

HOST OPERATIONS

MANUAL



**2014 GOLF
CHAMPIONSHIPS**
DIVISION II

**2013-14 NCAA DIVISION II MEN'S GOLF CHAMPIONSHIP
HOST OPERATIONS MANUAL
TABLE OF CONTENTS**

No.	SECTION	PAGE
1	Introduction	1
2	NCAA Committee and Staff	3
3	Awards	3
4	Banquets/Social Events	5
5	Broadcasting/Internet	7
6	Commercialism/Contributors	7
7	Drug Testing	9
8	Facility, Equipment & Space Requirements	11
9	Financial Administration	20
10	Game Management	21
11	Insurance	32
12	Lodging	33
13	Media/ Credentials	34
14	Medical Procedures	37
15	Merchandise	38
16	Officials	39
17	Participating Teams	39
18	Practices	40
19	Promotions and Marketing	40
20	Programs	44
21	Security	46
22	Transportation	48
23	Volunteers	48
APPENDIXES		
	Registration Area	A
	Regionals and Finals Pairings	B
	Registration Card	C
	Tournament Director's Timeline	D
	Tournament Director's Checklist	E
	Local Photographer License Form	F
	Statement of Committee Representatives' Expenses	G
	Statement of Official's Fees and Expenses	H
	Volunteer Waiver	I

Information in this document applies to final site competition unless otherwise specified.

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

Administration of the Division II Men's Golf Championships is under the direction of the Division II Men's Golf Committee. The hosts play an integral part in the successful administration of the championships.

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

The NCAA considers this hosting opportunity a partnership between the host institution/conference, competition site, committee and the NCAA. The primary objective of each individual involved in the administration of the championship shall be to provide a memorable championship experience for each participating student-athlete, coach, institutional staff member and tournament attendee. We look forward to working with the staff members of the host institution/conference, competition site and community to achieve the "experience" objective at an optimal and equitable level.

Comments and suggested additions to this manual are always welcome. If you have any questions, please do not hesitate to contact the NCAA staff.

Definitions

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

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

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

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

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

Role of 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 Councils.

Role of Host

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 NCAA

The NCAA championships and alliances staff, working in conjunction with the NCAA sport and other NCAA internal departments, will lead the planning efforts, management and execution of all NCAA championships.

The NCAA sport committees and the NCAA championships and alliances staff will oversee all aspects of the championship and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, on- and off-course 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 city to ensure that the championship provides a positive and rewarding experience and serves as a showcase for the host institution/conference and community.

Section 2 - NCAA Committee and Staff

NCAA Division II Men's Golf Committee	
<u>Atlantic/East Region</u> Reid Amos, chair Mountain East Conference Commissioner	<u>South/Southeast Region</u> Jimmy Wilson Georgia College Associate Athletic Director/ Head Men's Golf Coach
<u>Central/Midwest Region</u> Ken Badylak Saint Joseph's College (Indiana) Sports Information Director/Head Golf Coach	<u>South Central/West Region</u> Todd Ohlmeyer St. Edward's University Head Men's Golf Coach

NCAA Tournament Operations Staff	
John Baldwin Assistant Director, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317/917-6442 Fax: 317/917-6237 Email: jbaldwin@ncaa.org	Nancy O'Hara Coordinator, Championships and Alliances NCAA P.O. Box 6222 Indianapolis, Indiana 46206-6222 Office: 317/917-6162 Fax: 317/917-6237 Email: nohara@ncaa.org

Games Committee

The games committee at each regional and the championships shall consist of the members of the golf committee present at the respective regional or championships, the head rules official, the host institution's tournament director (or designee), and other individual(s) appointed by the chair of the golf committee. The games committee will make all decisions pertaining to the conduct of the tournament, including, but not limited to, pairings, golf course setup, and protests.

Section 3 - Awards

Awards Ceremony (Finals Only)

The awards ceremony will be conducted immediately following the completion of 54 holes of golf for the individual awards (time and weather permitting). Team awards for the semifinalists, second place and first place will be done at the completion of the semifinal round and again following the championship round. The plans should include team and individual awards. Please have a long table and the awards (trophies out of the boxes) ready to present at a location near the scoreboard or other designated area. Members of the NCAA men's golf committee will organize the awards table and make the presentations. Please ensure that a PA system is available.

Championship Awards

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

The shipment will include the following awards:

- Team Champions
 - Team trophy, watches (7), mini-trophies (7)
- Second and Semifinalist (2) finishers
 - Team trophy (3), mini-trophies (21)
- Top 10 individual place finishers
 - Individual awards (only the medalist trophy will be awarded on site, places two through 10 will be sent following the competition)
- Participant Medallions (108)

In case of a tie, the NCAA national office will order additional awards. No awards other than NCAA awards may be presented at the site of the championships. Please advise the NCAA national office if any group wishing to do so in conjunction with the championships contacts you.

Participation Awards

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 regional 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. MTM will send official NCAA participant medallions for each participating student-athlete to the tournament manager prior to competition. When the awards arrive, the tournament manager should inventory all awards to be sure they are undamaged, are correctly inscribed and are in the appropriate quantities. The awards boxes should then be re-taped, closed and secured in a limited-access area.

Champions Locker Room Program

In addition to other awards, the national championship winning team will receive national champion t-shirts and hats to commemorate their achievement.

Elite 89

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.

Section 4 – Banquet/Social Event

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, banquets will NOT be permitted at regional competition.

Finals. Arrangements should be made for a banquet to be held prior to the start of competition rounds for the official travel party. Additional attendees may be invited; however, the guest's institution or individual shall be financially responsible (the host institution/agency shall not be financially responsible). Other people that should be on the guest list include members of the men'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.

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 men's golf committee should provide a short welcoming statement.

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

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

Seating. Usually the participating teams feel more comfortable sitting together, so you may want to designate team tables. The chair of the men's golf committee should sit at the head table, if available, with the tournament director, program speaker and dignitaries you desire. The other members of the men's golf committee should have a designated table.

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.

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

Section 5 - Broadcasting/Internet

Please see Section 2 (“Television Guidelines for Site Selection”) of the NCAA Broadcast Manual, which may be found on www.NCAA.com/broadcast.

Section 6 - Commercialism/Contributors

Advertising

1. No advertisements shall be displayed on the golf course prior to or during the conduct of the championships.
2. 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 on the golf course or 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 on the golf course proper shall be covered by the facility at its expense, as designated by the NCAA.
3. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed on the golf course during the championships, without the prior approval of the NCAA.

Ancillary Events

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

- All plans must be approved in advance by the NCAA

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

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

NCAA Corporate Champions

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, 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 ncaa.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 7 – Drug Testing

The NCAA is dedicated to fair and equitable competition throughout each round of NCAA 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 championship 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.

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

Media Obligations

Individual-Team Championships. Student-athletes who are selected for drug testing must fulfill all media obligations before reporting to the drug-testing area.

Participant Notification

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

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

Site Coordinator

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

- Confidentiality. Keep testing information confidential at all times.
- Contact Information (team championships). The site coordinator will provide official travel party and drug testing contact information to the drug-testing crew chief.
- Couriers (individual/team championship). 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.
- Escorts (team championships only). Two individuals (one per team) shall be assigned to serve as escorts for each game in which drug testing will occur. These individuals shall escort selected student-athletes and their institutional representative from the locker room to the drug-testing area.
- Fluids. A sufficient supply of individual cans or bottles of non-alcoholic and non-caffeinated fluids (e.g., bottled water, fluid replacement drinks) 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 championship.
 - **Transportation.** Pre-arrange for transportation for student-athletes to and from the competition venue to the drug-testing area and back to the sports venue or team hotel, should transportation become necessary.

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

Section 8 – Facility, Equipment & Space Requirements

Alcoholic Beverages.

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

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

Americans with Disabilities Act.

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

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.

Course Requirements

The golf course and practice facilities must be reserved for the championships commencing 6 a.m. Sunday through the conclusion of the final round Wednesday (regionals) or Friday (finals). No competition at the collegiate level will be allowed at the championship course within ten days of the championships.

The following general guidelines 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; however if the course superintendent considers it inadvisable to follow any of them, any variances must be approved by the golf committee prior to the tournament, and to the games committee on or after Sunday of championship week. The committee prefers that carts be utilized on cart paths only beginning seven to 10 days from the start of the first practice round.

Courtesy Walks to Fairways. These should be cut at a height of one and a half inches and should extend from the teeing ground to the fairways of each hole.

Fairways. The games committee will be looking for prime landing areas that are "fair" which provide firm, tight turf with a premium on accuracy and avoid areas with fluffy lies or areas where soft and hard spots are next to each other. Prior to the championship, fairways should be cross-cut. During competition, at least the landing areas should be cut each morning at the standard height of 7/16 inch. In addition to daily cutting during the competition, fairways should be cut at specified level on each of the five days prior to the championship. Each fairway should be 20 to 30 yards wide depending upon hole design. Early morning dew conditions will require a method of whipping or other removal to provide a consistent test for all players.

Flags and Flagsticks. Flagsticks must be uniform in height (at least seven feet) and in diameter (maximum three-fourths inch from a point three inches above the ground to the bottom of the hole). NCAA will order all flags. (Traditionally, flags are given to each team and individual upon completion of the championship.)

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 games committee. During the competition, a member of the crew will be assigned under direction of the games 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 championship and additional stakes should be on hand if there are to be any changes necessary at that time. Hazards will be defined according to USGA Rules of Golf. No marking should be painted for four weeks before the championship.

The course must supply paint, three marking guns and additional stakes. (Paint charges should be included in the championship budget.) The number of stakes will be indicated in the course preparation memo.

