<table>
<thead>
<tr>
<th>No.</th>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Definitions</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Roles</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>General Administration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NCAA Division II Women’s Golf Committee Directory</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NCAA Staff Directory</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Tournament Directors</td>
<td>5</td>
</tr>
<tr>
<td>1</td>
<td>Awards and Mementos</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Banquets</td>
<td>8</td>
</tr>
<tr>
<td>3</td>
<td>Broadcasting/Internet</td>
<td>11</td>
</tr>
<tr>
<td>4</td>
<td>Commercialism/Contributors</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>Drug Testing</td>
<td>13</td>
</tr>
<tr>
<td>6</td>
<td>Facility, Equipment &amp; Space Requirements</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>Financial Administration</td>
<td>23</td>
</tr>
<tr>
<td>8</td>
<td>Game Management</td>
<td>24</td>
</tr>
<tr>
<td>9</td>
<td>Lodging</td>
<td>28</td>
</tr>
<tr>
<td>10</td>
<td>Meeting/Schedule of Events</td>
<td>30</td>
</tr>
<tr>
<td>11</td>
<td>Media/Credentials</td>
<td>30</td>
</tr>
<tr>
<td>12</td>
<td>Medical Procedures</td>
<td>36</td>
</tr>
<tr>
<td>13</td>
<td>Merchandise</td>
<td>37</td>
</tr>
<tr>
<td>14</td>
<td>Officials</td>
<td>38</td>
</tr>
<tr>
<td>15</td>
<td>Participating Teams</td>
<td>39</td>
</tr>
<tr>
<td>16</td>
<td>Promotions and Marketing</td>
<td>39</td>
</tr>
<tr>
<td>17</td>
<td>Practices</td>
<td>43</td>
</tr>
<tr>
<td>18</td>
<td>Programs</td>
<td>43</td>
</tr>
<tr>
<td>19</td>
<td>Safety and Security</td>
<td>44</td>
</tr>
<tr>
<td>20</td>
<td>Transportation</td>
<td>47</td>
</tr>
<tr>
<td>21</td>
<td>Volunteers</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td>APPENDIXES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sample Hole Locations</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Tee Sign Specifications</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Sample Hole-by-Hole Descriptions</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>Sample Pairings</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td>Local Rules and Conditions of Competitions</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td>Volunteer Waiver</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td>Tie Breaking Procedures</td>
<td>G</td>
</tr>
<tr>
<td></td>
<td>Super Regional Tournament Director’s Timeline</td>
<td>H</td>
</tr>
<tr>
<td></td>
<td>Super Regional Tournament Director’s Checklist</td>
<td>I</td>
</tr>
</tbody>
</table>
Introduction

On behalf of the Division II Women’s Golf Committee, thank you for being an important part of the 2017 Division II Women’s Golf Championship.

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

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

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

Definitions

Championship. Postseason competition conducted by the NCAA in a particular sport, in which eligible student-athletes and teams of active member institutions compete to determine the division champion (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 championships under its jurisdiction, subject to the approval of the applicable division’s governance structure and the requirements, standards and conditions prescribed by NCA Bylaw 31.

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

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

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

**Local Organizing Committee.** 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.

### Roles

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

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

The host institution/conference is the local entity responsible for making arrangements for the competition. By submitting a bid, each host institution/conference has agreed to provide services and assistance in connection with the various activities related to the championship. The responsibilities of the host institution/conference are defined herein. The games management, media and marketing activities associated with the competition are to be administered and approved by the NCAA staff on behalf of the governing sport committee.

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

**Role of the NCAA.** The NCAA championships and alliances staff, working in conjunction with the NCAA sport committees and other NCAA groups, will lead the planning efforts, management and execution of all NCAA championships. The NCAA will oversee all aspects of the championships and its related activities, including facility operations and space allocations, hotel accommodations, media and team operations, hospitality functions and social events, 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 local organizing committee to ensure that the championship provides a positive and rewarding experience for student-athletes and fans.
General Administration

Tournament Structure. The NCAA Division II Women’s Golf Committee, subject to the approval of the NCAA Division II Championships Committee, determines the format for the championships. Four 54-hole super regional competitions will be conducted to determine the participants in the championships. Tiebreakers and play-offs will be used to determine advancement to the finals. 12 Teams and six individuals will participate in each super regional competition.

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

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

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

Selections for the 2016 championships will be Monday, April 25. Before the national call, chairs will conduct a call with regional advisory committees to formulate recommendations.
### 2016-17 DIVISION II WOMEN'S GOLF COMMITTEE

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Cell</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Val Verhunce, chair</td>
<td>Head Golf Coach</td>
<td>Sonoma State University</td>
<td>1801 East Cotati Avenue</td>
<td>707-664-2971</td>
<td>707-799-0712</td>
<td><a href="mailto:verhunce@sonoma.edu">verhunce@sonoma.edu</a></td>
</tr>
<tr>
<td>Harold Watson</td>
<td>Assistant Athletic Director for Marketing</td>
<td>Armstrong Atlantic University at Savannah</td>
<td>11935 Abercorn Street</td>
<td>912-344-3236</td>
<td>224-234-4360</td>
<td><a href="mailto:Harold.Watson@armstrong.edu">Harold.Watson@armstrong.edu</a></td>
</tr>
<tr>
<td>Chad Markuson</td>
<td>Associate Director of Athletics</td>
<td>Minnesota State University, Moorhead</td>
<td>1104 7th Avenue South</td>
<td>218-477-2401</td>
<td>563-880-5173</td>
<td><a href="mailto:chad.markuson@mnstate.edu">chad.markuson@mnstate.edu</a></td>
</tr>
<tr>
<td>Sue Vail</td>
<td>Head Women’s Golf Coach</td>
<td>Wheeling Jesuit University</td>
<td>316 Washington Avenue</td>
<td>304-312-2173</td>
<td>304-312-2173</td>
<td><a href="mailto:svail@wju.edu">svail@wju.edu</a></td>
</tr>
</tbody>
</table>

### NCAA STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasha Harris</td>
<td>Championships and Alliances</td>
<td>NCAA</td>
<td>P.O. Box 6222</td>
<td>317-917-6243</td>
<td><a href="mailto:nharris@ncaa.org">nharris@ncaa.org</a></td>
</tr>
</tbody>
</table>
### 2017 TOURNAMENT DIRECTORS

