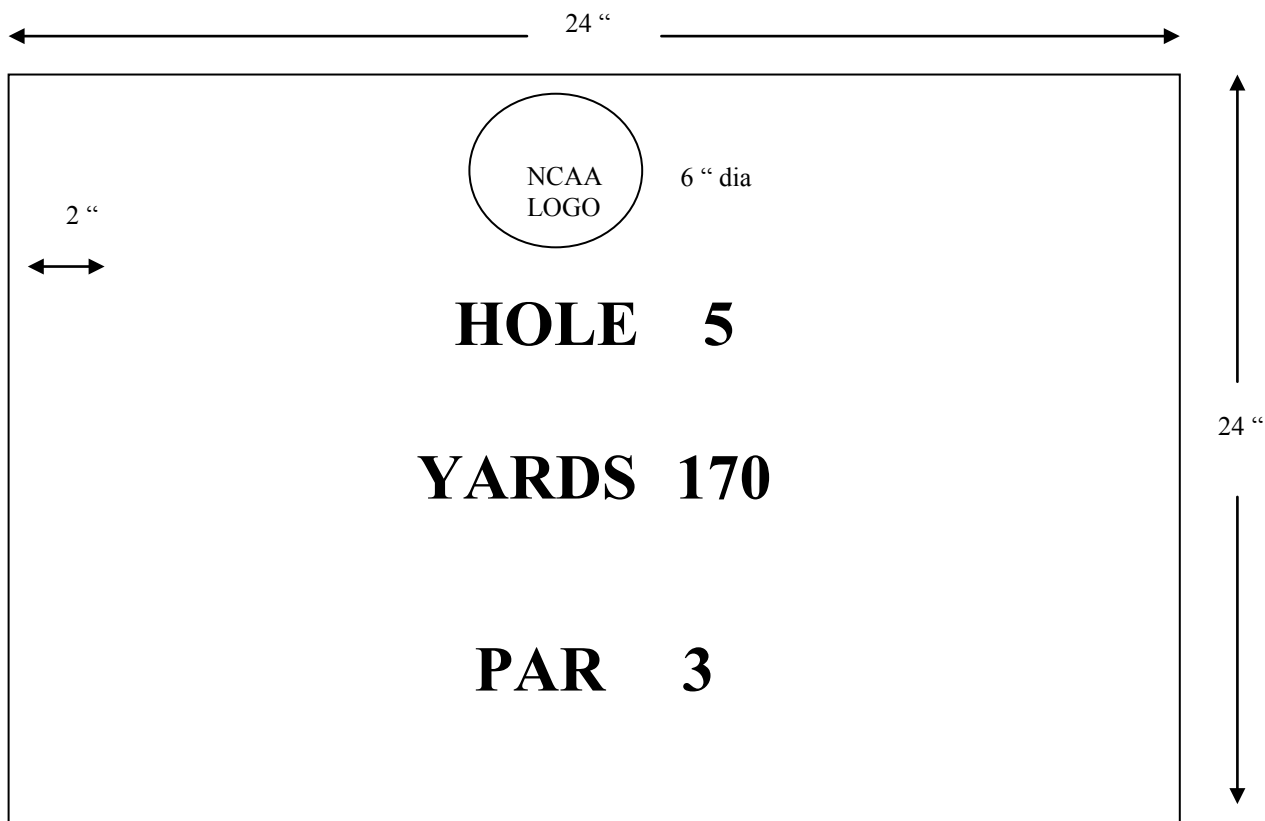
NCAA DIVISION II WOMEN'S GOLF CHAMPIONSHIPS

ROUND 1

Measurements in yards. The underlined numbers represent green depths.