Practice Areas. Adequate practice facilities should include grass space for a minimum of 40 players to hit every shot including the driver. There should be a separate sand practice area, at least one putting green 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.

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 and hole locations will be discussed during the site visit for the event and set by the head rules official in consultation with the games committee.

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 stipmeter reading as the greens on the course.

The head rules official will select all hole locations for the championship. Hole locations are not to be marked until after the completion of the practice rounds. For the three days prior to the championship, hole locations should be either generally toward center or in non-championship positions. Collars and approaches around the green should be 1/4 to 3/8 inch in height.

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, pumps and other equipment should be on site and available for quick water removal by the grounds crew. A loud siren or air horns must be provided to notify players on the course. It may be necessary to arrange for transportation of players, coaches and rules officials on and off 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 should be roped off. The entrance to the scoring tents shall be roped off. Practice areas should also be roped off. Additional areas may be roped off after consultation with the head rules officials and games committee; in the event that there are additional areas where rope and stake is needed, please make the NCAA liaison aware of this. The NCAA has arranged for Executive Sports to handle all roping in conjunction with the course superintendent.

Rough. The first cut of primary rough should be cut daily, if possible, to a maximum height of two and a half inches for common or hybrid bermuda and three and a half inches for cold season grasses such as rye grass or Kentucky Bluegrass and should extend out approximately 20 feet on both sides of the intermediate rough. A second cut of primary rough of four and a half inches should extend out from the first cut of primary rough. 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.

Intermediate rough should be 5 to 6 feet wide depending upon equipment and cut to a height of 1 1/2 inches next to the fairway and green to provide definition and fairness. This cut should be developed early to eliminate need for a large amount of "topping" at championship time.

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 36 three-foot-by-two-

foot high sheets along with space for leader boards 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 a height of 1/4 to 3/8 inch as determined during the site visit. Single color tee markers should be used from the first practice day. Tees where irons will be used should be covered during practice rounds in the area to be used in competition. The golf course staff should work in conjunction with the games committee to ensure that the course is set to championship specifications beginning with the first practice round. Prime areas on the tee boxes should be covered during the practice round and saved for rounds of competition.

Equipment.

Unless otherwise noted, the host shall provide the following equipment:

ITEM	REG'L	CHAMP	QUANTITY	RESPONSIBILITY	COMMENT
Air horns	yes	yes	12	Host	
Atomic Clocks	yes	yes	6	Host/Officials (Reg) ES (Finals)	
Computer	yes	Yes	1	Host	
Concession stands	yes	yes		Host	
Copy machine	yes	yes	1	Host	
Electric golf carts	yes	yes	51	Host	28-Coaches 6-NCAA 12-Rules 5-Host
Flags	yes	yes	18-36 NCAA logo-no hole number	NCAA	
Hole signs	yes	yes	18 (each tee box)	Host (Regionals) Executive Sports (ES) (Finals)	
Manual leaderboards	no	yes	2-4	ES	
Marking paint	yes	yes		Host	
Portable toilets	if needed	if needed		Host	
Public-address system	no	yes		Host	Awards ceremonies (Wed - Fri)
Radios w/ headsets or earphones w/ repeater(s)	yes	yes	75 at finals 25 at regionals	Host (Regionals) ES (Finals)	
Range balls	yes	yes		Host	
Scoresheets	yes	yes	25	NCAA	
Signs	no	yes	see "Signage" section	Host/NCAA	
Scoring boxes	yes	yes	2	Host/Officials (Reg) ES (Finals)	
Standards	no	yes	20	ES	

Starter's boxes	Yes	yes	2	Host/Officials (Reg) ES (Finals)	
Tables/Chairs	yes	yes	4 tables/8 chairs	Host	
Tee markers	no	yes	36	NCAA (finals only)	
Tents-starters (non- branded)	yes	yes	2 (10 x 10)	Host	
Tents-scoring (non branded)	yes	yes	2 (10 x 10)	Host	
Tent-merchandise	yes	yes	1 (10x10)	Host	
Trash receptacles	yes	yes	as needed	Host (Regionals) ES (Finals)	
TV Monitor or computer monitor for Golfstat	yes	yes	1	Host	
Water coolers	yes (non- branded)	yes	14 ice chests 4 coolers	Host (Regionals) NCAA (Finals)	
Internet hookups	yes	yes	Minimum of 5	Host	

Facility Availability

Regionals. The facility must be available from 6 a.m. on the Sunday preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing for and conducting the competition (Sunday is a practice round day; Monday, Tuesday and Wednesday are competition days). During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber.

Finals. The facility must be available from 6 a.m. on the Sunday preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing for and conducting the competition (Sunday is a practice round day; Monday through Friday are competition days). During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber.

First Aid

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

Decorating and Advertising

Signage. There may be no commercial advertising, signs or displays of any kind, including those of the NCAA corporate partners, hung, posted or displayed anywhere within the competition site proper (i.e., any area which can be seen from the competition area, including the scoreboard) during any session of the championships.

Exceptions. The following are exceptions to this policy: approved NCAA and radio/television banners and permanent, previously existing contracted advertising displays that were accepted by the NCAA at

the time the site was selected. However, such displays shall not be illuminated and should be covered if at all possible.

Television/Radio Banner. At televised events, only the NCAA and television and radio banners may be hung (one banner per network). The banner may not be located in any location opposite the main television cameras.

Alcohol, Tobacco and Gambling. No advertising denoting, publicizing or promoting the sale of alcoholic beverages, tobacco products, gambling publications and services, or any professional sports organization shall be hung, installed or displayed anywhere within the competition area during the championship, unless the host is obligated to do so under contract(s) entered into prior to submitting its bid proposal to the NCAA.

Electronic Messages. No electronic board advertising of any kind may be displayed during practice or competition. This includes promotion of upcoming events in the facility. Public service or promotional messages provided by the NCAA are permissible; all other messages must be approved in advance by the committee liaisons.

Spectator Responsibilities. Signage regarding the spectator rules and the prohibition of cameras/videos should be displayed at the entrance of the facility.

Golf Carts/Pull Carts

Golf carts will be provided for members of the games committee and selected tournament officials. One cart will be assigned to the designated coach of each competing institution and individual.

A single cart will be provided to the designated coach for practice and competition rounds. The cart is to be utilized by the designated coach only and should not be used to transport spectators, team personnel, athletics administrators, student-athletes, golf clubs or golf bags. Items for competitors such as rain or all-weather gear and refreshments are permissible for transport.

A designated coach may not use the cart to “drive around” the golf course prior to the start of the practice round or his/her teams first starting time of each day. Prior to a team’s first starting time, the coach is considered a spectator.

Participants may not use caddies, golf carts, push/pull carts or motorized pull carts during the championship rounds. Injured or permanently disabled student-athletes must submit a written request to the appropriate games committee with the accompanying medical statements requesting use of a cart.

Hospitality

Fruit and snacks, along with Dasani water should be available to the student-athletes and coaches on the 1st and 10th tees and various holes around the course. Sideline product (Dasani water, Powerade) and equipment (coolers, ice chests, cups) will only be provided by the NCAA at the championship site.

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.]

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.

Official Suppliers

Finals. Titleist shall provide 120 dozen competition balls for the championships. One dozen balls should be given to each student-athlete and any remaining balls should be given to the NCAA championship manager.

Parking

- *Officials* - The host shall provide the rules officials with reserved parking spaces.
- *NCAA* - The host shall provide the NCAA with reserved parking spaces.
- *LOC* - The host shall provide the LOC with parking spaces including an area for volunteers to park.
- *Participant* – The host shall provide 48 spaces for regionals/48 for the finals.

Scoreboards

Host should provide a scoreboard for posting the 3'x2' scoresheets provided by the NCAA. The scoreboard should be large enough to hold 25 scoresheets for regionals and 25 scoresheets at the finals.

Sideline Product and Equipment

Finals. The local Coca-Cola bottler will deliver your product approximately one week prior to the championships. The 12-ounce DASANI and 20-ounce POWERADE bottles should be made available to the student-athletes in any/all areas (e.g., in the locker rooms, practice areas, student-athlete hospitality areas, etc.). Your sidelines equipment (ice chest, coolers, cups, squeeze bottles, carriers, and cooler carts if applicable) and POWERADE powder mix will arrive approximately two weeks prior to the championships. During the championships, the above referenced equipment should be positioned on/near the team benches/sidelines, in practice areas, locker rooms, student-athlete hospitality areas and media areas (when applicable). It is imperative that a storage area is designated prior to the arrival of product and equipment and that you inventory the shipments on arrival. If product and equipment has not been received three days prior to the beginning of the championships, please contact Jim

Haynes of our championships and alliances group at 317/917-6524 (office), 317/966-6787 (cell) or at jhaynes@ncaa.org.

A specified amount of product and equipment will be sent to the finals site. You should place one ice chest at the 1st and 10th tees, driving range, practice green and every third hole.

In the good nature of partnership, the NCAA has made a commitment to Coca-Cola that the sidelines program will be managed effectively and efficiently in order to protect everyone's interests long term. After the championships, please take a moment to inventory the remaining product and equipment that is not used. The product will not be picked up; however, it is vital that we get an accurate count of what was used. An inventory form will be sent from the NCAA outlining the specific amounts of product and equipment that will be sent to the tournament manager. The inventory form should be completed and returned no later than 72 hours after the event.

If you would like to purchase additional product or soft drinks and are a Coca-Cola sponsored institution, please use the relationship you have with your local bottler. You do not need to contact the NCAA national office regarding additional product. Please note that this amount is to be listed on your final financial report. If you are a Pepsi sponsored institution and would like the opportunity to purchase product, please contact John Baldwin at 317/917-6442 for the appropriate guidelines.