<table>
<thead>
<tr>
<th>Championships</th>
<th>Jim Givens</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Findlay</td>
<td>University of Findlay</td>
</tr>
<tr>
<td>Findlay Country Club</td>
<td>Associate Director of Athletics</td>
</tr>
<tr>
<td>Findlay, Ohio</td>
<td>1000 North Main Street</td>
</tr>
<tr>
<td>May 17-20, 2017</td>
<td>Findlay, Ohio 45840</td>
</tr>
<tr>
<td></td>
<td>Phone: 419-434-4793</td>
</tr>
<tr>
<td></td>
<td>Cell: 419-721-9242</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:givens@findlay.edu">givens@findlay.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Central Super Regional</th>
<th>Lee Taylor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augustana University (South Dakota)</td>
<td>Assistant Director of Athletics</td>
</tr>
<tr>
<td>Minnehaha Country Club</td>
<td>Augustana University (South Dakota)</td>
</tr>
<tr>
<td>Sioux Falls, South Dakota</td>
<td>Phone: 605-274-5444</td>
</tr>
<tr>
<td>May 1-3, 2017</td>
<td>Cell: 605-951-1927</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:lee.taylor@augie.edu">lee.taylor@augie.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>South Super Regional</th>
<th>Wayne Alexander</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newberry College</td>
<td>Assistant Director for Compliance and Operations</td>
</tr>
<tr>
<td>The Members Club @ Woodcreek</td>
<td>Newberry College</td>
</tr>
<tr>
<td>Elgin, South Carolina</td>
<td>Phone: 803-321-5154</td>
</tr>
<tr>
<td>May 1-3, 2017</td>
<td>Cell: 803-348-5992</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:wayne.alexander@newberry.edu">wayne.alexander@newberry.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>East Super Regional</th>
<th>Shawn Grimes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walsh University</td>
<td>Head Golf Pro</td>
</tr>
<tr>
<td>Glenmoor Country Club</td>
<td>Glenmoor Country Club</td>
</tr>
<tr>
<td>May 1-3, 2017</td>
<td>Phone: 330-966-3608</td>
</tr>
<tr>
<td></td>
<td>Cell: 330-904-5655</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:sgrimes@glenmoorcc.com">sgrimes@glenmoorcc.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>West Super Regional</th>
<th>Kurt Portmann</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwestern State University</td>
<td>Executive Associate Director of Athletics</td>
</tr>
<tr>
<td>Wichita Falls Country Club</td>
<td>Midwestern State University</td>
</tr>
<tr>
<td>Wichita Falls, Texas</td>
<td>Phone: 940-397-4351</td>
</tr>
<tr>
<td>May 1-3, 2017</td>
<td>Cell: 940-232-4074</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:kurt.portmann@mwsu.edu">kurt.portmann@mwsu.edu</a></td>
</tr>
</tbody>
</table>
Awards

Super Regionals. MTM will send one regional champion team trophy and one individual champion mini-trophy to each super regional site.

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

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

*Two championship watches will be shipped to the winning coach following the championship.
**Second through 10th place individual finishers will receive their mini trophies after the championship.

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

Champions Locker Room Program (final site only)
The NCAA has partnered with select NCAA licensees to celebrate the national champions of each of the 90 NCAA Championships. Each team champion shall receive a national champions T-shirt and hat to commemorate the experience of winning a national title. A detailed explanation of the logistics of the locker room program will be provided in championship specific section of the manual. However, listed below is a summary of steps that should be followed when implementing the locker room program at all final championship sites.

- The product is for team champions only. Individual championships are not a part of the locker room distribution.
- Please remove all hangtags and stickers (if needed) on the merchandise prior to being distributed.
- The merchandise should be distributed to the winning team only immediately following the handshake as soon as the game has officially concluded. Extra product (if any) should be given to the team’s equipment manager.
• All winning team inquires about obtaining additional locker room product should be directed to Gear For Sports, Nike or Top of the World depending on product. Please contact David Clendenin at the NCAA national office for contact information, 317-917-6496.

### Elite 90 Award

The NCAA Elite 90 award was created to recognize the true essence of the student-athlete by honoring the individual who has reached the pinnacle of competition at the national championship level in his or her sport, while also achieving the highest academic standard among his or her peers. The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average participating at the finals site for each of the NCAA’s championships. Award winners must meet certain criteria including being a sophomore or above, participating in their sport for at least two years at their school, being an active and traveling member of their team, and being a designated member of the squad size at their championship. The member institution is responsible for submitting their student-athlete that has the highest GPA and meets all of the other requirements. Mark Bedics and the NCAA academic and membership affairs staff will determine the winner of this award for each championship and provide to the NCAA championships administrator 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. Bedics or another member of the media coordination staff will typically send a template of a release and the logo to the sports information director of the winner’s institution on the morning of the announcement to allow them time to prepare.

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

### Participation Awards

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

**Finals.** Participation awards are permissible (one per participant) as long as they meet the conditions outlined in Bylaws 16.1.4.2 and 16.1.4.3 and **are provided by the NCAA selected student-athlete participation awards licensee.** The NCAA championships and alliances group will be responsible for selecting the participation awards that will be provided. The NCAA championship administrator will work with the participating institutions regarding delivery of mementos after championship competition. Participant awards will not be distributed at the site of the championship(s).
**SECTION 2 – Banquets**

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

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

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

Words of reflection or invocation are not required, but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.

**Run of show**

6:30 p.m.  Greet teams and student-athletes, direct to tables or attractions (emcee or NCAA chair)

Soft A/V presentation (e.g. music, slideshow of participating teams and student-athletes, NCAA anthem video, DII or DIII branding video – optional)

6:45 p.m.  Welcome/comments to student-athletes and guests from the event emcee and/or a city/host institution representative

6:50 p.m.  Dinner buffet lines open or plated dinner served

7:20 p.m.  Guest Speaker (optional)

7:40 p.m.  Comments by Head Coaches or Q&A with selected student-athletes (optional)*

1.  Team 1
2.  Team 2
3.  Team 3
4.  Team 4
7:50 p.m.  Comments by the NCAA committee chair and the presentation of Elite 90 Award

Championship Video (if available)

7:55 p.m.  Closing Comments (emcee with talking points from NCAA or NCAA chair)

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

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

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

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

Sample Enhancements
• Unique venue – a skybox club overlooking the host university’s football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
• Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts)
• Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
• Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique
or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.)