243525352736253436364633244137323740

SPECIFICATIONS FOR TEE SIGNS



HEIGHT : 24 inches

LENGTH: 24 inches

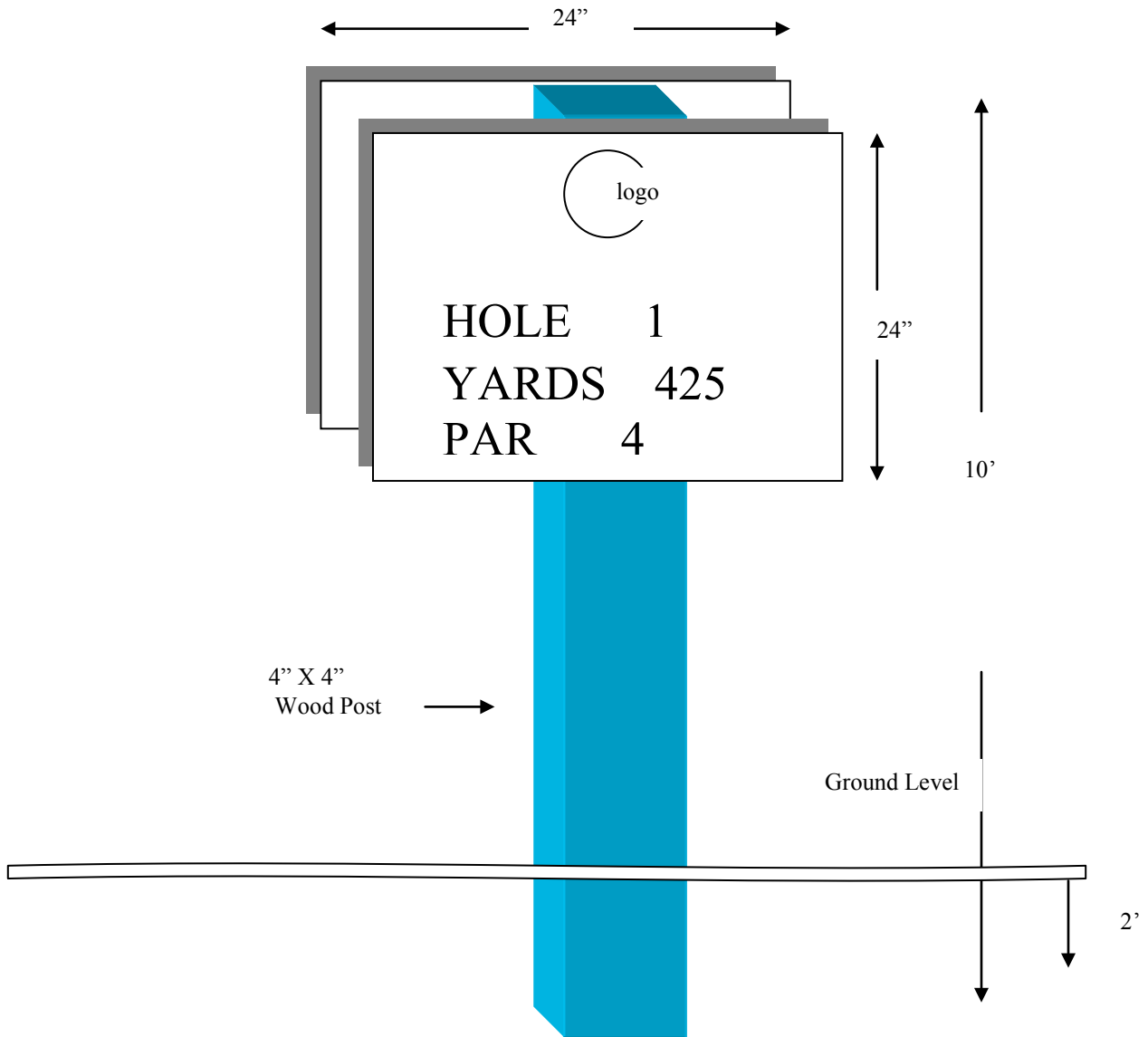
LETTERS AND NUMBERS: 3.5 " H x 2" W

SIGNS: WHITE BACKGROUND—LETTERS AND NUMBERS AND NCAA LOGO SHOULD BE PAINTED BLACK. PMS COLOR #342—DO NOT USE WATER-BASED PAINT!

HOLE, YARDAGE & PAR: information must correspond to the information provided on the course preparation memo.

Each sign must provide the above information.

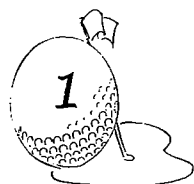
SPECIFICATIONS FOR TEE SIGNS



POST: Ideally, the sign should be attached to a 10-foot long 4"x 4" post, and set into the ground approximately two feet so that the top of the sign is eight feet from the ground. It should be set into the ground so that it is easily removable (moveable obstruction under the Rules of Golf). At a minimum, a fully framed sign with a durable metal post should be used.

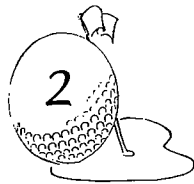
Division II Women's Golf Championship

Hole-by-Hole



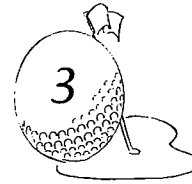
Yards 453
Par 5/4

Length off the tee is key to this starting hole. The approach will require accurate club selection into a green guarded in front by a creek, and in the back by wet-land woods.



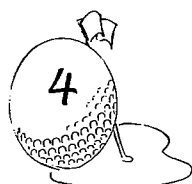
Yards 308
Par 4

A classic risk-reward tee shot. The well placed tee shot here is a must. The golfer will then be left with a shot into the green surrounded on three sides by water and fronted by a fairway bunker.



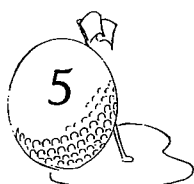
Yards 151
Par 3

A middle to long iron will be needed to negotiate this picturesque par 3 over water. A tee shot short or right may find the water hazard so aim left. This is a big green so club selection could vary by 3 clubs depending on pin placement.



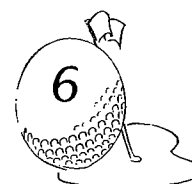
Yards 464
Par 5

This par five can be reached in two by the big hitter. A drive in the fairway leaves only the fairway bunkers on the left to be avoided before reaching the safety of the green in 2.



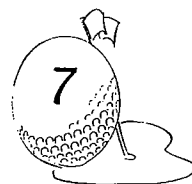
Yards 352
Par 4

A tee shot from right to left is needed to avoid the grassy mounds framing both sides of this fairway. A good middle to long iron second shot will land you safely into this green with amphitheater style surroundings.



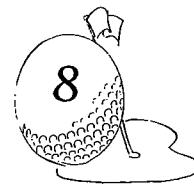
Yards 279
Par 4

The premium is on accuracy on this, the shortest par 4 on the course. A long iron or 3-wood is the club of choice from the tee as the fairway opens up on the right. The short iron approach will be played to a two-tiered green framed with bunkers left and right.



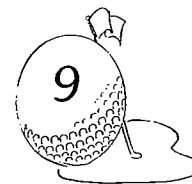
Yards 142
Par 3

One of the signature holes here at The Meadows. A long to middle iron will be required to negotiate this picturesque beauty. Good Luck!



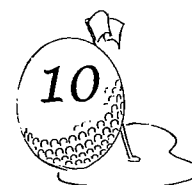
Yards 314
Par 4

A shot down the right side of this fairway is perfect. With a hazard bordering the left side, it's easy to see why right is the place to be. This green surrounded on three sides by sand opens up for this middle to short iron approach.



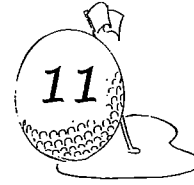
Yards 471
Par 5

Another reachable par 5 for the big hitter. The tee shot requires that you keep the ball down the right side, avoiding the set of bunkers. From there you are left with a long iron to 3-wood approach.



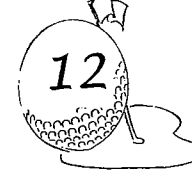
Yards 336
Par 4

A drive down the right side opens up a short to middle iron approach to this very undulating green. Anything long will find the creek just over the green.



Yards 376
Par 4

The first of eight very tough holes of golf on this back nine. Once again, a drive down the right side opens the entire green up for a middle iron approach.