If your approved proposed budget includes expenses that will be covered by this product donation, please reduce the actual reported figures accordingly. Please let me know if you have any questions.

Signage

The following signs are recommended for the championships:

QTY	MESSAGE	PLACEMENT	DIMENS	MATERIAL
2	NCAA Committee	NCAA office	18x12	coroplast
2	Rules Officials Headquarters	Rules Officials office	18x12	coroplast
2	NCAA Registration	Headquarters Hotel	18x12	coroplast
2	NCAA Registration (right arrow)	Headquarters Hotel	18x12	coroplast
2	NCAA Registration (left arrow)	Headquarters Hotel	18x12	coroplast
1	Scoring Central	Scoring office	18x12	coroplast
1	Championships Headquarters		18x12	coroplast
2	Media Center (Media/Coaches Only)		18x12	coroplast
3	Players, Coaches and Rules officials Only		18x12	coroplast
2	Pro Shop Open to Public		18x12	coroplast
1	Restaurant Open to Public		18x12	coroplast
2	Scoring Tent Players and Rules officials Only	9 th & 18 th greens	18x12	coroplast
1	Volunteer Check-In		18x12	coroplast
1	Reserved (Host Athletics Director)	Parking Lot	18x12	coroplast w/stand
1	Reserved (Tournament Manager)	Parking Lot	18x12	coroplast w/stand
1	Reserved (Championships Committee)	Parking Lot	18x12	coroplast w/stand
8	Reserved NCAA	Parking Lot	18x12	coroplast w/stand
12	Reserved Rules Officials	Parking Lot	18x12	coroplast w/stand

12	Players and Coaches only	Putt green and range	18x12	coroplast w/stand
tbd	NCAA Public Parking (right arrow)	streets leading to parking lot entrance	realty size	komatex
tbd	NCAA Public Parking (left arrow)	streets leading to parking lot entrance	realty size	komatex
tbd	Permit Parking Employees and Volunteers	Parking Lot Entrance	realty size	komatex
tbd	Parking Permit Players, Coaches, VIP & Media	Parking Lot Entrance	realty size	komatex
tbd	VIP Passes Only		realty size	komatex
tbd	NCAA Parking		realty size	komatex
ONE WEEK PRIOR TO CHAMPIONSHIPS				
Finals-60 R'gals-30	Team Signs	parking and driving range <i>(placed in alphabetical order by wave)</i>	18x12	coroplast w/stand
Finals-12 R'gals-20	Individual Names	parking and driving range <i>(placed in alphabetical order by wave)</i>	18x12	coroplast w/stand

Space Requirements

The facility shall provide the space listed below:

Executive Sports (finals only). An area should be set aside for approximately four individuals. Areas should include space for radio setup and a work area. Wireless access is required.

Golfstat Scoring Area (finals only). An area should be set aside for approximately six to eight individuals to facilitate scoring. Wireless access is required.

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. An area shall be set aside to accommodate approximately 20 persons. Sight lines should be unobstructed. A stage area should be set to accommodate seating for six persons, including microphones. The host media coordinator shall oversee this area.

Media Work Area. The facility shall provide work areas for approximately 50 working press. Telephone, fax and copy machines shall be made available to the working media. The host media coordinator shall oversee this area. Telephone lines and high-speed Internet shall be made available for all work stations.

NCAA Committee Room. A room shall be designated on the course premises for meetings of the NCAA golf committee with seating for at least 10 people with adequate table space and storage space for golf committee briefcases, radios, cameras, etc. A phone line, high-speed computer lines and electricity must be available.

NCAA Rules Officials Room. A room shall be designated on the course premises for meetings of the NCAA rules officials with seating for at least 15 people with adequate table space and storage space for briefcases, radios, cameras, etc. A phone line, high-speed computer lines and electricity must be

available.

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

Tobacco

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 9 - Financial Administration

Audit

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

Proposed Budget

As part of the site-selection process, each prospective host must submit a proposed budget for approval by the NCAA. The NCAA will cover all reasonable expenses incurred in hosting the championship, as approved by the NCAA following the bid process.

Financial Report

Host institutions must complete the online financial report, including payment of the amount due to the NCAA, within 60 days after the final date of competition at the site. A fine may be assessed for each day that a host institution fails to submit its financial report and payment after the deadline. Financial reports showing net receipts are not considered complete until payment is received at the national office.

Game Expenses

Game expenses shall be those actual costs directly related to printing, police, building and grounds expenses, printing of tournament materials, promotion of the competition, reasonable entertainment and any other out-of-pocket expenses directly related to the administration and conduct of the championships.

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. Any exception to this definition must be approved in advance by the NCAA Executive Committee.

Lodging/Per Diem Expenses

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

NCAA Representative/Committee. Room and tax shall be direct billed to the host and submitted, along with a receipt, on the financial report. NCAA representatives/committee will be responsible for their own incidentals. The NCAA will be responsible for all other committee expenses.

Officials. Room and tax shall be direct billed to the host and submitted, along with a receipt, on the financial report. The officials will be responsible for their own incidentals. The officials should be housed in the same hotel as the NCAA representatives and may not be housed with the teams.

The host will pay the rules officials directly for transportation (not to exceed 500 miles one-way at 50 cents per mile or round trip coach airfare, whichever is less) and per diem (\$45/day) and these amounts will need to be budgeted.

Participating Institutions' Expense Forms.

Regionals. The NCAA will reimburse the competing institutions for per diem only.

Finals. The NCAA will reimburse the competing institutions for transportation and per diem expenses in accordance with the appropriate NCAA formula. The competing teams shall be responsible for their local transportation.

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

Section 10 - Game Management

The format for the NCAA Division II Men's Golf Championships is determined by the NCAA Division II Men's Golf Committee, subject to the approval of the Division II Championships Committee.

Regionals. The NCAA Division II Men's Golf Championships will consist of both team and individual competition conducted concurrently. Ten teams and the top four individuals not with a team will be selected from each region to compete in one of four 54-hole regional tournaments. The top five teams and the top two individuals not with a team from each regional (regardless of region) will advance to the finals. Tiebreakers and playoffs will be used to determine advancement to the finals.

Finals. At the finals, all 20 teams and eight individuals will complete 54 holes of stroke play. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10. The top eight

teams after 54 holes of play will be placed into a bracket and seeded based on 54 hole scores, The pairings for the quarterfinals will be Seed #1 versus Seed #8, Seed #2 versus Seed #7, Seed #3 versus Seed #6 and Seed #4 versus Seed #5 competing in medal/match play (stroke play over 18 holes and low score wins). Each team match will consist of five points with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. Each individual match will be played to its completion and the first team to win three points within the team match will advance, or in the case of the final match be declared the national champion. In the event that a team match is tied after all five individual matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. If still tied, a sudden death playoff will occur with all five scores counting from each team to determine the advancing team. The Division II Men's Golf Committee has made an adjustment to how lineups will be determined for the Match Play portion of the championship. Lineups will be determined using the same method employed at the President's Cup matches. The higher seeded team (as determined through the 54-hole stroke-play portion) "Team 1" will have the first choice of putting a player on the board for Match #1. The opposing team "Team 2" will then name its player for Match #1. Team 2 will then name its player for Match #2, and Team 1 will name its player for Match #2. The process will continue in an "S" curve until the players for all five matches are named. However, Team 1 may defer in the selection process and permit Team 2 to begin the overall selection process.

Ties for eighth place will be broken by a sudden-death playoff outlined in Appendix A of the Division II Men's Golf Pre-Championships Manual. Ties within the top eight will be broken using the non-sudden death tiebreaking procedures outlined in Appendix A. Pairings for both the stroke play and medal/match play portion of the finals can be found Division II Men's Golf Pre-Championship Manual.

The men's golf committee has the ability to implement an administrative cut after 36 holes of play to the top 15 teams and top six individuals not on those teams. The administrative cut will only occur after all other options to complete 54 holes of play by all 108 participants have been exhausted.

Communication

The host should establish a general mailbox system with individual folders for each competing institution at the course for all coaches and staff. Also, a text messaging system for head coaches shall be established prior to the first practice round, as well as, a listing of coach's cell phone and hotel room numbers for the committee. This is especially helpful when communications (especially delays or changes) need to be communicated in a quick and thorough manner.

Competition Times

REGIONALS

Sunday, May 4

11 a.m.	Practice Facilities open
1 p.m.	Practice Round – Shotgun Start

Monday, May 5

6:30 a.m.	Practice Facilities open
7:30 a.m.	First round of competition

Tuesday, May 6

6:30 a.m.	Practice Facilities open
7:30 a.m.	Second round of competition

Wednesday, May 7

6:30 a.m. Practice Facilities open
7:30 a.m. Final round of competition

FINALS

Sunday, May 18

7 a.m. Range opens.
9 a.m. Shotgun practice round (all teams participating).

Monday, May 19

6:30 a.m. Range opens.
7:30 a.m. First round of competition.

Tuesday, May 20

6:30 a.m. Range opens.
7:30 a.m. Second round of competition.

Wednesday, May 21

6:30 a.m. Range opens.
7:30 a.m. Third round of competition.

Thursday, May 22

6 a.m. Range opens.
7:30 a.m. Quarterfinal round of Medal/Match competition.
1 p.m. Semifinal round of Medal/Match competition.

Friday, May 23

9 a.m. Range opens.
10 a.m. Final round of Medal/Match competition.

Evaluations

All evaluations will be sent from the NCAA at the conclusion of play.

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:

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 Men's Golf Committee, NCAA championships manager, head rules official and tournament director.

Host Personnel

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.