- Favors unique to the sport or area – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing

- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes

- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.

- Event 1/Championship merchandise – sales booth or display area with order forms on-site

- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships)

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

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

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

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

The format should be determined by April 20 in conjunction with the women’s golf committee.

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

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

---

<table>
<thead>
<tr>
<th>Coaches’ Association Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
</tr>
<tr>
<td>- 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)</td>
</tr>
<tr>
<td>- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes)</td>
</tr>
<tr>
<td>- 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</td>
</tr>
<tr>
<td>- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations</td>
</tr>
</tbody>
</table>
• If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches’ association
• All final decisions on inclusion of coaches’ association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind
• NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed

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

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

SECTION 3 – Broadcasting/Internet
Please log on to http://www.ncaa.com/media for information regarding broadcast/Internet rights.

SECTION 4 – Commercialism/Contributors

Commercial Identification, Signage and Official Marks.
1. No advertisements shall be displayed on the press tables, starter table prior to or during the conduct of the championships.

2. No advertisements shall be displayed on the course prior to or during the conduct of the championships.

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

4. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the facility during any session of the championships, without the prior approval of the NCAA.
5. No advertisements shall be displayed on the facility walls prior to or during the conduct of the championships, without the prior approval of the NCAA.

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

**NCAA Corporate Partners.**

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

**Local Organizing Committee Hospitality.**

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

**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 5 – Drug Testing

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

#### Drug-Testing Expenses.

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

#### Drug Testing Procedures

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

#### Facility Specifications.

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

#### Host Notification.

Drug-testing information must be kept confidential and provided only on a “need-to-know” basis. If testing is to be conducted at the site, the tournament manager and site coordinator will be contacted by Drug Free Sport. The tournament manager and site coordinator will be notified no earlier than thirty (30) days before the start of the competition as to whether testing will be conducted.

#### Media Obligations.

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

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

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

Site Coordinator’s Responsibilities (Host).

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

Confidentiality. Keep testing information confidential at all times.

Couriers (individual/team championships). The host will provide couriers to notify student-athletes of their selection for drug testing immediately after the event for which they were selected. The courier must stay with the student-athlete and escort him/her to the drug-testing area within 60 minutes of their notification.

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

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

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

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

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

Assistance. Assist drug-testing crew chief during testing.

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

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

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

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

**Plans.** Meet with the tournament manager to finalize plans.

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

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

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

### SECTION 6 – Facility, Equipment & Space Requirements

<table>
<thead>
<tr>
<th><strong>Alcoholic Beverages and Tobacco Products.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th><strong>Athletic Training</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An on-site training facility shall be available. This area should provide the necessary facilities for all training needs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Concessions.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and beverage prices shall be no higher than similar events or primary tenants in the facility.</td>
</tr>
</tbody>
</table>
Vending. No food, beverage or merchandise, of any nature, may be vended or dispensed on the course. During competition, selling is restricted to established selling locations.

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

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

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

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

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

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

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

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

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

The course must supply three marking guns and additional stakes.

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

**Professional Staff.** It is expected that the golf course will be in exemplary condition to host a national championship. This event should be viewed by the host course and grounds crew as a "peak" event highlighting the golf course and talents of the finest amateur golfers in the nation and should not be preceded immediately by any major competition unless approved by the NCAA.

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

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

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

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

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

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

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

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

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

**Sand.** Bunkers should have a "lip" to clearly delineate boundaries and eliminate possibilities of putting out, by raking sand away from present lip instead of edging out a new, sharp delineation. Extensive new sand that has not settled should be avoided. Sand should be free of rocks and obstructions and raked daily. The USGA recommendation of placing rakes outside bunkers, as far away from the bunkers as is practical and in positions where they will be least likely to affect play, should be observed.

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

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

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

### Decorating and Advertising.

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

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

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

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

**Equipment.**

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

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

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

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

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

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

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

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

**Golf Carts.** Electric golf carts should be available for the rules officials, medical staff (2), media (3), members of the NCAA committee (5) and designated coaches for each institution. Only an institutional representative (a designated coach) may drive or ride in the assigned golf cart for that institution during the competition. The host institution should identify the golf carts for their intended use (i.e., NCAA committee, official, institution, medical staff and media). Reverse signals should be silenced for the officials and committee carts.

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

**Internet Access.** The host should provide internet access for scoring and committee computers.
PA System. A quality public address system should be available for the awards ceremony and any other activity planned in conjunction with the tournament.

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

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

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

Super Regionals. Approximately 30 radios should be secured. NCAA site representative (1); officials (4); tournament director (1); trainer (1); course superintendent (1); support personnel (3) and scorers (7).

Finals. Approximately 40 radios should be secured. Committee (5); officials (6); tournament director (1); trainer (1); course superintendent (1); support personnel (5) and scorers (7).

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

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

Scoring. Computer and laser printing capability in the committee room for scoring, pairings, scorecards and results. Six to 12 clipboards are needed for use by greens reporters.

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

Signs. Sign should be posted explaining policies for spectators.

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

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

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

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

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

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

### Facility Use.

Practice facilities will be available during the championships and those competing will be advised of the dates and times when the facilities will be available. Teams or individuals entered in the NCAA Division II Women’s Golf Championships will not be allowed to practice at the site of the regional or national championship 10 days before the first practice round. If individuals or teams do practice on the championships course, they will be subject to disqualification by the games committee from participation in the championships. The host institution’s team shall be exempt from this policy, provided the championships are conducted on the institution’s home course.

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

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

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

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

<table>
<thead>
<tr>
<th><strong>NCAA Space Requirements.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The facility shall provide the space listed below.</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th><strong>Neutrality.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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 &quot;home&quot; atmosphere.</td>
</tr>
</tbody>
</table>
Parking.

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

SECTION 7 – Financial Administration

Championship Expenses.

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

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

The host institution must file, within 60 days following the competition, the “Financial Report” section of the proposed budget/financial report form. The golf committee may assess a financial penalty against the host institution for failure to submit the financial report within 60 days following the conclusion of the competition. Your timely cooperation will be greatly appreciated. The proposed budget/financial report is available on the NCAA website at: https://champsauth.ncaa.org/login?service=https%3A%2F%2Fchampionships.ncaa.org%2F.

Committee Expenses.