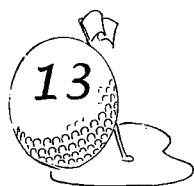


Yards 345
Par 4

A shot just left of the right fairway bunkers leaves the golfer in perfect position to attack this green with a middle iron approach. **WARNING- Don't Go Left On This Hole**

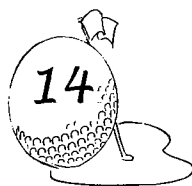
Division II Women's Golf Championship

Hole-by-Hole



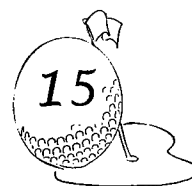
Yards 141
Par 3

This very long green could vary club selection by as many as 3 clubs. The gently rolling green is guarded by grassy bunkers and water on the left



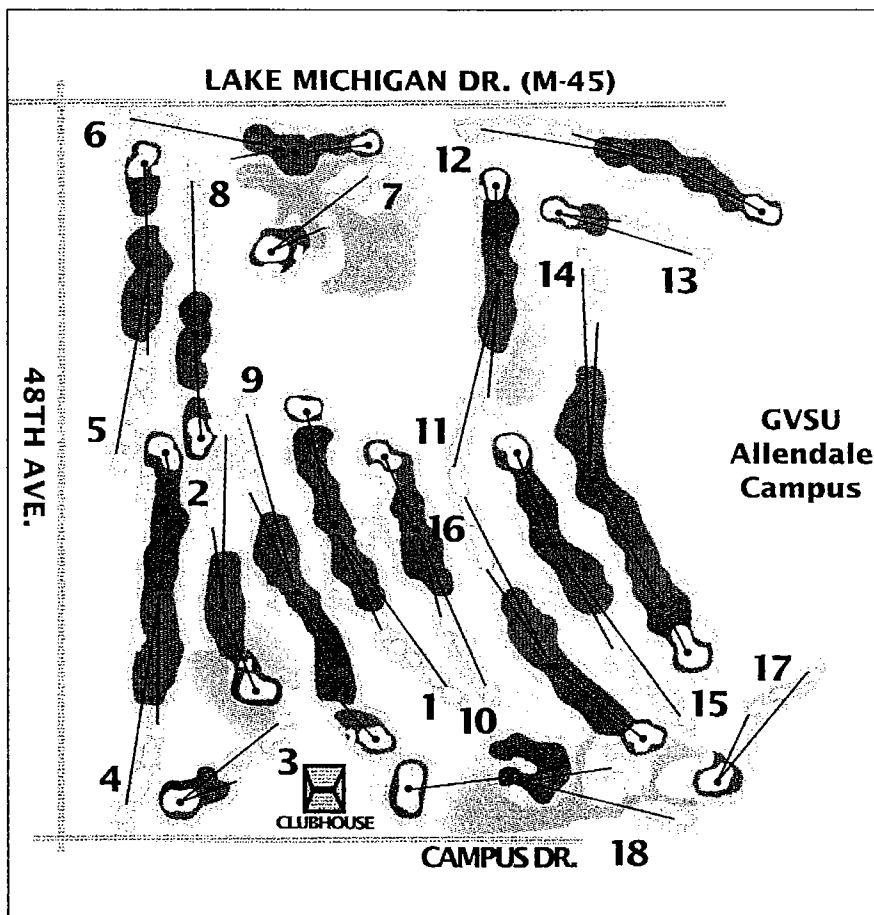
Yards 493
Par 5

Three shots will be needed on this very long par 5. Your approach should be kept below the pin, as downhill putts on this green, sloped from back to front, are difficult.

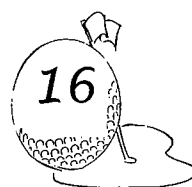


Yards 353
Par 4

Length off the tee is necessary on this longest par 4. Usually playing into a cross wind, a long to middle iron approach will be needed to reach this very difficult green.

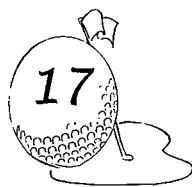


Course Defined By:
OUT OF BOUNDS:
 * White stakes or boundary fences
WATER HAZARDS:
 * Yellow Markings
LATERAL HAZARDS:
 * Red Markings



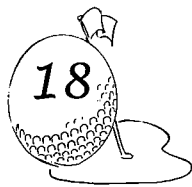
Yards 432
Par 4

Another long par 4 where length off the tee is key. Aim right of the bunker as any shots left will miss this tiered fairway leaving a very difficult approach.



Yards 124
Par 3

Your best swing of the day will be required on this downhill par 3. With trouble lurking everywhere, the premium is on accuracy when shooting into this well-guarded green.



Yards 311
Par 4

Options abound on this final hole. You can play left, right, short or long of the bunker guarding the middle of this fairway. The approach will be a forced carry over the wetlands. A short to long iron will be the club into the green, depending on the option you choose off the tee.



2002 NCAA Division II Women's Championship
The Meadows at Grand Valley State University Allendale, Michigan
First Round May 15, 2002 ** UPDATED ******

Hole: 1	Jillian Wyne	JR	St. Mary's U. (TX)
8:45	Angie Glover	JR	Northern Colorado
	Annie Spaulding	JR	South Dakota State U
Hole: 1	Stephanie Oster	SO	Nebraska - Omaha
8:55	Shay Thompson	SR	N'eastern OK State U
	Kathryn Bobbie	JR	Ferris State Univ.
Hole: 1	Molly Yeager	SO	Nebraska - Omaha
9:05	Jenny Huff	SR	N'eastern OK State U
	Jenny Deines	SR	Nebraska-Kearney, U.
Hole: 1	Amanda Houtz	FR	Nebraska - Omaha
9:15	Arron Thompson	SO	N'eastern OK State U
	Meghan Jolly	SR	Lenoir-Rhyne College
Hole: 1	Katie Etter	SO	Nebraska - Omaha
9:25	Danielle Miron	SO	N'eastern OK State U
	Amanda Diamond	FR	Longwood College
Hole: 1	Tanis Hastmann	FR	Nebraska - Omaha
9:35	Shelbie Allison	SR	N'eastern OK State U
	Freddie Seeholzer	SO	Rollins College
Hole: 1	Ellie Saladin	SO	Grand Valley State
9:45	Andrea Turner	FR	Barry University
	Kristi Carlson	FR	Minnesota State Univ
Hole: 1	Marisa Jelsema	JR	Grand Valley State
9:55	Judy Street	SR	Barry University
	Jenny Otto	JR	Minnesota State Univ
Hole: 1	Shannon Briggs	FR	Grand Valley State
10:05	Renee Trudeau	FR	Barry University
	Jennifer Ellsworth	JR	Minnesota State Univ
Hole: 1	Suzie Bright	SR	Grand Valley State
10:15	Kara Hutton	SR	Barry University
	Michelle Green	SO	Minnesota State Univ
Hole: 1	Melissa Sneller	FR	Grand Valley State
10:25	Noel Bishop	SO	Barry University
	Becky Digmann	JR	Minnesota State Univ
Hole: 1	Jenica Karol	SO	Florida Southern
10:35	Jennifer Irwin	FR	Northern Kentucky U.
	Jill Jackson	SO	Western New Mexico
Hole: 1	Sarah Coleson	SO	Florida Southern
10:45	Lindsay Newton	FR	Northern Kentucky U.
	Jessica Ortiz	FR	Western New Mexico
Hole: 1	Lisa Ball	SR	Florida Southern
10:55	Leslie Fossitt	SO	Northern Kentucky U.
	Briana Berryman	JR	Western New Mexico
Hole: 1	Jana Peterkova	SO	Florida Southern
11:05	Diana Camacho	SR	Northern Kentucky U.
	Casey Cooper	JR	Western New Mexico
Hole: 1	Rachel Bell	SO	Florida Southern
11:15	Kim Keyer-Scott	FR	Northern Kentucky U.
	Kristen Kennedy	SO	Western New Mexico