Tournament Manager. The tournament director shall appoint a knowledgeable person, preferably with experience in tournament administration and game management, to serve in this position. The function of the tournament manager 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 manager will also provide the NCAA with a post-championships evaluation including suggestions for future conduct of the championship.

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.

Meetings

Administrative Meeting. The coaches' pre-championships rules meeting will be conducted Sunday following the completion of the practice round. 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 NCAA golf committee chair will conduct the meeting in conjunction with presentations from the head rules official and championships administration.

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

Host Committee Meeting. A meeting with representatives from each of the departments/areas involved with the administration of the championships and the NCAA golf committee will be conducted during championships week as set forth in the championship management checklist. The purpose of this meeting is to review the schedule of events and policies and procedures of the championships.

Rules Officials' Meeting. The director of course and rules administration will conduct a meeting prior to the start of the first competition round to review course setup, local rules and potential ruling areas.

Pairings

Before pairing the teams and individuals for the first day of competition, the men's golf committee will seed the teams. The teams will be paired in threesomes by seed. Pairings for the first two days of competition for the regional and first two days for the finals will be made by the golf committee. For the third round and medal/match play of competition, pairings will be by position according to score, with the times listed in the championships handbook.

Tee times shall not be altered to accommodate travel schedules.

Participant Information

The NCAA will provide a template to each host to update site specific information into the manual. Templates will be provided to hosts in March.

Personnel

The following provides a general description of the personnel needed to conduct the championships. In some cases, one person can assume responsibilities; however, the golf committee recommends that the tasks be delegated as provided in this operations manual. Below is a general outline of the various areas of responsibilities that must be met. Unless otherwise noted, the host shall provide the following personnel.

Athletic Trainers. An adequate number of athletic trainers are needed to provide treatment before and after rounds of competition and practice.

Computer Operator. The NCAA has contracted with Golfstat to provide a software system to develop pairings, compile results and provide statistical information. The host will hire an individual to operate the software system. This individual will be the official scorer.

Computer/Clerical Assistants. Several individuals should be available to process the daily results and assist in the preparation of the tee times and pairings during competition.

Couriers. Approximately 5 individuals (e.g., student trainers) to escort student-athletes to drug-testing site (if selected 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 games committee chair and tournament manager each day to ensure that the course is prepared according to NCAA guidelines.

Course Superintendent. Ensures that the course is prepared according to NCAA golf committee specifications prior to the arrival of the games committee. Assists the games committee in the marking of the course, if necessary, and assists in the determination of the hole locations and tee markers during the conduct of the championships. Must be available to work with the golf committee member and head rules official assigned to set the course for competition. Secures all necessary equipment for the conduct of the championships.

Drivers for Evacuation Vans (if applicable). There shall be one driver for each evacuation van who does not have any additional responsibilities. These drivers shall be available to drive 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 the proposed budget and

approval of all expenditures. Proper control over expenditures shall be maintained since proposed budgeting procedures will be followed to the letter. Within 60 days after the championship, it is the responsibility of the host to complete and forward to the NCAA national office the financial report for the championships.

If desirable, the financial officer may also handle the drug-testing budget and financial report.

Forecaddies and Spotters. A sufficient number of individuals to assist on difficult holes to ensure a proper pace of play.

Greenside Scoring or Walking Scores. Individuals will be needed to communicate with scoring central to report and update the score of each individual. They will be responsible for the recording of scores of each player in each group after it has finished the hole. After recording the scores, you will be asked to communicate these scores to scoring central using a two-way radio or cell phone.

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. The superintendent should assign a member of the crew to assist the NCAA in marking the course beginning two days prior to the championships. The games committee and rules officials will determine course markings, boundaries, tee settings and hole locations.

During the competition, a member of the crew will be assigned under the direction of the games committee to set tees and pins the morning prior to play each day.

Hospitality Coordinator. Oversees and plans all hospitality activities according to NCAA guidelines. Plans any prechampionship banquets including contributions to offset the cost, and any other social activities for the players, coaches and rules officials. The hospitality coordinator should also be responsible for the setup of awards ceremony.

Hospitality Staff. These individuals will monitor the entrance to the tents. Only individuals with the appropriate credentials should be provided access to these areas.

Leaderboard Operator. These individuals will be assigned to one of the on-course leaderboards. Three individuals would be assigned to each shift on the leaderboard as individual and team scores are disseminated via the hand-held devices (radios or smartphones).

Marshalls. A sufficient number of individuals are needed to assist in controlling the galleries. The number can be determined dependent upon the expected crowds. Policies regarding spectator controls should be posted and included on the tickets, credentials, signage at No. 1 and No. 10 tees and the scoreboard.

Media Coordinator. Handles prechampionship 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.

Ensure NCAA merchandising policies and procedures are followed.

Meteorologist. The host should provide a local A.M.S. meteorologist to assist the games committee.

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

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.

Registration Workers. Three to four (3-4) clerical, golf-oriented workers to organize and run the registration desk prior to the championships. Please refer to No. 4 under the Policies and Procedures section.

Rovers for Scoring and Leaderboard Operators. These individuals will perform the duties mentioned above when providing breaks for the greenside scorers and the leaderboard operators.

Rules Officials. The director of rules and course administration will coordinate with the local golf governing body for rules officials. The rules officials' hotel room and tax will be placed on a direct bill to the host.

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

Scoreboard and Scoring. Supervises the scoreboard and the scoring procedures between the scoreboard, scorer's table and the media.

Individual should be able to print neatly. Prepares all scoreboard material (scoresheet 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 championship scoresheets until line-ups have been submitted by the coaches in person. A plastic covering should be ready and easily hung in case of rain.

Scoring Central Assistants. Five individuals to assist with computerized scoring operations. These individuals will take scores from greenside reporters via phone or radio and enter them into the computer.

Scoring Runner. As players finish the ninth and 18th holes (players will be starting on both the first and 10th tees), it will be the runner's responsibility to record each player's total score at that point and report it to the main scoreboard.

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 drug testing site.

Spotter. Several holes on the course may require a fairway spotter to aid the players in locating

errant tee shots. It will be this person's job to position himself/herself in the driving area in order to assist the players to find such errant shots.

Standard Bearers. Individuals will be assigned to the final threesomes to carry the portable standard, keep track of the contestants score and update the standard after each hole for each day of the match play. Twenty individuals will be needed for the quarterfinals, 10 for the semifinals and five for the championships. (Finals only.)

Starters. Starters shall be assigned for the first and 10th tees. The director of rules and course administration will provide starters for all rounds of competition at the finals.

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 as determined during the course setup.

Tournament Manager. The tournament manager is responsible for overall conduct of the championship. All internal subcommittee chairs should report to the tournament manager. Serves as the liaison with golf committee and NCAA national office staff representative.

Playing Rules

The championships shall be conducted according to the United States Golf Association's Rules of Golf with certain modifications as noted in the Division II Men's Golf Pre-Championships Manual.

Practice

Practice facilities must be available during the championships, and those competing will be advised of the dates and times when the facilities will be available. Contestants and coaches will not be allowed to play or walk the course before the first practice round or use the practice facilities.

Participants and coaches will not be permitted to walk, ride or play the golf course or use the practice facilities 10 days prior to the first practice round. The host institution is exempt from this policy. If an individual or team does play or practice on the course, they will be disqualified.

One practice round shall be scheduled prior to the championships. At the finals, the practice round will be a 9 a.m. shotgun start. Fivesomes are permissible during practice rounds; however, no sixsomes are allowed and coaches are not allowed to play but must accompany their team/individuals, and will be responsible to monitor pace of play, enforce one-ball rule and report any misconduct violations to the NCAA committee. The practice range and putting green will be available one hour before the first tee time of each day and one and one-half hours following the completion of play for the day or sunset (whichever comes first).

In an effort to maintain the condition of the course and speed of play, each individual may only play one ball during any practice round with the exception that a player may chip or putt more than one ball on or near the green only.

Printed Material

Conditions to Competitors. (OFFICIALS) The "hard card" containing the conditions to competitors will be prepared by the rules officials and be made available on the first and 10th tees.

Hole Location Sheets and Pace of Play. (OFFICIALS) The games committee will review hole-location sheets and should provide sufficient number of sheets color-coded by day at the first and 10th tees each day of the championship. The host must order four different colors of paper on which hole locations will be run. (Evacuation plans may be copied onto the back of the hole-location sheets.)

Local Rules Sheets. (OFFICIALS) All local rules should be printed and distributed to all participants and coaches. A sufficient number should be available at the starters table each day and at championships headquarters. The games committee will review the local rules sheet (see Examples).

Pairing Brochures. (HOST) The host will produce a daily pairing brochure to be distributed to spectators, officials, coaches and players. The host will be responsible for assigning a volunteer to coordinate the printing of the brochures each night. Practice-round pairings will be provided to the host 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 rules officials. Distribute at headquarters hotel. Volunteers who are serving as markers should also receive a copy each morning.

Scorecards. (NCAA/HOST) Scorecards will be provided by the NCAA. The host institution will need to print the backside of the scorecards for each day of competition. A laser printer will be needed. Scorecards should be printed with only the name of the championships, name of course and host on them (See Examples). Par and yardage for each hole as it will be played in the championships must be printed on the card. Scorecards must be approved in advance by the NCAA national office.

Score Sheets. (NCAA) Are received from the NCAA office and placed on the scoreboard. Should be appropriately marked to identify the championships, year and host. Name of institution, location, 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. (NCAA) The NCAA will provide results of 18-36-54 hole-total for teams and individuals. 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. Signs shall be made for each hole with the yardage and par for championships play (Provided by Executive Sports for the finals only.) (Supplement)

Yardage Books. (CLUB/HOST) A minimum of 160 yardage books should be available and complimentary or for purchase by participants.