The host institution will be responsible for the committee’s lodging expenses. The proposed budget/financial report is available on the NCAA Web site at:


Drug-Testing Expenses.

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

Lodging Expenses.

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

NCAA Affiliates. Will be responsible for their own expenses.

NCAA Staff. Will be responsible for their own expenses.

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

**Participating Institutions Expense Form.**

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

**SECTION 8 – Game Management**

**Insurance.**

[Reference: Bylaw 31.7.4 in the NCAA Manual.]

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

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

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

**Games Committee.**

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

The games committee shall be comprised of:

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

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

**Personnel**

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

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

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

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

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

**Course Maintenance.** A sufficient number of individuals to have the course properly prepared before each round of practice and competition. The maintenance supervisor should check with the committee chair and tournament director each day to ensure that the course is prepared according to NCAA guidelines.

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

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

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

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

**Greens Reporters.** A minimum of six greens reporters per round are required for gathering and reporting contestants scores to the official scorer following holes 3, 6, 9, 12 and 18. Additional greens reporters will be used for holes 10 through 18 on the final round.
**Hospitality.** Oversees and plans all hospitality activities according to NCAA guidelines. Plans the pre-championship banquet (finals only), including contributions to offset the cost and any other social activities for the players, coaches and officials. The hospitality coordinator should also be responsible for the set up of awards ceremony.

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

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

**Merchandising/Concessions.** Appropriate number of individuals to handle expected crowds. Should have sufficient number of helpers to provide services to players after the ninth and 18th holes. Ensures NCAA merchandising policies and procedures are followed.

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

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

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

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

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

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

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

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

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

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

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

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

**Shuttle Drivers.** Volunteers to drive disabled spectators to viewing areas and to drive members of the media with heavy equipment. Some courses may require player shuttles between some holes. This will be determined during the course setup.

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

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

**Starting Times.**
The committee will approve all starting times. The host institution in consultation with the NCAA championship administrator and the Division II Women’s Golf Committee will determine order of play.

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

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

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

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

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

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

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

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

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

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

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

---

**SECTION 9 – Lodging**

**Super Regionals.** The host is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants [minimum of four per team (48) and two per individual (12); NCAA committee representative (1); and officials (4)].

The host institution will advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists with the advance mailing. Please advise the hotel that participating institutions may not contact the hotel before April 25.

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

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

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

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

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

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

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

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

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

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

**Drug-Testing Crew.**
The host institution will reserve four rooms for members of the drug-testing crew at the headquarters hotel (if requested).
SECTION 10 – Meetings/Schedule of Events

Administrative Meeting.

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

Participants and Coaches Rules Meeting.

The participants and coaches’ pre-championship rules meeting will be conducted prior to the first round of competition (super regionals) or immediately following the NCAA banquet (finals). The purpose of this meeting is to review policies and procedures governing the conduct of the championships and local rules and procedures regarding the course. The women’s golf committee representative will conduct the meeting in conjunction with presentations from the head rules official and tournament administration.

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

Officials Meeting.

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

Schedule of Events.

The committee representative will approve the schedule of events.

SECTION 11 – Media/Credentials

Media.

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

All photographers will agree to the NCAA Championship Photography Terms and Conditions on requesting a credential; thereby agreeing to only sell NCAA Championship photos through the NCAA Photo Marketplace (www.NCAA.com/PhotoStore). Photo sells on site are strictly prohibited.

Images for use by NCAA member institutions are available at a special NCAA-subsidized rate of $15 per image and are bound by the following rights:
“For official NCAA member institution athletic department website and publications only. Other reproduction, distribution, and/or display print production is prohibited unless specified in writing.”

Please email Clarkson-Creative at info@ncaaphotos.com with the name of the image(s) you would like to purchase, and an online transaction will be set up to download the image(s). All images should be credited, where it appears, to: ©Photographer's Name/NCAAPhotos.

Anyone, with the exception of the NCAA membership, seeking a championship event photo must license it through Wazee Digital. To license an NCAA championship event photo, please visit www.NCAA.com/PhotoStore.

For additional questions regarding championship photography, please contact Levida Maxwell by email (lmaxwell@ncaa.org) or phone 317-917-6356.

<table>
<thead>
<tr>
<th>Credentials.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Super Regionals.</strong> The host institution will be responsible for producing credentials. Working passes may be issued to bona fide working personnel, including media representatives, and participation passes may be provided to student-athletes competing in the championships, as well as their coaches. Please refer to <a href="http://www.NCAA.com/content/credential-terms-and-conditions">http://www.NCAA.com/content/credential-terms-and-conditions</a> for conditions placed on the use of non-team credentials. The following credentials should be used:</td>
</tr>
<tr>
<td>Participant</td>
</tr>
<tr>
<td>All Access</td>
</tr>
<tr>
<td>Event Staff</td>
</tr>
<tr>
<td>Institutional Personnel (assistant coaches, administrators, trainers)</td>
</tr>
</tbody>
</table>

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

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

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

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

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

**Security.** The host institution shall make available, a listing of all credentials that have been issued. The committee emphasizes that tight security should be established in this area. With regard to the issuance of credentials, the following policy has been established:

1. One for each participant that has been selected to participate in the championships.
2. One for each head coach.

3. Three for an assistant coach, trainer and/or administrator if requested during registration.

4. One for each member of the NCAA golf committee, officials governing body and NCAA representatives in attendance.

5. Members of the media, to be administered by the media coordinator, according to the media guidelines policy.

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

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

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

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

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

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

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

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

1. The on-site media coordinator will be assigned three to four carts for media use.
2. Photographers may request use of a cart from the media coordinator.
3. The media coordinator will have the authority to approve use of a cart by photographers.
4. If approved, host media personnel or volunteer must escort the photographer.
5. No photographer will be authorized to drive a cart.
Cameras/Videos. Spectator cameras and videos are not allowed on the course. Each institution is allowed one video camera. Signage regarding spectator cameras/videos should be posted at the entrance of the facility.

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

For the radio agreement form, and radio and Internet policy, refer to the NCAA Broadcast Site.

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

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

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

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

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

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

- During the championships and at the conclusion of the competition, the host sports information director, media coordinator or designee is responsible for reporting official results to the NCAA official website. Please email a copy of results to ncaa-editorial@turner.com. Please be sure to submit all information in the following manner:

- Specify the sport (division, championship and round) in the SUBJECT area.