GOLFSTAT COLLEGIATE SCORING SYSTEM

Developed by: Mark Laesch, Golfstat

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LOCAL RULES AND CONDITIONS OF COMPETITIONS NCAA TOURNAMENTS

The Rules of the United States Golf Association govern play. See applicable Championship Notice to Players for additional Local Rules and Conditions. Complete text of Rules and Appendix I may be found in the current Rules of Golf.

Unless otherwise noted, the penalty for breach of a Local Rule or Condition is: Match play—Loss of hole; Stroke play—Two strokes.

LOCAL RULES

OUT OF BOUNDS—Defined by inside points, at ground level of large white stakes and fence posts. Rule 27-1.

WATER AND LATERAL WATER HAZARD STAKES AND LINES—When a water hazard or a lateral water hazard is defined on only one side, it is deemed to extend to infinity.

When a water hazard or lateral water hazard is bounded by out of bounds, the hazard margin extends to and coincides with the out-of bounds line.

GROUND UNDER REPAIR—Defined by white lines. Fire ant hills and french drains are deemed to be ground under repair. Rule 25-1.

(Note: For a player whose ball is in a water hazard and is affected by a fire ant hill – see decision 1-4/10.)

SOD SEAMS—The Local Rule for Seams of Cut Turf as prescribed in Appendix I is in effect.

WOOD CHIPS AND MULCH—Are loose impediments, unless otherwise provided for in Notice to Players.

WHITE-LINED AREAS TYING INTO ARTIFICIALLY SURFACED ROADS AND PATHS—Have the same status as the roads and paths, that of immovable obstructions.

EMBEDDED BALL THROUGH THE GREEN—Local Rule as prescribed in Appendix I is in effect.

INTEGRAL PARTS OF THE COURSE—Include cables, rods, wires or wrappings when closely attached to trees; liners in bunkers and artificial walls and pilings when located in hazards, unless otherwise provided for in Notice to Players.

TEMPORARY IMMOVABLE OBSTRUCTIONS—Local Rule as prescribed in Appendix I is in effect.

TEMPORARY POWER LINES AND CABLES—Local Rule as prescribed in Appendix I is in effect.

DISTANCE-MEASURING DEVICES—Committee may adopt the note under Rule 14-3 allowing approved distance-measuring devices. If so adopted, it will be noted on Notice to Players. Refer to the USGA language for specifics regarding Distance Measuring Devices (DMDs).

ELECTRONIC COMMUNICATION DEVICES (e.g.: cellular telephones, etc.)—cannot be used by coaches or players during competition during a stipulated round. The only exceptions to this rule are as follows: for use as a Distance Measuring Device (DMD), to summon a rules official, and to monitoring live scoring.

CONDITIONS

LIST OF CONFORMING DRIVER HEADS—Optional Condition as prescribed in Appendix I is in effect.

LIST OF CONFORMING GOLF BALLS—Optional Condition as prescribed in Appendix I is in effect.

GROOVES—Optional Condition as prescribed in Appendix II is in effect as of January 1, 2014.

PACE OF PLAY—See NCAA Golf Pre-Championships Manual and Notice to Players.

DISCONTINUANCE OF PLAY—Note under Rule 6-8b and Optional Conditions as prescribed in Appendix I are in effect. Practice areas will be closed during suspension for a dangerous situation until the Committee declares them open.

Note: A suspension for a dangerous situation will be signaled by one prolonged air horn note. All other types of suspension will be signaled by three consecutive air horn notes, repeated. Resumption of play will be signaled by two short air horn notes, repeated.

PRACTICE—In addition to the provisions of Rules 7-1 and 7-2, Note 2 to Rule 7-2 is in effect. A player shall not a) play any practice stroke on or near the putting green of the hole last played or b) roll a ball on the putting green of the hole last played.

TRANSPORTATION—Players may not use automotive transportation during a stipulated round, except for designated shuttles and except that a player may accept transport from a Rules Official or Coach if, under a Rule, she needs to return to where she last hit a ball. Penalty for breach listed in Appendix I.

ADVICE IN TEAM COMPETITION—In addition to the provisions of Rule 8-1, the Note under Rule 8 of the USGA Rules of Golf will be in effect. Each team may designate two coaches to give advice to members of that team. The coaches must be identified to the games committee before the start of play and must display appropriate credentials throughout the tournament. A player may accept verbal and hand signal advice from her institution's designated coaches only. Notes, tees and any other items left behind by teammates and/or coaches are prohibited.

Players must avoid communication between players and spectators that could be deemed advice of any nature during the stipulated round. All institutional personnel, with the exception of the designated coaches, are considered spectators.

COACHES—A coach who is authorized to give advice is an outside agency under the Rules of Golf. However, certain actions by coaches are prohibited and a breach by a coach will be applied in accordance with the Rules to the player whose ball is involved. Guidelines for Coaches and Players available on the Division II Women's Golf sport landing page on ncaa.org.

CADDIES—Prohibited. Note to Rule 6-4 is in effect.

SPECTATORS—Spectators must remain on cart paths or in the rough and approximately 15 yards from the players at all times (including practice areas). There may be no communication between players and spectators that could be deemed advice of any nature for the duration of the 18 holes. All institutional personnel, with the exception of the designated coaches, are considered spectators.