Registration

The information in this section outlines the procedures that institutions must follow to register student-athletes in the championships to ensure that this aspect of the championships operates efficiently.

Schedule. Registration shall be open from 2-8 p.m. Sunday for regionals and finals.

Staff. The registration desk shall be located at the headquarters hotel or the golf course, and should be staffed by **golf-oriented people**. Registration constitutes the formal beginning of the events. Every possible question regarding the championship week must be anticipated and be answered accurately when registration opens. No amount of goodwill after this time has ever allowed a host to

save face after a poorly run registration desk.

Materials. Registration material should include, but is not limited to, maps of the area, names of popular restaurants, championships programs and suggestions of "things to do and see" in the area. An example of a registration card is included as a supplement in this section.

Procedures. Registration personnel should give each coach a packet including general information as well as identification badges for the coach and players, a parking pass, championship scorecard, banquet tickets for the coach and players, etc. An institutional representative must accompany each player. The team travel party is seven (7).

During registration, coaches will be submitting their team lineups for the competition. The official scorer will supply lineup sheets. Registration personnel must collect the lineups and give them to the official scorer, who will use them to complete pairings sheets.

Results

At the end of each day of competition at the championship, an electronic copy of the results for all regional/championship competition must be sent to Rick Nixon (rnixon@ncaa.org) at the NCAA national office. A complete set of results should also be sent immediately following the end of the competition as well.

Scoring

USGA rules for stroke play (and medal/match play for the final eight), plus any local rules implemented by the NCAA Men's Golf Committee, will govern the championships.

A daily team score is computed totaling the lowest scores of four of the five team members. The final team score is determined by totaling each daily score. Sudden-death playoffs will be used for breaking ties for individual championships, as well as for advancement to the medal/match play. See appendixes in the pre-championships manual for playoff procedure.

Scoring Procedure. Golfstat shall compute the scoring for teams and individuals.

Scorecards. The NCAA will provide the scorecard shells to be used during all rounds. The host institution is responsible for printing the scorecards for all practice and competition rounds. All yardage information will be determined after consultation with the golf committee.

Team Score Sheets. The NCAA will send the host 35 (finals) or 30 (regionals) team scoresheets for the main leaderboard. The size of each sheet is 3' x 2'.

Scoring. Scorecards for all championships shall be kept in strict accordance with Rules of the USGAs "Scoring in Stroke Play." The scorecard shall be deemed returned when the player or his coach has placed the card in the scorer's box.

Results. Daily summaries should be provided with the top teams listed with their totals. In addition, a separate summary of the individuals should be prepared with their daily totals listed. A sufficient number of summaries should be available for the coaches and media.

Pairing Sheets. Pairings sheets for the second and third rounds should include (by use of parentheses) each player's previous score and each team's previous score.

Spectators

Spectators must remain on cart paths or in the rough and approximately 15 yards from the players at all times (including all designated practice areas). There may be NO communication between players and spectators that could be deemed as advice of any nature for the duration of the 18 holes. All institutional personnel, with the exception of the designated coach(es), are considered spectators. Ringers on electronic devices must be turned off. Carts will not be provided for spectators.

Since all NCAA championships are considered smoke-free, spectators will be asked to refrain from smoking except in designated areas. Failure to adhere to these policies could result in removal from the course.

Violation/Penalties:

First – Warning

Second – Spectator will be removed from the course for the remainder of the day

Third – Spectators will be removed from course for the remainder of the competition

Disabled Spectators. Carts are not provided to fans watching the golf tournament. However, if spectators need the use of a cart, the individual must provide medical documentation from the individual's physician requesting the use of a cart. Information should be provided in advance, if possible, or on site to the NCAA site rep. If approved, spectators will be permitted to rent a cart.

Squad Size

Participating teams are limited to a squad size of five (5) eligible student-athletes.

Starting Times.

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

Weather Policy

The NCAA will provide a weather detection system for the regionals/championships and will make arrangements for the system to be on site. The games committee will do everything possible to complete 54 holes and each match during the medal/match play portion of the championships. However, the committee reserves the right to modify pairings for weather.

The host will need to provide a computer in the NCAA committee area with high-speed connection.

It is the responsibility of the host to provide:

1. An area in which the weather system may be set up and monitored. This area should be close to the NCAA committee area and out of public traffic patterns.
2. Qualified personnel to be trained on the weather system and available throughout practice and competition rounds to monitor the system. It is recommended that the personnel have a background in meteorology.

Weather Evacuation Plan. The host institution is responsible for creating an evacuation plan in case of severe weather. This plan must be included in the participant manual and distributed to all participants, coaches, officials and staff. This plan should include the appropriate means and staff to provide a safe haven for all on course players and personnel, as well as a spectator plan.

Webcasting

(THE FOLLOWING PROCEDURES ARE ONLY NECESSARY IF THERE IS LIVE TELEVISION COVERAGE OR WEBCAST AND ARE SUBJECT TO CHANGE)

The finals will be televised and/or webcasted. A member of the NCAA broadcast services staff may attend the championships and work as a liaison with the television/webcasting crews.

Representatives of the designated production company and the NCAA will conduct a site visit during the year.

The production company will provide specific requests. Following are some guidelines that will help you prepare for the telecast:

Tentative schedule for week of the championships.

Thursday	--	Possible telecast/webcast set-up, run cables to designated holes
Friday	--	Webcast

Camera towers will be built prior to the television/webcasting set up days. They should be removed within a couple of days of the completion of the tournament.

Golf Carts. A minimum of three (3) carts (some with flatbeds).

Credentials and Parking Passes. Approximately 15 credentials for crew (13) and talent (2) and approximately three parking passes.

NOTE: The NCAA branding and communications group will be in contact should there be live coverage.

Section 11 - Insurance

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 public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage).

Therefore, it will be necessary for your institution to provide the national office with the appropriate certificate of insurance or documentation of self-insurance with your proposed budget before you will be considered as a host site.

The NCAA no longer requires that it be listed as an additional insured but the NCAA must be listed as the certificate holder. Accordingly, the NCAA will not reimburse institutions for the cost of insurance.

Note: If you must purchase a special event insurance policy, please submit confirmation in writing along with your proposed budget. However, the certificate of insurance form must be submitted to the NCAA national office 48 hours prior to the championship.

Section 12 - Lodging

Contracts

The host is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants:

Regional sites (4) (20 teams each, eight individuals, 5 rules officials and one NCAA)	75-80 rooms
--	-------------

Championships (20 teams, eight individuals, 12 rules officials, and six NCAA)	90 rooms
--	----------

It is strongly encouraged that the designated hotel properties include complimentary internet access and hot breakfast in their quoted rates.

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. Attempt to secure a special rate.

Headquarters Hotel

NCAA. Room expenses, excluding incidentals, for the NCAA men's golf committee members/representatives should be direct billed to the host institution. These expenses are should be included on the financial report sent to the NCAA (Finals only).

The NCAA national office staff member(s) attending the championships will pay all of their expenses.

Officials. The host will be responsible for reserving room blocks. Room expenses, excluding incidentals, for the rules officials should be direct billed to the host institution. These expenses should be included on the financial report sent to the NCAA (Finals only).

The rules officials who fly to the host city will arrange their own transportation to and from the airport and the championship golf course.

Team Hotel

For all NCAA competition, the host institution/agency or the NCAA (see sport specific section for details) shall make reservations for the participating institutions/student-athlete(s) and advise them of the arrangements. The selected hotel properties shall be within 15-20 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm or cancel the accommodations.

An institution is not obligated to stay at the assigned hotel property; however, it is responsible for canceling its reservations and then securing its own accommodations. If an institution prefers to relocate to a different hotel the following must occur:

- The participating institution will obtain a release for the rooms from the hotel manager in writing and approval from the NCAA. Please note, the institution is responsible for the first night's room charges even if it fails to use those rooms.
- The participating institution may use the rooms for persons accompanying the official traveling party if relocating the team only. If a team chooses to relocate to a different hotel, the team is not permitted to move to a hotel (if applicable) where another team or the game officials and designated headquarters hotel.

Additionally, if an institution fails to make satisfactory arrangements for use of assigned rooms with the hotel, full charges for the rooms will be billed to the institution. If an institution chooses not to stay at one of the designated hotels, the participating institution must notify both the hotel and the tournament manager by 5 p.m. on practice day or specified date. The NCAA shall provide final approval.

Section 13 - Media/Credentials

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.

Credentials.

Finals Only. Working passes may be issued to bona fide working personnel, including media representatives; money clips shall be provided to student-athletes competing in the championships, as well as their coaches. For regionals, the host will produce credentials. For the championships, the NCAA will provide all credentials with the exception of the money clips. The NCAA will provide all wristbands for the designated coaches for both regionals and finals. Conditions placed on the use of credentials must be printed on the backside of credentials. Credentials are not transferable. The following credentials should be used:

Media	All Access
Event Staff	Television
Official	

Badge. Good for gate admittance. Allows unlimited access to any area. Issued to NCAA committee members, NCAA staff, NCAA media coordination staff and selected individuals from the host institution.

Coaches (30). Good for gate admittance. Allows access to all areas.

VIP (50). Good for gate admittance.

Event Staff (50). Good for gate admittance. Allows access to all designated working areas, including locker room areas and media work rooms.

Media (75). Good for gate admittance. Allows access to designated working media areas, locker room areas, the media work room, the interview area.

Volunteers (200). Good for gate admittance. Allows access to all areas.