- Paste the text directly into an email or send email as an attachment in a Word document or Windows Notepad text document.

- Please convert photos to JPEG format and attach to the email.

<table>
<thead>
<tr>
<th>Headquarters Hotel.</th>
</tr>
</thead>
</table>

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

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

**Live Scoring.**
Refer to the [NCAA Broadcast Site](#).

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

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

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

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

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

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

**Post-round Interviews.**
All coaches and student-athletes must be made available for post-competition interviews following the “cooling off” period. This not only applies to formal press conferences, but also to any interview requests made to coaches and/or student-athletes not involved in the press conference. Failure to do so may result in possible misconduct, as determined by the respective sport committee.

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

**Equipment.** The host institution shall provide all the necessary equipment (microphones, 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.

<table>
<thead>
<tr>
<th>Security.</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Statistical Services.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golfstat will update score and stats after each day and results will be distributed by the host media coordinator to the media and to each and individuals participating in the championships.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Team Films/Videotapes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each participating team is permitted to tape all rounds at the site in which it is participating with a single camera and one person (videotape or film). The team representative is not permitted to have an assistant during filming/videotaping.</td>
</tr>
</tbody>
</table>

Noncommercial Usage. Films or videotapes of any of the games of the championship procured by any participating institution, whether filmed or videotaped by the institution or received from NCAA Productions, may be performed freely for the institution’s own noncommercial purposes (not including television broadcast), but only with the advance written consent of the NCAA, may they be performed, reproduced or distributed for television purposes or other commercial purposes.

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

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

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

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

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

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

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

---

**SECTION 12 – Medical Procedures**

**Medical Procedures.**

The host institutions/conference shall coordinate medical care and coverage for each scheduled practice or content of any round of an NCAA championships. The host should assign a certified athletic trainer to coordinate the medical 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): The presence of a person qualified and delegated to render emergency care to a stricken participant.

1. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.

2. Planned access to early defibrillation.

3. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.

4. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at campus and while traveling for use by medical personnel.
5. An inclement weather policy that includes provision for decision-making and evaluation plans (Refer to Sports Medicine Handbook; Guideline 1d on Lightning Safety).

6. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the emergency care plan.

7. 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).


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

**SECTION 13 – Merchandise**
Event 1 is the official merchandiser for NCAA championships. As the official merchandiser they service all 90 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](http://www.ncaa.org/championships/marketing).

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

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

**SECTION 14 – Officials**

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

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

**Credentials.**

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

<table>
<thead>
<tr>
<th>Fees and Expenses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The tournament director is responsible for taking care of the officials’ hotels only. The NCAA will pay the officials' fees and expenses through Arbiter.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Hotel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials’ hotel rooms and tax should be billed to the host institution; the officials are responsible for incidental charges. The host institution will then file these expenses on the officiating expense section of the financial report form after the competition. The officials should be housed in the same hotel as the NCAA representatives and should not be housed with the teams.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meetings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The head rules official will conduct a meeting to include all head coaches (mandatory) prior to the start of the first competition round to review course set up, local rules and potential ruling areas.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking.</th>
</tr>
</thead>
<tbody>
<tr>
<td>An adequate number of parking passes should be reserved for the tournament officials.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials will be reimbursed according to the actual mode of transportation, not to exceed jet coach fare or 54 cents per mile, but not including terminal or other local transportation (unless approved in advance by the NCAA national office). Officials who receive approval for air travel must make flight arrangements through Short Travel at 866-655-9215.</td>
</tr>
</tbody>
</table>
Uniform.

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

SECTION 15 – Participating Teams

Participant Manual.

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

The NCAA shall make the participant manuals available to all schools under consideration for selection. The manuals shall provide details for championship and will be posted on the NCAA’s website by April 25.

Finals. The NCAA will provide the host institution a template of the participant manual by late February. The tournament director will send a draft of the participant manual to the NCAA championships manager for review by late March. The NCAA shall provide his/her comments to the draft manual by March 31. The manual will be posted on the NCAA’s website by May 1.

SECTION 16 – Promotions and Marketing

Banners.

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

Marketing.

NCAA Championships Online Marketing Website. The NCAA Championships Online Marketing Website is a comprehensive tool designed to help hosts create marketing products which will generate awareness and promote ticket sales for the championship. The NCAA Championships Online Marketing Website can be accessed at www.NCAChampspromotion.com.

Championship hosts should customize and download all necessary artwork to promote the championship from the online marketing website. 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 for the championship you are hosting. 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
• Social Media Graphic

If you have needs for artwork outside of what is available on the NCAA Championships Online Marketing Website, 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 unless directly provided by the NCAA Championships Marketing contact online marketing website. The website ensures proper usage of NCAA logos, trademarks, and ensures consistent branding across all 90 NCAA Championships.

*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 NCAA Championships Online Marketing website.

Television/Video and Radio Ticket Spots. The marketing website allows hosts of select predetermined championship sites to download TV, video, and radio spots for immediate use. Questions regarding the availability of these spots for your championship event should be directed to your NCAA 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.
• All spots are available for download via the NCAA Online Marketing website.
• Spots may be may be uploaded to websites, burned onto discs, or sent via email to other parties that may need them.
• Spots are provided in several formats to allow for use over a variety of platforms (e.g. websites, social platforms, TV commercials, videoboards, etc.).
• The video/television spot is available for download in the following file types:
  - HD: apple ProRes LT (104 mbps)
  - SD: dv25(25 mbps)
  - Web proxy: .mp4 (1.5 mbps)

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

Social Media Guidelines.
The official NCAA social media pages and official hashtags can be found here:
http://www.ncaa.org/socialmedia

Host Promotion of Championships

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

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

Top 10 considerations when planning for social media event marketing:

1. Know your social media audience. Utilize Facebook Insights to learn about your fan demographics and monitor the engagement levels on your posts. Figure out what engages your fans.

2. Know peak times for posting. Research has shown that usage of social media peaks twice during weekdays: before people go to work and when they get home from work.

3. Encourage community. Ask for feedback and opinion. This helps engage the user and may provide you with some good input. Also, reply to user questions with correct and helpful answers.

4. Cross-post. Cross-posting or mentioning others will help increase your visibility and spread credit throughout social media platforms.

5. Use images. Pictures are necessary to grab attention and interest. Users are more likely to engage versus text only.

6. Be concise. This is required on Twitter (140 characters) but should also be used on Facebook.
Get to the point within two sentences. Less than that, if possible.