DISQUALIFICATION PENALTIES—If a player breaches a Rule that results in her being disqualified, the effect shall be to disqualify her for that round only, unless otherwise determined by the Committee.

SCORING—A daily team score is computed by totaling the lowest four scores of the five team members. The final team score is determined by totaling each daily score. The scorecard has been returned when the player has returned her card to an official in the designated scoring area and has left area.

CLOSE OF COMPETITION—The competition is deemed to have closed when the trophies have been presented to the winners or, in the absence of an awards ceremony, all scores have been approved by the Committee.

MISCONDUCT, LOGOS, UNIFORMS, EQUIPMENT—See NCAA Golf Pre-Championships Manual.



NCAA Championships Local Photographer Limited License

This Limited License between _____ (“Licensed Photographer” or “Photographer”) and the National Collegiate Athletic Association (“NCAA”) or its authorized designee (“host/LOC”) shall be in effect for the (name of NCAA Championship event) _____.

NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity. NCAAPhotos.com currently provides member institutions, coaches, student-athletes and their parents’ access to photography online at a discounted rate. Member institutions have full access to the NCAA photo library found at NCAAphotos.com for non-commercial use (e.g., for year books, on-site banners and posters, web, media guides, etc.).

In the event that NCAA Photos is not providing a photographer for the championship event, the NCAA in its discretion may grant a limited license for one selected photographer to shoot and sell photographs under the specified terms and conditions. With approval of the NCAA, the host/LOC may grant one limited license to a qualified photographer if a photographer requests a limited license and agrees to meet all terms and conditions herein. In the event that more than one photographer requests a limited license, the host/LOC shall work with the NCAA to determine which applicant shall be granted a license. The grant by the NCAA for a photographer to take photographs is a privilege subject to revocation.

To qualify for the single license that may be granted if NCAA Photos will not be on-site, a photographer must not be otherwise credentialed for the event or employed by editorial photographers such as newspapers, magazines and major wire services. The primary purpose is to protect the Association’s intellectual property and to ensure that student-athletes are protected from entities attempting to exploit their images. Please abide by the following regulations if you plan to work with any non-editorial or non-NCAA Photos photographers. Please contact Levida Maxwell, administrative assistant of corporate and broadcast alliances (lmaxwell@ncaa.org, 317/917-6356) with any questions.

License Terms and Conditions:

1. One (1) qualified photographer who is not affiliated with NCAA Photos may be licensed for the purpose of taking candid consumer shots at an NCAA championship event, if and only if, the NCAA does not provide an official photographer from NCAA Photos. NCAA championships administrators, hosts institutions or local organizing committees may authorize the license, at their discretion. Authorization from host institutions or local organizing committee is subject to NCAA approval.
2. The licensed photographer may take any number of photos on-site throughout the championship event, provided they do not interfere with play. Please refer to the NCAA credential policies regarding any restrictions for where photos may be taken during the event.

3. Printed or electronic photos may be sold on-site at a location within the championship venue determined by the NCAA. Photos may be sold throughout the championship from ENTER DATES OF THE CHAMPIONSHIP EVENT under the following conditions:
 - a. If the NCAA contracts and pays a fee for photography services, the photographer must pay a royalty equal to seventy percent (70%) of net royalties. Licensed photographer shall perform all services pursuant to the separate contract;
 - b. If licensed photographer is willing to provide photographic services to the NCAA at no cost, the photographer shall pay a royalty equal to fifty percent (50%) of net royalties.
 - c. Licensed photographer may sell photos online on the photographer's previously existing professional photography Web site for a period of 30 days after the conclusion of the event. Royalty percentages noted above shall remain in effect. The licensed photographer may not allow any third-party retail operation or Web site, including NCAA member institutions to sell championship photography without NCAA approval.
 - d. If the NCAA develops an online photo store, the NCAA has the right to sell any photos taken by licensed photographer on the online store for an unlimited period of time. Royalty shares shall remain in effect.
 - e. Licensed photographer shall provide a royalty report of onsite sales no later than 14 days after the event. The report should be sent electronically to Levida Maxwell (lmaxwell@ncaa.org). If licensed photographer intends to sell photos online after the event, a second royalty report shall be sent immediately following the 30-day window for selling photos through approved distribution.
 - f. The NCAA will invoice the licensed photographer for the proper percentage of royalties owed to the NCAA. Licensed photographer shall have 30 days to pay the invoice.
 - g. After the appointed period, licensed photographer shall make no additional sale of NCAA championship photographs without advance, written NCAA approval.
4. Licensed photographer must provide an electronic copy of all pictures taken at the championship on CD or other acceptable media within in 14 days after the event. The photos should be sent to the NCAA national office (1802 Alonzo Watford Senior Drive, Indianapolis, IN 46204, attention Levida Maxwell, 317/917-6356). The NCAA reserves the right, and licensed photographer grants the NCAA the unlimited, perpetual right, to use the photos free of charge for its own editorial and promotional purposes.

5. Printed photos may only be sold for consumer, personal use as a memento of the event, and not to corporations or individuals who intend to repurpose or resell such photos.
6. Photo orders may be taken by licensed photographer's order form provided to the host institution and placed in the team registration packets. Photography order forms may be distributed to student-athletes leading up to the championship event through the final date of the event. Any sales through these forms are subject to above-noted royalty percentages.
7. Photos taken by licensed photographer may not, at any time, be sold for commercial purposes of any kind (e.g., for advertising) or to media entities.
8. Licensed photographer agrees that no rights fees will be charged to consumers for the photos outside the original sales price of each photo, to be determined by the photographer.
9. Licensed photographer may not claim any relationship to or endorsement by the NCAA and may not use NCAA trademarks in any way, except as permitted in paragraph 10 or if approved in advance by the NCAA.
10. The only language that may be printed on the actual photo itself is the date of the event and the name of the participant, if applicable. If the event title is to be used, licensed photographer must use the *official* NCAA championship event title, which can be found on NCAA signage, promotional materials and the NCAA event logo on-site.
11. Photographs taken at NCAA championship event cannot be used in any way to market or advertise the services of licensed photographer.
12. Licensed photographer is permitted to use one sign or banner to identify the location of the sale of their photographs and equipment. The location of the signage must be outside of the actual venue or bowl (i.e., on a concourse not viewable from the seats). The only photography signage permitted in-venue is NCAAPhotos.com signage. Layouts for such signage must be approved by the NCAA and the championship host and/or local organizing committee prior to being displayed outside the venue.
13. NCAAPhotos.com has first right to take and sell photos on site. If NCAA Photos is onsite, this license shall be subject to revocation and no authorization shall exist for the photographer to shoot photos within the championship venue.
14. The photographer receiving this limited license shall affirm the terms and conditions by signing the document on the signature field below. The agreement should be sent to Levida Maxwell, administrative assistant of corporate and broadcast alliances (lmaxwell@ncaa.org, or by fax, 317/917-6807)