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 coach

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

Policies. 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 designated head coach. (Different color from other credentials)
3. One for each assistant coach, if requested during registration.
4. One for each member of the NCAA golf committee, rules officials and NCAA representatives in attendance.
5. Media members administered by the media coordinator utilizing media guidelines policy.
6. Representatives of golf manufacturers will receive a credential. However, the credential is not good for admittance to the competition. Tickets must be purchased to receive admittance.

Security. The host shall make available, upon request, a listing of all tickets sold and credentials that have been issued. Tight security should be established in this area.

Hospitality.

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

Live Scoring.

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

Photography.

Please see Appendix F regarding photography done at the championships.

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, mult box, 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.

Results Distribution.

Daily summaries should be provided with the top teams listed with their totals. In addition, a separate summary of the individuals should be prepared with their daily totals listed. A sufficient number of summaries should be available for the coaches and media. Please see tournament manager's checklist in this manual.

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.

Tournament Media Coordinator.

As designated by the tournament director, a media coordinator must be appointed for the competition. This person is responsible for monitoring the media area, as well as the reports and photographers while on the course. He/she will coordinate the efforts of the host sports information office and those of the participating institutions. This individual would have the final responsibility in administering the media guidelines adopted by the NCAA.

Working Area.

A working press area should be arranged to accommodate tables and chairs for approximately 25 - 50 with a phone line or high-speed internet connection at each station.

Copy Machine. A minimum of one copy machine, preferably two, shall be available in the media work area. The computer operator, if necessary also may use this machine. The machine in the work area must be able to collate and also be available to the individual media representatives.

The following method should be used to report results to NCAA.com for immediate posting:

EMAIL. Those institutions with e-mail access should send all information in the following manner:

- Email the information to: ncaa-content@turner.com
- Specify the division, sport, round and region in the SUBJECT area
- Paste the text (official results, including date of competition, round, etc.) directly into an email or;
- Send email as an attachment in a MS Word document or Windows Notepad text document;
- Please convert photos to JPEG format and attach to an email.

Section 14 – Medical Procedures

The host institutions/conference shall coordinate medical care and coverage for each scheduled practice or contest 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; Guideline 1e 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 15 - 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 Event 1.

Section 16 - Officials

Members of the NCAA Division II Men's Golf Committee, NCAA Rules Officials, and other designated individuals will serve as the officials and will make decisions pertaining to the conduct of the championship, such as pairings, rulings, protests, etc.

The rules officials will be represented by volunteer officials from across the country. Arrangements have been made for Golfstat to provide the computerized scoring system for the championships.

Confidentiality

Officials' assignments should remain confidential at all times.

Host Communication

The host is requested to forward lodging, schedule of events and travel directions to the director of rules and course administration staff member responsible for each respective competition. Directions should be provided to/from the airport and the headquarters hotel and the hotel and the golf course.

Meals

The host is responsible for providing the following meals for the rules officials:

1. Breakfast. Coffee, juice, fruit and pastries should be available in the officials' room or provided at the hotel.
2. Box Lunches. Each day of competition the lunches should be delivered to the officials' room for distribution.

SECTION 17 – Participating Teams

Participant Manual.

Regionals. The NCAA will provide the host institutions a template of the participant manual by February 21. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by March 21. The NCAA shall provide comments to the draft manual by April 4.

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 14**.

Finals. The NCAA will provide the host institution a template of the participant manual by February 21. The tournament director will send a draft of the participant manual to the NCAA championships

manager for review by March 21. The NCAA shall provide comments to the draft manual by April 4. The manual will be posted on the NCAA's website by **April 21**.

SECTION 18 – 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. If possible, the practice facilities (range, putting green, etc.) should be open the day before the practice round. Contestants and coaches will not be allowed to play or walk the course before the first practice round.

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 men's golf committee officials to ensure the course is properly set for practice rounds. Groups of five are permissible during practice rounds; 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 19 – Promotions and Marketing

Decorating and Advertising

CC/P Signage Requirements. NCAA Corporate Champion and/or Partner banners should be displayed on the concourse (for indoor championships) or at the entrance (for outdoor championships) at eye level, preferably. Two of the banners recognize the Corporate Champions and two recognize all NCAA CC/Ps. Each banner is approximately 4 feet high and 12 feet long and include grommets for hanging.

Materials Sent to High Schools

Per Bylaw 13.4.4.3, an institution hosting an NCAA or conference championship may provide a poster promoting the championship and send it to a high school coach and/or his or her educational institution. It is not permissible to send such a poster to a prospective student-athlete.

Logos

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

Planning and Promoting Fan Enhancements

Fan enhancement should be coordinated with and approved by NCAA staff prior to execution. The promotion of fan enhancement, including giveaways and ancillary events, are subject to the established Championships Marketing and Commercialism/Contributors guidelines outlined in the Host Operations Manual. Fan enhancement marketing should be included in the overall championship marketing plan with priority given to championship ticket sales and attendance.

Promotional Ideas

Following are ideas to stimulate host institutions' thoughts in planning their promotional strategies to generate community awareness and support:

Advertising. Plan an advertising campaign to be implemented during the final weeks prior to the championship, with increased advertising during the final few days. Give consideration to the following media:

- * Newspapers. Alternate morning and evening papers in the metropolitan area as well as surrounding communities. Be sure to include specific information about how to obtain tickets.
- * Radio and Television. If your budget prohibits purchasing, attempt to solicit promotional messages as free public service announcements.
- * Banners. Hang at key intersections of the city and on your campus.
- * Billboards. Display throughout the city if they are considered to be an effective advertising medium in your area.
- * Electronic Message Boards. Run championship information on electronic message boards on campus and around town.

"Buddy" System. Encourage booster and/or alumni groups on campus not only to attend the championship themselves, but also to encourage another person or group to attend the championship (e.g., Girl Scouts, Boy Scouts, underprivileged children, etc.).

Conference Office Involvement. Make sure ticket order forms and information are available through the nearest conference office and enlist its assistance in promoting the championship through its releases, newsletters, clinics, conference meetings, etc.

Fliers. Send ticket fliers and cover letters to:

- * Booster club members.
- * Season ticket holders.
- * Previous year's postseason competition ticket holders, if applicable.
- * Local chamber of commerce and merchants.
- * Faculty, staff and students.
- * State high school and junior college coaches associations.
- * Conference offices.

Grade School Involvement. Plan activities to involve grade school students in the promotion of the championship (e.g., conduct an art contest welcoming the championship and display the art in the airport the week of the championship; award two match tickets to the winning artist).

Internet. Provide championship information on your institution's page on the Internet.

Mailings to Ticket Holders. Include notice of the championship on all lists and mailings to your institution's regular-season events (both athletics and general) and on athletics department answering service recordings.

NCAA Corporate Partners. Enlist the cooperation and support of the affiliates of NCAA corporate partners in the area to purchase tickets to be used for promotion of the championship.

"NCAA Week". Request your community to declare "NCAA Championship Week" prior to the championship. Information could be distributed at different locations throughout the city in conjunction with the declaration.

Promotion at Home Events. Promote the championship at all home men's and men's athletics events on the scoreboard/message board and public-address system. Use PSAs on local radio broadcasts and telecasts of other institutional sporting events

Public Speaking. Establish community support by:

- * Obtaining the support of key political and corporate leaders.
- * Arranging speaking engagements by coaches and athletic department personnel at chamber of commerce meetings, booster-club meetings, etc.
- * Arranging radio and television appearances by campus or local "personalities" to promote the championship.

Radio/Television Promotions. Promote the championship through promotional spots on local radio and television stations.

Speaker's Bureau. Establish a speaker's bureau through the chamber of commerce through which leaders of service organizations would be encouraged to invite someone from the athletics department to speak about the championship.

Street-Pole Banners. The NCAA will offer the opportunity, on request, to its corporate partners to include their logos on the official street-pole banners and will coordinate this activity with the organizing committee and partners.

Student Involvement. Direct promotional efforts to student organizations on campus and faculty and staff. Visit dormitories, fraternities and sororities and organize a contest among them to attend the championship.

Promotions Assistance

The NCAA Championships marketing online resource is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship.

Championship hosts should customize and download from the online resource all the necessary artwork to promote the championship. Hosts should make every effort to use the NCAA Championships online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided to you.

Each NCAA Championships host marketing contact and tournament manager will receive an email with the marketing website address, username, password and specific marketing 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 information.

Customizable artwork templates available on the marketing website include:

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

If you have needs for artwork outside of what is available on the NCAA Championships marketing online resource, you may contact Sean Ward (sward@ncaa.org) for assistance.

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

Collateral should not be created outside of the NCAA Championship marketing online resource or directly through the NCAA Championship Marketing contact.

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

The marketing 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 Championship Marketing 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.
- The file format available for download is .MOV.

- 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 Sean Ward via email at sward@ncaa.org or telephone 317/917-6477. 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.

Host-Produced TV or Radio Spots

TV and radio spots, subject to NCAA approval, may be created by the championship host at its expense to promote the championship. The NCAA must approve all scripts, footage and end slates before production begins. All files may be sent to Sean Ward via email at sward@ncaa.org. If the files are large, please call Sean at 317/917-6915 to discuss delivery options.

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. Please contact Durenka Robie at drobie@ncaa.org with any questions concerning the NCAA Digital Library.

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

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

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

Section 20 - Programs

The NCAA has the exclusive right to distribute game programs at the competition venue during the championships. The competition venue shall sell the programs delivered to it by the NCAA at all public practices and on each day of competition. The competition venue 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 institution/conference may produce a printed supplement at their 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 institution/conference should not include expenses or revenues for programs in the championship budget and/or financial report. All program and supplement contents are subject to NCAA approval.