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

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

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

10. **If you hesitate about posting something, you probably shouldn’t.** There are no re-dos in social media. A “delete” doesn’t mean you can delete someone seeing it.

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

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

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

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

NCAA-produced signage materials may be reused at other championships. Before discarding materials, please check with an NCAA championships representative. Materials containing NCAA marks and logos may not be sold.
SECTION 17 – Practices

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

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

Teams or individuals will not be allowed to play the respective tournament course 10 days before the first practice round. No exceptions will be made; however, the host institution's team shall be exempt from the policy, provided the tournament is conducted on the institution's home course. If an individual or team does play on the course, they will be subject to disqualification by the NCAA committee.

SECTION 18 – Programs

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

All digital programs available can be found at http://www.ncaa.com/gameprograms.

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.

Content/Editorial

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

Host Responsibilities.

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

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

Promotion.

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

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

**Best Practices.**

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

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

**Supplemental Handouts.**

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

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

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

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

**Questions.**

If you have any questions, please feel free to contact your NCAA administrator or Michelle Forkner (mforkner@ncaa.org) or Bonnie Johnson (bjohnson@ncaa.org) at the NCAA.

---

**SECTION 19 – Safety and Security**

The NCAA has established a Safety and Security Advisory Group (SSAG) to develop Best Practices for all NCAA championships. The SSAG developed these Best Practices based on a review of current and future championships competition venues, discussions with safety and security
experts, and their own experience and knowledge. All hosts and competition venues are strongly encouraged to refer to the Best Practices located at http://www.ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf?division=d2 when developing a safety and security program.

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

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

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

Please submit your final safety and security plan, which would be inclusive of the NCAA Championships Safety and Security Team Contact Information form. Items must be submitted once the opportunity to host has been awarded.

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

**Crowd Control.**

The 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.

<table>
<thead>
<tr>
<th>Prohibited Items.</th>
</tr>
</thead>
</table>
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.).

<table>
<thead>
<tr>
<th>Spectator Photography/Video Cameras.</th>
</tr>
</thead>
</table>
Flash photography is not permitted on the course. Each institution is allowed one video camera. Signage regarding spectator cameras rules/no flash photography or videotaping should be visibly posted at the entrance of the facility, tees 1 and 10, the practice green and range. See Appendix F for further information regarding photography regulations.
SECTION 20 – Transportation

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 21 – Volunteers

<table>
<thead>
<tr>
<th>Goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The LOC volunteer program should strive to accomplish the following goals:</td>
</tr>
<tr>
<td>• Provide an enthusiastic and warm welcome to guests visiting the area;</td>
</tr>
<tr>
<td>• Answer questions and provide information to visitor’s; and</td>
</tr>
<tr>
<td>• Contribute to the general aura of excitement surrounding the championship.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recognition (Finals Only).</th>
</tr>
</thead>
<tbody>
<tr>
<td>On receipt of a list of key volunteers (maximum of 25 individuals) provided by the LOC, the NCAA shall prepare an appreciation certificate for each volunteer included on the LOC’s list. This process may be initiated at any time in order that the certificates may be presented at a volunteer recognition event.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volunteer Apparel (Finals Only).</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NCAA will coordinate ordering and production of the apparel through the NCAA volunteer apparel program. Main Gate has been selected as the official NCAA volunteer apparel providers for all 2015-16 championships. The NCAA will offer its Corporate Champions/Partners the opportunity to help offset the cost. The champion/partner would be permitted to place one logo on each apparel item, if a separate apparel item is provided for these volunteers.</td>
</tr>
</tbody>
</table>

The championship logo and the licensee's mark will be embroidered on the apparel. The licensee’s logo may appear on the right chest or sleeve. The licensee’s logo may be no larger than 2 ¼ inches square.

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

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

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

<table>
<thead>
<tr>
<th>Waivers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each volunteer must sign a waiver of liability before the start of the championships (see Appendix I). After the championship is completed, please collect all waivers and send them to the NCAA championship manager, where they will be kept on file for future reference.</td>
</tr>
</tbody>
</table>
**HOLE LOCATION SHEET TEMPLATE**

**NCAA DIVISION II WOMEN’S GOLF CHAMPIONSHIPS**

**ROUND 1**
Measurements in yards. The underlined numbers represent green depths.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>35</td>
<td>25</td>
</tr>
<tr>
<td>1</td>
<td>7</td>
<td>13</td>
</tr>
<tr>
<td>19</td>
<td>22</td>
<td>11</td>
</tr>
<tr>
<td>7</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>27</td>
<td>36</td>
</tr>
<tr>
<td>2</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>29</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>34</td>
<td>36</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>10</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>46</td>
<td>33</td>
</tr>
<tr>
<td>4</td>
<td>29</td>
<td>5</td>
</tr>
<tr>
<td>29</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>37</td>
<td>37</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>7</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>37</td>
<td>40</td>
</tr>
<tr>
<td>6</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>12</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SPECIFICATIONS FOR TEE SIGNS