15. This license may be modified by the NCAA in its sole discretion at any time. The NCAA shall provide a copy of modifications to licensed photographer and shall be binding upon them or license shall be revoked.
16. The NCAA reserves the license to revoke photography privileges in its reasonable discretion.
17. The NCAA makes no representations that spectators, participants, or anyone in the venue has granted permission for photographs of their likenesses to be sold. Licensed photographer assumes all risk associated with the grant of the license to photograph the championship event.
18. Licensed photographer understands the inherent risk of being in close proximity to athletic contests and waives any and all liability stemming from injury and/or property damage in conjunction with photography at an NCAA championship.
19. Nothing is meant to convey employee status on photographer. The grant of photography privileges shall not be interpreted as a partnership, joint venture, or any recognized association with the NCAA.

The following license is granted for the purposes specified and under the terms and conditions stated herein.

Championship Event: _____

Championship Round(s): _____

Date(s) of Championship Event: _____

Host institution: _____

Institution Administrator: _____

Title: _____

Photographer Name: _____

Photographer Address:

Photographer E-mail Address: _____

Photographer Phone Number: _____

Photographer Web site: _____

Will photos be sold on-site? Yes No

Will photos be sold online? Yes No

**I hereby agree to the terms and conditions as stated in
NCAA Championships Local Photographer Limited License**

Signature of institution administrator

Date

Signature of photographer

Date

Signature of authorized NCAA representative

Date

Please e-mail or fax to Levida Maxwell, NCAA, **not later than 3 days prior to competition.**

E-mail: lmaxwell@ncaa.org

Fax No. **317/917-6807**



THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

Statement of Expense

Please Print

Full Name _____
 Title _____ Institution _____
 Social Security Number (Required) _____ Phone _____
 Mailing Address _____
 City and State _____ Zip _____
 Committee _____ E-mail _____
 Purpose of Trip _____
 Meeting Dates _____ City/State _____
 Staff Liaison _____

1. Date of departure: _____ Date of return: _____
2. Round-trip transportation (must be over 50 miles round-trip): .53¢ per mile by automobile for _____ miles
 from _____ to _____ \$ _____
 If ticket not acquired through the NCAA travel service, show actual airline fare
 from _____ to _____ \$ _____
 (attach copy of ticket and letter explaining the reasons).
3. Per diem or actual travel expenses
 (covers meals, fuel, parking, tolls, registration fees and incidentals) \$ _____
4. Lodging: NCAA will pay room and tax charges if individual is attending meeting.
 If travel is not in conjunction with scheduled committee meeting, show actual lodging expense
 (single room rate plus tax only). A copy of hotel bill must be attached \$ _____
5. Other (Stipend, Honorarium, Professional Fee) \$ _____
- TOTAL EXPENSES \$ _____**

Check box if payment should be made payable to conference or institution listed above.

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 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. For reimbursement item nos. 2 & 4 above, it is recommended that the committee member retain actual receipts and submit copies of the receipts required for reimbursement.

I certify that the above is correct.

Signed _____

Date _____ Approved By (Staff Liaison) _____

\$ _____ 1 • • • • • 7 5 2 0 PD \$ _____ 1 • • • • • 7 5 3 0 LO

\$ _____ 1 • • • • • 7 5 1 0 TR \$ _____ • • • • • 7 5 1 4

\$ _____ • • • • • \$ _____ • • • • •

Return check to: _____

National Office Staff please return completed form to Travel Staff.

NCAA 67842-8/08

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

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

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

PLEASE COMPLETE AND RETURN TO THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION FOR PROCESSING (BY FAX 317/917-6237). PAYMENT WILL BE ISSUED FROM THE NCAA NATIONAL OFFICE.

Transportation (1..****.*.***.6607)**

Round-trip mileage: (1) between residence and airport of departure; or (2) between residence and competition site at \$0.53 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 53 cents per mile round-trip (personal auto - <i>must be a minimum of 50 miles round-trip</i>)	\$
---	----

Game Fees (1..****.*.***.6614)**

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

Per Diem (1..****.*.***.6615)**

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

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

Event: _____ (the "Event")

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

Participant's Age: _____

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

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

Release and Waiver: The undersigned hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the National Collegiate Athletic Association and its member institutions, _____ or any subdivision thereof, and each of them, their officers and employees, (collectively, the "Releasees"), from and for any liability resulting from any personal injury, accident or illness (including death), and/or property loss, however caused, arising from, or in any way related to, Participant's participation in the Event, except for those caused by the willful misconduct, gross negligence or intentional torts of the above parties, as applicable.

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

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

Severability: The undersigned expressly agree that the foregoing assumption of risk, release and waiver of liability and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the State of _____ and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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

Signature of Participant Date

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

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

Team Tiebreaking Procedures
(Teams must be determined prior to individuals)

If conditions and time permit, ties shall be broken during a sudden victory playoff counting the low four scores (relative to par). The committee will determine the sequence of holes. Time limitations may dictate a shotgun start as determined by the committee. The team playoff will be conducted first. If a shotgun start is necessary, the following procedure will be used:

Best four scores against par on each hole until a winner is determined.