IMG College will be responsible for publishing the official game program for the championships. A representative of IMG College 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. A representative of IMG College will contact the host institution/conference with additional information.

LOC Pages. The host institution/conference will be contacted by a representative of IMG College regarding pages in the championship program. The host institution/conference may select between the following three topics – Host Institution(s)/Conference, Host City or Competition Venue. 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 institution’s online key contact form.

Digital Programs

Many NCAA championships have adopted digital game programs that can be viewed online or downloaded to a consumer’s mobile device, at no charge. 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 www.ncaa.com/gameprograms, at no charge.

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.

Following 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 establish an on-demand printing option and provide this option to any student-athlete or fan ordering this feature through www.ncaa.com.

Heat/Bout sheet template.

A key element of the digital program plan is to allow hosts the flexibility to be able 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 new policy would not allow hosts to sell or hand out for free rosters, but a scorecard for baseball and softball contests would be permissible.

Promotion

The NCAA will assist the host institution/conference to inform fans, ticketholders and participating institutions that the digital programs will replace printed programs.

The NCAA and IMG College will provide the host institution/conference details on means of informing on-site fans of the existence of and directions for accessing the game programs.

Section 21 - 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 22 - Transportation

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

Section 23 - Volunteers

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

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

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

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.

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

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

Name Badges. If the LOC wishes to provide its volunteers or LOC executives with name badges, the design of the name badges must be approved by the NCAA.

Assignments

Below are the essential volunteers for the administration of the championships. Regionals do not require many of these individuals; however, the host should evaluate its needs based on the course setup, etc. The number of assignments will vary depending on golf course set up, number of scoreboards and number of spotters needed on the fairways.

Tournament directors should remember that it may be advisable to establish two shifts. The following information is the number of personnel that will be needed per shift:

- Scoring runner 2
- Hospitality tent..... 2
- Spotters 18
- Greenside scorers.....6-9
- Media room 1
- Souvenir merchandise..... 1

- Supplemental 3
- Ecology (trash).....1-2
- Water (coolers and cups) 2
- Parking/traffic..... TBD
- Results/pairing sheets distribution 1
- Starters2-4
- ADA volunteers.....2
- Standard bearers.....35 (over two days)

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

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

Volunteer Equipment Checklist

Greenside Scoring

- Two-way radio
- Headset or earpiece
- Clipboard with score sheets
- Pencils

Leaderboard Operators

- Two-way radio
- Headset or earpiece
- Placards with team names and 10 blanks (from Executive Sports)
- Clipboard with scoreboard sheets
- Pencils
- Black and red markers
- Spray bottle
- Towel

Rovers

- Two-way radio

Standard Bearer

- Scoring standard
- Apron with numbers
- Scorecard

Scoring Runner

- Clipboard with score sheets
- Pencils

Spotter

- Three yellow flags

Waivers

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

APPENDIX A

Registration Room or Area

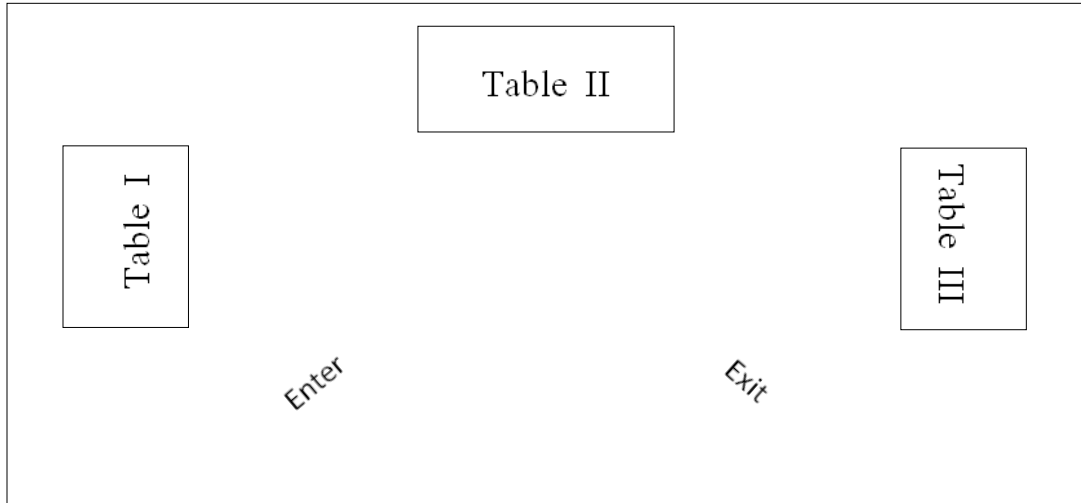


Table I. Two Individuals

Provide head coach or designee with player and coaches packets, which include:

- Area map
- Gift
- Sample score card
- Starting time sheet for practice rounds
- Starting time for first and second rounds
- Schedule of events
- Pace-of-play sheets
- Evacuation plan

Table II. Two Individuals

- Provide billing numbers of school, if necessary
- Coach or designee fills out registration card

Table III. Two Individuals

- Provide tickets for banquet
- Sell additional tickets for banquet
- Provide help for local transportation
- Provide parking pass
- Pay range fees
- GCAA event registration

APPENDIX B

REGIONALS First-Round Pairings Monday, May 5

Time	1st Tee	10th Tee
	Host Reg. #1, Other Reg. #1, Host Reg. #2	Other Reg. #2, Host Reg. #3, Other Reg. #3
7:30	5	5
7:40	4	4
7:50	3	3
8:00	2	2
8:10	1	1
	Host Reg. #4, Other Reg. #4, Host Reg. #5	Other Reg. #5, Host Reg. #6, Other Reg. #6
8:20	5	5
8:30	4	4
8:40	3	3
8:50	2	2
9:00	1	1
	Host Reg. #7, Other Reg. #7, Host Reg. #8	Other Reg. #8, Host Reg. #9, Other Reg. #9
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	Host Reg. #10, Other Reg. #10, Individuals 1-5	Individuals 6-8
12:50	5	
1:00	4	
1:10	3	
1:20	2	
1:30	1	

APPENDIX B

REGIONALS Second-Round Pairings Tuesday, May 6

Time	1st Tee	10th Tee
	Other Reg. #8, Host Reg. #9, Other Reg. #9	Host Reg. #7, Other Reg. #7, Host Reg. #8
7:30	5	5
7:40	4	4
7:50	3	3
8:00	2	2
8:10	1	1
		Host Reg. #10, Other Reg. #10, Individuals 1-
		5
8:20	Individuals 6-8	5
8:30		4
8:40		3
8:50		2
9:00		1
	Other Reg. #2, Host Reg. #3, Other Reg. #3	Host Reg. #1, Other Reg. #1, Host Reg. #2
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	Other Reg. #5, Host Reg. #6, Other Reg. #6	Host Reg. #4, Other Reg. #4, Host Reg. #5
12:50	5	5
1:00	4	4
1:10	3	3
1:20	2	2
1:30	1	1

Teams will be re-paired according to score after the second round.

APPENDIX B

REGIONALS Third-Round Pairings Wednesday, May 7

Time	1st Tee	10th Tee
	Teams 18,19,20	
7:30	5	
7:40	4	
7:50	3	
8:00	2	
8:10	1	
	Teams 13, 14, 15	Individuals 4-8, Teams 16, 17
8:20	5	5
8:30	4	4
8:40	3	3
8:50	2	2
9:00	1	1
11:50	Individuals 1, 2, 3 Teams 4,5,6	Teams 10, 11, 12
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	Teams 1, 2, 3	Teams 7, 8, 9
12:50	5	5
1:00	4	4
1:10	3	3
1:20	2	2
1:30	1	1

Players will be repositioned within their team by score after the second round.
Individuals will be repositioned according to score following the second round.
Teams will be re-paired according to score following the second round.

APPENDIX B

FINALS First-Round Pairings Monday, May 19

Time	1st Tee	10th Tee
	S/SE #1, W/SC #1, MW/C #1	E/A #1, S/SE #2, W/SC #2
7:30	5	5
7:40	4	4
7:50	3	3
8:00	2	2
8:10	1	1
	MW/C #2, E/A #2, S/SE #3	W/SC #3, MW/C #3, E/A #3
8:20	5	5
8:30	4	4
8:40	3	3
8:50	2	2
9:00	1	1
	S/SE #4, W/SC #4, MW/C #4	S/SE #5, W/SC #5, S/SE #7
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	S/SE #6, W/SC #6, Individuals 1-5	Individuals 6-8
12:50	5	
1:00	4	
1:10	3	
1:20	2	
1:30	1	

FINALS
Second-Round Pairings
Tuesday, May 20

Time	1st Tee	10th Tee
	S/SE #5, W/SC #5, S/SE #7	S/SE #4, W/SC #4, MW/C #4
7:30	5	5
7:40	4	4
7:50	3	3
8:00	2	2
8:10	1	1
		S/SE #6, W/SC #6, Individuals 1-5
8:20	Individuals 6-8	5
8:30		4
8:40		3
8:50		2
9:00		1
	E/A #1, S/SE #2, W/SC #2	S/SE #1, W/SC #1, MW/C #1
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	W/SC #3, MW/C #3, E/A #3	MW/C #2, E/A #2, S/SE #3
12:50	5	5
1:00	4	4
1:10	3	3
1:20	2	2
1:30	1	1

Teams will be re-paired according to score after the second round.