HOLE 5
YARDS 170
PAR 3

HEIGHT: 24 inches
LENGTH: 24 inches

LETTERS AND NUMBERS: 3.5 " H x 2" W

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

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

Each sign must provide the above information.
SPECIFICATIONS FOR TEE SIGNS

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

## Hole-by-Hole

<table>
<thead>
<tr>
<th>Hole</th>
<th>Yards</th>
<th>Par</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>453</td>
<td>5/4</td>
<td>Length off the tee is key to this starting hole. The approach will require accurate club selection into a green protected in front by a creek and in the back by wetland woods.</td>
</tr>
<tr>
<td>2</td>
<td>308</td>
<td>4</td>
<td>A classic risk-reward tee shot. The well placed tee shot here is a must. The golfer will then be left with a shot into the green surrounded on three sides by water and fronted by a fairway bunker.</td>
</tr>
<tr>
<td>3</td>
<td>151</td>
<td>3</td>
<td>A middle to long iron will be needed to negotiate this picturesque par 3 over water. A tee shot short or right may find the water hazard so aim left. This is a big green so club selection could vary by 3 clubs depending on pin placement.</td>
</tr>
<tr>
<td>4</td>
<td>464</td>
<td>5</td>
<td>This par five can be reached in two by the big hitter. A drive in the fairway leaves only the fairway bunkers on the left to be avoided before reaching the safety of the green in 2.</td>
</tr>
<tr>
<td>5</td>
<td>352</td>
<td>4</td>
<td>A tee shot from right to left is needed to avoid the grassy mounds framing both sides of this fairway. A good middle to long iron second shot will land you safely into this green with amphitheater style surroundings.</td>
</tr>
<tr>
<td>6</td>
<td>279</td>
<td>4</td>
<td>The premium is on accuracy on this, the shortest par 4 on the course. A long iron or 3-wood is the club of choice from the tee as the fairway opens up on the right. The short iron approach will be played to a two-tiered green framed with bunkers left and right.</td>
</tr>
<tr>
<td>7</td>
<td>142</td>
<td>3</td>
<td>One of the signature holes here at The Meadows. A long to middle iron will be required to negotiate this picturesque beauty. Good Luck!</td>
</tr>
<tr>
<td>8</td>
<td>314</td>
<td>4</td>
<td>A shot down the right side of this fairway is perfect. With a hazard bordering the left side, it's easy to see why right is the place to be. This green surrounded on three sides by sand opens up for this middle to short iron approach.</td>
</tr>
<tr>
<td>9</td>
<td>471</td>
<td>5</td>
<td>Another reachable par 5 for the big hitter. The tee shot requires that you keep the ball down the right side, avoiding the set of bunkers. From there you are left with a long iron to 3-wood approach.</td>
</tr>
<tr>
<td>10</td>
<td>336</td>
<td>4</td>
<td>A drive down the right side opens up a short to middle iron approach to this very undulating green. Anything long will find the creek just over the green.</td>
</tr>
<tr>
<td>11</td>
<td>376</td>
<td>4</td>
<td>The first of eight very tough holes of golf on this back nine. Once again, a drive down the right side opens the entire green up for a middle iron approach.</td>
</tr>
<tr>
<td>12</td>
<td>345</td>
<td>4</td>
<td>A shot just left of the right fairway bunkers leaves the golfer in perfect position to attack this green with a middle iron approach. WARNING - Don't Go Left On This Hole</td>
</tr>
</tbody>
</table>
This very long green could vary club selection by as many as 3 clubs. The gently rolling green is guarded by grassy bunkers and water on the left. Three shots will be needed on this very long par 5. Your approach should be kept below the pin, as downhill puts on this green, sloped from back to front, are difficult.

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

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

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

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

NCAA Division II Championship  
Round 4  
The Meadows - Women's Championship Tees 2015

<table>
<thead>
<tr>
<th>Group</th>
<th>RD 4</th>
<th>Tee Time</th>
<th>Player 1</th>
<th>Player 2</th>
<th>Player 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Time - Hole</td>
<td>Individuals</td>
<td>Individuals</td>
<td>Individuals</td>
</tr>
<tr>
<td>1</td>
<td>8:30 - 1</td>
<td>Hee-Leina Kim (CSUF) (T15, +10)</td>
<td>Kelly Hargan (Wood Valley) (T17, +17)</td>
<td>Baylee Price (NESea St) (T20, +18)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8:40 - 1</td>
<td>Brenna Moore (MSU) (T1, +5)</td>
<td>Brittany LaPadula (T6, +13)</td>
<td>Nicole Ferre (Barry FL) (T11, +15)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time - Hole</td>
<td>Central Oklahoma (T4, +1)</td>
<td>Tarleton State (T6, +1)</td>
<td>Nova Southeastern (T6, +7)</td>
</tr>
<tr>
<td>3</td>
<td>8:50 - 1</td>
<td>Lindsey Bensch (T66, +36)</td>
<td>Kerby Kipp (T61, +30)</td>
<td>Emily-Mae Hall (T49, +27)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9:00 - 1</td>
<td>Daniella Martinez (T38, +22)</td>
<td>Sarah Gee (T44, +24)</td>
<td>Lilianna Cammisa (T44, +24)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9:10 - 1</td>
<td>Marla Souvannasane (T17, +17)</td>
<td>Beatriz Prados (T43, +23)</td>
<td>Jamie Freedman (T28, +22)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9:20 - 1</td>
<td>Bethany Darrough (T15, +16)</td>
<td>Casey Wild (T11, +15)</td>
<td>Daniela Ortiz (T20, +18)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>9:30 - 1</td>
<td>Katie Bensch (T11, +16)</td>
<td>Isabel Jimenez Perea (T6, +12)</td>
<td>Mallen Domecq Chantry (T9, +14)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time - Hole</td>
<td>Indianapolis, U. of (T1, +46)</td>
<td>Rollins College (T2, +60)</td>
<td>Lynn (T3, +61)</td>
</tr>
<tr>
<td>8</td>
<td>9:40 - 1</td>
<td>Molly Ward (T34, +21)</td>
<td>Annie Dulman (T38, +22)</td>
<td>Jenny Ayala (T31, +26)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9:50 - 1</td>
<td>Annika Haynes (T34, +21)</td>
<td>Paige Lyle (T34, +21)</td>
<td>Samantha Barber (T23, +19)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>10:00 - 1</td>
<td>Paxton DeHaven (T23, +19)</td>
<td>Hallie Leadbetter (T23, +19)</td>
<td>Jessica Bradley (T6, +14)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>10:10 - 1</td>
<td>Brooke Beegle (T4, +10)</td>
<td>Lexie Toth (T11, +15)</td>
<td>Samantha Smolen (2, +6)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>10:20 - 1</td>
<td>Chance Young (T9, +10)</td>
<td>Madison Lelloy (T4, +10)</td>
<td>Individuals</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time - Hole</td>
<td>Augustana College-SD (T10, +3)</td>
<td>Sonoma State (T11, +14)</td>
<td>Arkansas Tech (T2, +11)</td>
</tr>
<tr>
<td>13</td>
<td>8:35 - 10</td>
<td>Margaret Alummo (Drury) (T34, +21)</td>
<td>Tavia Rutherford (SoutFall) (T38, +22)</td>
<td>Rachel Gray (CRCoba SP) (T51, +28)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>8:45 - 10</td>
<td>Crystal Wang (ARTU) (T23, +16)</td>
<td>Rachel Sweeney (Lewis) (T23, +19)</td>
<td>Guro Rambjoer (AS Tech) (T31, +20)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time - Hole</td>
<td>St. Edward's (T6, +70)</td>
<td>Findlay (T6, +92)</td>
<td>Ashland (T9, +99)</td>
</tr>
<tr>
<td>15</td>
<td>8:55 - 10</td>
<td>Jennifer Pederson (T95, +35)</td>
<td>Hannah Gregg (T67, +37)</td>
<td>Individuals</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>9:05 - 10</td>
<td>Emily Israelson (T61, +32)</td>
<td>Erin Martens (T56, +33)</td>
<td>Emily Jerer (T99, +40)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>9:15 - 10</td>
<td>Jordan Borrmann (T55, +31)</td>
<td>Alexis Hayes (T55, +30)</td>
<td>Abby Tapp (T55, +30)</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>9:25 - 10</td>
<td>Kali Trautman (T55, +30)</td>
<td>Haley Whitbeck (T53, +29)</td>
<td>Kaitlin Neumann (T53, +29)</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>9:35 - 10</td>
<td>Sierra Langlie (T23, +19)</td>
<td>Sarah Rotter (T24, +24)</td>
<td>Ali Green (T38, +22)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time - Hole</td>
<td>St. Edward's (T6, +70)</td>
<td>Findlay (T6, +92)</td>
<td>Ashland (T9, +99)</td>
</tr>
<tr>
<td>20</td>
<td>9:45 - 10</td>
<td>Isabel Morales (T88, +38)</td>
<td>Hannah Schneider (T71, +44)</td>
<td>Individuals</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>9:55 - 10</td>
<td>Marissa Bransburg (T48, +27)</td>
<td>Kelsey Koesters (T58, +31)</td>
<td>Emily Jerer (T99, +40)</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>10:05 - 10</td>
<td>Johnny Rivera (T31, +20)</td>
<td>Shelby Warner (T84, +26)</td>
<td>Abby Tapp (T55, +30)</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>10:15 - 10</td>
<td>Sandy Livas (T23, +19)</td>
<td>Kasey Petty (T20, +18)</td>
<td>Kaitlin Neumann (T53, +29)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>10:25 - 10</td>
<td>Haley Haught (T6, +12)</td>
<td>Michele Schambms (T17, +17)</td>
<td>Ali Green (T38, +22)</td>
<td></td>
</tr>
</tbody>
</table>