Team tiebreakers (teams will draw for positions):

Two teams (A & B; tee off alternately)

#5 A	#5 B	#4 A	#4 B	#3 A
#3 B	#2 A	#2 B	#1 A	#1 B

Three teams

#5 A	#5 B	#5 C	#4 A	#4 B
#4 C	#3 A	#3 B	#3 C	#2 A
#2 B	#2 C	#1 A	#1 B	#1 C

SHOTGUN FORMAT

Three teams

A #5	B #5	C #5	playoff hole 5
A #4	B #4	C #4	playoff hole 4
A #3	B #3	C #3	playoff hole 3
A #2	B #2	C #2	playoff hole 2
A #1	B #1	C #1	playoff hole 1

Four teams

A #5	B #5	C #5	D #5	playoff hole 5
A #4	B #4	C #4	D #4	playoff hole 4
A #3	B #3	C #3	D #3	playoff hole 3
A #2	B #2	C #2	D #2	playoff hole 2
A #1	B #1	C #1	D #1	playoff hole 1

Five teams

A #5	B #5	C #5	D #5	E #5	playoff hole 5
A #4	B #4	C #4	D #4	E #4	playoff hole 4
A #3	B #3	C #3	D #3	E #3	playoff hole 3
A #2	B #2	C #2	D #2	E #2	playoff hole 2
A #1	B #1	C #1	D #1	E #1	playoff hole 1

Individual and Team Tiebreaking Procedures

If conditions and time do not allow for a playoff, the following procedure will be used to break ties:

Teams

1. Cumulative total of all five players' scores from all previous rounds.
2. Lowest team score for the final round.
3. Lowest team score for the third round (finals only).
4. Lowest team score for the second round.
5. Committee decision.

Individuals

1. Lowest final round score.
2. Lowest third round score (finals only).
3. Lowest second round score.
4. Committee decision.

Tiebreaking Procedures for Pairing Purposes

Team

1. Cumulative total of all five players' scores from all previous rounds.
2. Highest individual cumulative total.
3. Second highest individual cumulative total.
4. Third highest individual cumulative total.
5. Fourth highest individual cumulative total.
6. Lowest cumulative total.
7. Committee decision.

Individuals (within a team)

1. When a tie exists within a team, the individual with the lowest team position will be given the later tee time.
2. That round's score.
3. Score from previous round(s).
4. Pairing that day will be used.

Individuals

1. Low score of most recent round.
2. Low scores next previous round.
3. Pairings that day.
4. Most recent scorecard backwards.

Note: Tiebreaking procedures will be used for regional advancement only.

**SUPER REGIONAL
TOURNAMENT DIRECTOR'S TIMELINE**

May

- Check the course and facility to determine if any major modifications or maintenance will be required during the summer months.

July

- Contact corporations and civic groups regarding group contributions to the championships (i.e., volunteers, hospitality and host families).

August

- Review equipment to determine what is in need of repair and make plans to acquire items that will be needed for the championships.

September

- Work in conjunction with the NCAA and the officials governing body identified by the committee to secure officials for the regional competition you are hosting.
- Contact national office to receive updated information regarding any changes in championships format.
- Secure a headquarters hotel to house all championship participants, NCAA committee representatives and officials.
- Make arrangements for meeting rooms and facilities to be used by games committee and officials governing body during championships.
- If possible, conduct a regular-season tournament and use the same personnel and equipment that will be used for the regional championship.

October

- Contact scoreboard operator and secure this individual's services for the tournament.
- Procure primary liability insurance per Bylaw 31.7.4.1 (see Insurance). [Note: Host institutions no longer have to list the NCAA as an additional insured but the NCAA must be listed as the certificate holder. The host institution must submit a certificate of insurance that indicates the institution carries adequate liability insurance. The expense for the insurance must be covered by the host institution.]

November

- Prepare rough draft of any promotional literature. Send draft to national office for review and approval.
- Establish local support groups of university personnel and assign duties.

- Contact tournament physician and trainers to determine needs for the championships.
- Make arrangements with campus security and police for security and traffic control. Be sure to check budget regarding amount available for security needs.
- Contact the national office to confirm arrangements for the printing of the program, daily results, information bulletin, etc.

December

- Make arrangements to sell NCAA merchandise with national office and Event 1, Inc.
- Contact NCAA national office to review media arrangements and dissemination of credentials.
- Print promotional literature and credentials.

January

- Establish a press conference to promote the tournament, or send promotional literature to a selected mailing list.
- Order championships scorecards.

February

- Review proposed budget to determine if it is in line with expected expenditures.
- Identify personnel and facility for possible drug-testing per instructions from The Center for Drug Free Sport, Inc. (see Drug Testing).
- Send draft of informational mailing to the NCAA staff liaison and appropriate committee chair.

March

- Provide information to the NCAA for participant mailing.
- Arrange for a computer with internet access for weather detection system. You will be sent information on a web based system to be used throughout the regional tournament.
- Arrange for a computer to be set up so that coaches can check results throughout the championship.

April

- Ensure that all equipment is on site and make plans to have it installed before the championships.
- Check arrangements regarding meeting rooms and equipment needed for committee.

Fourth Week Prior to Tournament

- Review checklist to ensure all details have been attended to and are completed or in the final stages of completion.
- Final site visit with officials' coordinator to review course preparations.

Third Week Prior to Tournament

- Call key officials to ensure their availability.
- Begin to prepare registration material (i.e., material to be stuffed in participant's package, credentials, practice information, etc.).

Second Week Prior to Tournament

- Review proposed budgets and contact national office if there are questions.
- Contact local hotels to determine if housing arrangements are satisfactory.

Week Prior to Tournament

- During last meeting with local committee, conduct final run-through of all preparations for the championships.
- If notified of drug-testing, complete drug-testing budget, purchase appropriate materials, confirm personnel and setup drug-testing facility.

Week of Regional Championships

- | | |
|---------------------|--|
| Day 1
(Friday) | <ul style="list-style-type: none">- NCAA committee member arrives.- Meet with committee to inspect the course and report on preparations for tournament.- Registration.- Check warning systems. |
| Day 2
(Saturday) | <ul style="list-style-type: none">- Practice round.- Meet with key officials and committee.- Mandatory rules meeting. |
| First Round | <ul style="list-style-type: none">- Competition begins.- Meeting in p.m. with committee and all officials (after first round). |
| Second Round | <ul style="list-style-type: none">- Meeting in p.m. with committee, host and officials' coordinator (after second round). |
| Third Round | <ul style="list-style-type: none">- Meeting in p.m. with committee, host and officials' coordinator (after 3rd round).- Conclusion of competition.- Disseminate finals information to advancing teams and individuals. |

Following Championships

- Send a set of results to the NCAA championships liaison.
- Within 24 hours, submit completed merchandising reports to Event 1, Inc., also contact Event 1 regarding any unsold merchandise and package for immediate shipping. Total gross sales revenues and accompanying sales report must be returned within ten business days after the event.
- Mail results to participating institutions once they have been declared official (no later than 30 days after the championships).
- Within 60 days, complete the financial report online at http://web1.ncaa.org/champs_bid/exec/logout. A financial penalty will be assessed for late reports. If drug-testing was conducted, complete drug-testing financial report and return to The Center for Drug Free Sport.
- Follow up with IMG College about extra programs and program sales.