FINALS
Third-Round Pairings
Wednesday, May 21

Time	1st Tee	10th Tee
	Teams 18,19,20	
7:30	5	
7:40	4	
7:50	3	
8:00	2	
8:10	1	
	Teams 13, 14, 15	Individuals 4-8, Teams 16, 17
8:20	5	5
8:30	4	4
8:40	3	3
8:50	2	2
9:00	1	1
11:50	Individuals 1, 2, 3 Teams 4,5,6	Teams 10, 11, 12
12:00	5	5
12:10	4	4
12:20	3	3
12:30	2	2
12:40	1	1
	Teams 1, 2, 3	Teams 7, 8, 9
12:50	5	5
1:00	4	4
1:10	3	3
1:20	2	2
1:30	1	1

Players will be repositioned within their team by score after the second round.
Individuals will be repositioned according to score following the second round.
Teams will be re-paired according to score following the second round.

Key:

- A/E – Atlantic/East Region
- S/SE – South/Southeast Region
- MW/C – Midwest/Central Region
- W/SC – West/South Central Region

APPENDIX C

NCAA DIVISION II MEN'S GOLF CHAMPIONSHIPS

REGISTRATION CARD

COURSE NAME

DATE

(INSTITUTION)

(HEAD COACH)

PLAYER #1 _____

CELL PHONE _____

#2 _____

#3 _____

(HOTEL) _____

#4 _____

#5 _____

APPENDIX D

HOST TIMELINE

The following calendar and time schedule, which begins one year prior to the championships, is provided to assist the local organizing committee in preparing for the championships:

MAY

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

Attend the Division II NCAA golf championships and meet with the respective committee to review plans for the tournament. Give a preliminary report of plans during championships one year prior to the tournament you will host.

Coordinate hotel reservations as outlined in the manual.

JUNE

Meet with local committee to review your meeting with NCAA golf committee and information obtained from trip to championships.

JULY

Review promotional plans (championships only). Forward recommendations for these to the national office for approval.

Arrange lodging accommodations and compile a list of available hotels/motels, rates, locations, telephone numbers and persons to contact.

Make arrangements for coaches'/participants' dinners or other functions with the hotel/motel or university personnel.

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

Contact the national office to receive updated information regarding any changes in tournament format or general administration.

Begin reviewing scoring procedures and the materials needed to implement.

Make arrangements for meeting rooms and facilities to be used by games committee and coaches association during championships.

OCTOBER

Prepare rough draft of any promotional literature. Send draft to the national office for review and approval.

Confirm that your institution has primary liability insurance in place. Forward copy of appropriate certificate to NCAA office.

If possible, conduct regular-season tournament and use the same personnel and equipment that will be used for the national championships. Where feasible, an NCAA representative will attend the tournament.

NOVEMBER

Establish local support group of university personnel and assign duties. Forward organizational chart of key personnel to the national office.

Contact a physician and trainers to arrange for coverage during the championships.

Make arrangements with campus security and police for security and traffic control. Be sure to check that the budget lists an adequate amount for security and traffic control.

DECEMBER

Contact Event 1 regarding the sale of NCAA merchandise.

Print tickets and promotional literature (if applicable).

JANUARY

Establish a press conference to promote the tournament or send promotional literature to a selected mailing list.

FEBRUARY

Review proposed budget to determine if it is in line with expected expenditures.

Per instructions from the national office, identify personnel and the facility that will be used for possible drug testing.

Send draft of informational mailing to the national office for approval.

MARCH

- 1 Order mailing labels from the national office for informational mailing.
- 1 Order tents for first and 10th tee boxes and ninth and 18th greens (as needed).
- 15 Information mailing for the championships sent to all institutions that sponsor men's golf.

Confirm operation of practice range.

Arrange for up to five rules officials for regionals.

APRIL

Ensure that all equipment is on-site and make plans to have installed before regionals or championships.

Check arrangements regarding meeting rooms and equipment needed for committee and coaches association.

Develop evacuation plans for the golf course.

Fourth Week Prior to Tournament

Review checklist to ensure that all details have been attended to and are complete or in the final stages of completion.

Third Week Prior to Tournament

Call key officials and volunteers to ensure their availability.

Begin to prepare registration material (i.e., material to be stuffed in participants' packages, credentials, banquet information, practice information, etc.).

MAY

Second Week Prior to Tournament

Review proposed budgets and contact the national office if there are questions.

Contact local hotels to confirm housing arrangements.

Week Prior to Tournament

Conduct final run-through of all preparations for the championships with local committee and volunteers.

If notified of drug testing, purchase appropriate materials, confirm personnel and set up drug testing facility.

Week of Championships

Division II Regionals

Saturday	Meet with NCAA representative to inspect course.
Sunday	Registration -- TBD
	Practice round.
	Coaches and student-athletes meeting -- as announced.
	Survey course with games committee to ensure readiness for tournament.
Monday	Meeting in a.m. with committee and all officials.
	Competition begins.
Tuesday	Meeting in a.m. with committee.
Wednesday	Meeting in a.m. with committee.
	Conclusion of competition.
	Distribute finals information to advancing teams and individuals.

Division II Finals

Sunday	<p>Meet with committee to inspect/survey the course.</p> <p>Meet with committee as needed and provide report on preparations for tournament.</p> <p>Check warning systems for inclement weather.</p> <p>Registration TBD</p> <p>Practice round. (Shotgun.)</p> <p>Coaches' Meeting</p>
Monday	<p>Meeting with committee during a.m. to review championships and obtain statement of expense forms.</p> <p>Meet with key officials and committee. Survey course to ensure readiness.</p> <p>Registration TBD (if needed)</p> <p>First round of play.</p>
Tuesday	<p>Meeting in a.m. with committee.</p> <p>Second round of competition.</p>
Wednesday	<p>Meeting in a.m./p.m. with committee and all officials.</p> <p>Third round of competition followed by awards ceremony.</p>
Thursday	<p>Meeting in a.m./p.m. with committee.</p> <p>Quarterfinal and Semifinal matches followed by awards ceremony.</p>
Friday	<p>Meeting in a.m./p.m. as needed with committee.</p> <p>Championship match followed by awards ceremony.</p>

Following Championships

- Within 24 hours, complete merchandising inventory and report form; also contact Event 1 regarding any unsold merchandise and package for immediate shipping. Mail form to Event 1 within 14 days along with a check representing gross sales less commission and tax.
- Within 60 days, complete financial report and return to the NCAA.
- Forward a listing of volunteers to receive certificates (not more than 25) to the national office.
- Reconcile programs report with IMG College.

APPENDIX E

CHECKLIST FOR TOURNAMENT MANAGER

The following checklist is provided to assist the tournament manager to ensure that he or she does not overlook the many details that must be addressed in preparing for the golf championships. The items have been listed in alphabetical order for ease of reference. Please refer to the appropriate sections of this manual and the Division II Men's Golf Championships Pre-championships Manual for more detailed information on each item.

Commercial Involvement

- _____ 1. Review the NCAA corporate partner policies with national office staff to ensure that you are in compliance with the policy when attempting to solicit local contributors.
- _____ 2. Review with the list of NCAA official licensees. All workers/officials shirts must be purchased through an official licensee.
- _____ 3. Ensure that logos that appear on equipment provided by companies are the normal logos that appear on equipment sold to the public.

Registration Procedures

- _____ 1. A participant manual must be prepared and will be made available to all member institutions that sponsor golf not later than one month prior to the championships. The participant manual will also be posted on www.NCAA.org.

The manual will include information on housing, transportation, practice facilities, tentative schedule of events, etc. A draft of this manual must be approved in advance by the national office.

- _____ 2. Prepare an alphabetical list of qualified schools and/or participants for use by registration desk personnel.
- _____ 3. Prepare coaches packets to be distributed upon arrival to include general information regarding the championships, passes for participants and coaches, tickets to hospitality functions, program, team transportation reimbursement form, etc.

- _____ 4. Make arrangements for a room large enough to accommodate the registration procedures. See registration set up, **APPENDIX A**.

Course

- _____ 1. Confirm that the course and its facilities meet the requirements of the Americans with Disabilities Act.
- _____ 2. Ensure that course has been set up according to specifications as outlined by the NCAA golf committee and the Director of Rules and Course Administration. Refer to "Course Requirements" in this manual.
- _____ 3. Provide diagrams to the head rules official of each green with dimensions for determining hole locations.
- _____ 4. The Director of Rules and Course Administration will prepare the notice to competitors (local rules).
- _____ 5. The NCAA will have exclusive use of the golf course beginning at noon on Sunday until the completion of the championships.
- _____ 6. Obtain the necessary equipment to conduct the tournament and ensure that NCAA rules and regulations are followed regarding permissible logos. Refer to "Equipment" in this manual.
- _____ 7. Arrange for sufficient personnel to serve as marshals and spotters.
- _____ 8. Arrange for sufficient personnel to serve as starters.
- _____ 9. Arrange for sufficient personnel to serve as scorekeepers and greenside scorers.
- _____ 10. Arrange for transportation of disabled individuals to specified locations on course.

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 onsite coordinator's appointments of personnel and drug-testing site setup.

- _____ 3. If notified of drug testing (approximately one week before the championships), be prepared to implement per instructions from the national office.

Evacuation Plan

- _____ 1. Prepare a course evacuation procedure with rules officials and have necessary equipment available in the event of emergency or inclement weather (horns, sirens, transportation). Print it on the back of the hole-location sheet.

Hospitality

- _____ 1. Outline all hospitality plans prior to the championships with the national office staff.

Results

- _____ 1. The host shall make arrangements to distribute results and pairing sheets to each of the team's hotels Monday through Friday evenings.
- _____ 2. The host shall forward each day's results to the official NCAA Championships Internet site at ncaa-content@turner.com. Specific forwarding procedures will be sent from the national office prior to the competition.
- _____ 3. Arrange for television monitor to scroll Golfstat live scoring at the site.



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)