SUPER REGIONALS
TOURNAMENT DIRECTOR'S CHECKLIST

The following checklist is provided to assist the tournament director to ensure that he/she does not overlook the many details that must be addressed in preparing for the super regional championships. The items have been listed in alphabetical order for ease of reference. Please refer to the appropriate sections of this manual and the pre-championships manual for more detailed information on each item.

Commercial Involvement

- ___ 1. Review the NCAA local corporate involvement policies from the NCAA Promotions Assistance Guidelines with staff to ensure that you are in compliance with this policy when attempting to solicit local contributors.
- ___ 2. Ensure that logos that appear on equipment provided by companies are the normal logos that appear on equipment sold to the public.

Course

- ___ 1. Confirm that the course and its facilities meet the requirements of the Americans with Disabilities Act.
- ___ 2. Ensure that course has been setup according to specifications as outlined by the appropriate NCAA golf committee (see Course Requirements).
- ___ 3. Provide diagrams to the committee of each green with dimensions for determining hole locations.
- ___ 4. The officials' governing body will prepare the notice to competitors (local rules).
- ___ 5. Obtain the necessary equipment to conduct the tournament and ensure that NCAA rules and regulations are followed regarding permissible logos (see Equipment).
- ___ 6. Arrange for sufficient personnel to serve as marshals and fore caddies.
- ___ 7. Arrange for sufficient personnel to serve as scorekeepers.
- ___ 8. NCAA will provide a web-based weather detection system. It is recommended to have a meteorologist on call during the event. Provide a course evacuation plan in case of weather or other emergency situation.

Credentials

- ___ 1. Prepare credentials. (The NCAA will provide credentials for the designated coaches).
- ___ 2. Parking passes. Print parking passes for competitors. Plan for two per team.
- ___ 3. Review security measures regarding issuance of credentials, access to course, etc., with staff and security personnel.

Drug Testing

- ___ 1. Appoint an on-site coordinator, preferably a physician or member of your athletics training staff. Specific information regarding the NCAA drug-testing program is sent annually to all head athletics

trainers.

- ___ 2. Supervise on-site coordinator's appointments of personnel and drug-testing site setup.
- ___ 3. If notified of drug-testing (approximately one week before the competitions), be prepared to implement per instructions from The Center.

Financial Administration

- ___ 1. Periodically review the proposed budget that was approved prior to the championships to ensure that you are not exceeding the proposed expenditures. Budget adjustments may be made prior to the start of competition; however, only extenuating circumstances will be considered.
- ___ 2. If you are notified drug-testing will take place, complete a drug-testing budget sent from The Center.
- ___ 3. Arrange in advance of the championships to pay the rules officials before they leave the site. Appropriate forms will be sent to your attention prior to the championship.
- ___ 4. The financial report for the championships must be filed with the NCAA national office within 60 days following the competition. The form is available online at http://web1.ncaa.org/champs_bid/exec/logout. A separate drug-testing financial report also will be sent and must be filed within the 60 days.
- ___ 5. Ensure merchandising arrangements are made as outlined in the championships handbook.

Hospitality

NOTE: The NCAA does not require hospitality functions (i.e., banquet, social, etc.) at regional events. However, if a host institution desires to have a social event, the host institution is financially responsible for that event.

- ___ 1. Obtain local contributors to underwrite hospitality functions not covered in proposed budget (i.e., press room meals, special functions for committee, student-athlete hospitality, etc.). Ensure that NCAA local corporate involvement policies are followed.
- ___ 2. Check with NCAA national office regarding all hospitality plans.

Housing

- ___ 1. Reserve an adequate number of hotel rooms for participants, NCAA committee members/representatives and rules officials. Set up a direct bill for officials' and NCAA committee members' hotel rooms (room and tax only).
- ___ 2. Advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists with the advance mailing. Please inform the hotel(s) that institutions may not contact the hotel before April 25.

Insurance

- ___ 1. Procure primary liability insurance.
- ___ 2. Forward appropriate insurance certificate to NCAA office at least three months in advance of the championships.

Media Arrangements

- ___ 1. Review NCAA media arrangements policy with staff.
- ___ 2. Ensure that facility setup has accommodated needs of media (i.e., area where photographers can cover tournament and not interfere with competition, interview area, press area setup, etc.).
- ___ 3. Review procedures regarding compilation and distribution of results with media coordinator.

Medical Arrangements

- ___ 1. Make arrangements for tournament physician(s) to be on duty, or readily available, during the conduct of the championships.
- ___ 2. Coordinate with head trainer regarding location at course, supplies, assistants, uniforms, meals, etc. Trainers should be on site at least one and a half hours before the first tee time.
- ___ 3. Review NCAA medical procedures policy with staff (see handbook).

Officials

- ___ 1. Work in conjunction with the NCAA and the director of rules and course administration to obtain the officials.
- ___ 2. Setup a direct bill for officials' hotel rooms (room rate and tax only).
- ___ 3. Forward lodging information, schedule of events and travel directions to the officials responsible for your competition.
- ___ 4. Make arrangements for a pre-championships meeting between officials and members of the committee to review rules and general conduct of the tournament.

Registration Procedures

- ___ 1. All regional participant manuals will be posted on the NCAA Web site. There will be a memo sent to all member institutions that sponsor women's golf no later than two months prior to regional competition. The manual should include registration procedures as well as information on housing, transportation, practice facilities, tentative schedule of events, etc. Each regional tournament director must provide the first draft of the participant manual to the NCAA national office no later than March 18.
- ___ 2. Prepare alphabetical list of qualified schools and/or participants for use by registration desk personnel.
- ___ 3. Prepare packets for all institutions that have student-athletes participating; it should include general information regarding the championships, passes for participants and coaches, tickets to hospitality functions, program, etc.
- ___ 4. Make arrangements for an area at the headquarters hotel large enough to accommodate the registration procedures.

Transportation

- ___ Check with rental car companies to ensure that there will be enough vans for all teams.