Copyright © Golfstat 2015
DISCONTINUANCE OF PLAY—Note under Rule 6-8b and Optional Conditions as prescribed in Appendix I are in effect. Practice areas will be closed during suspension for a dangerous situation until the Committee declares them open.

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

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

TRANSPORTATION—Optional Condition as prescribed in Appendix I is in effect. Exception: A player may ride in designated shuttles, and may accept transportation from a Rules Official or a coach when she is required or elects to proceed under the stroke and distance option of any Rule.

ADVICE IN TEAM COMPETITION—In addition to the provisions of Rule 8-1, the Note under Rule 8 of the USGA Rules of Golf will be in effect. Each team may designate two coaches to give advice to members of that team. The coaches must be identified to the games committee before the start of play and must display appropriate credentials throughout the tournament. Neither of the two coaches may be a student-athlete with remaining eligibility or a parent who is not also employed by the institution; rather, designated coaches must be from the institution or institution’s athletic department staff. A player may accept verbal and hand signal advice from her institution’s designated coaches only. Notes, tees and any other items left behind by teammates and/or coaches are prohibited.

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Signature of Participant</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Parent/Guardian of Minor (if Participant is under the age of 18)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Parent/Guardian of Minor (if Participant is under the age of 18)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Team Tiebreaking Procedures  
(Teams must be determined prior to individuals)

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

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

Team tiebreakers (teams will draw for positions):

<table>
<thead>
<tr>
<th>Two teams (A &amp; B; tee off alternately)</th>
</tr>
</thead>
<tbody>
<tr>
<td>#5 A</td>
</tr>
<tr>
<td>#3 B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>#5 A</td>
</tr>
<tr>
<td>#4 C</td>
</tr>
<tr>
<td>#2 B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHOTGUN FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A #5</td>
</tr>
<tr>
<td>A #4</td>
</tr>
<tr>
<td>A #3</td>
</tr>
<tr>
<td>A #2</td>
</tr>
<tr>
<td>A #1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Four teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>A #5</td>
</tr>
<tr>
<td>A #4</td>
</tr>
<tr>
<td>A #3</td>
</tr>
<tr>
<td>A #2</td>
</tr>
<tr>
<td>A #1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Five teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>A #5</td>
</tr>
<tr>
<td>A #4</td>
</tr>
<tr>
<td>A #3</td>
</tr>
<tr>
<td>A #2</td>
</tr>
<tr>
<td>A #1</td>
</tr>
</tbody>
</table>
Individual and Team Tiebreaking Procedures

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

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

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

Tiebreaking Procedures for Pairing Purposes

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

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

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

Note: Tiebreaking procedures will be used for regional advancement only.
SUPER REGIONAL TOURNAMENT DIRECTOR’S TIMELINE

May

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

July

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

August

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

September

• Work in conjunction with the NCAA and the officials governing body identified by the committee to secure officials for the regional competition you are hosting.

• Contact national office to receive updated information regarding any changes in championships format.

• Secure a headquarters hotel to house all championship participants, NCAA committee representatives and officials.

• Make arrangements for meeting rooms and facilities to be used by games committee and officials governing body during championships.

• If possible, conduct a regular-season tournament and use the same personnel and equipment that will be used for the regional championship.

October

• Contact scoreboard operator and secure this individual’s services for the tournament.

• Procure primary liability insurance per Bylaw 31.7.4.1 (see Insurance). [Note: Host institutions no longer have to list the NCAA as an additional insured but the NCAA must be listed as the certificate holder. The host institution must submit a certificate of insurance that indicates the institution carries adequate liability insurance. The expense for the insurance must be covered by the host institution.]

November

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

• Establish local support groups of university personnel and assign duties.
• Contact tournament physician and trainers to determine needs for the championships.

• Make arrangements with campus security and police for security and traffic control. Be sure to check budget regarding amount available for security needs.

• Contact the national office to confirm arrangements for the printing of the program, daily results, information bulletin, etc.

**December**

• Make arrangements to sell NCAA merchandise with national office and Event 1, Inc.

• Contact NCAA national office to review media arrangements and dissemination of credentials.

• Print promotional literature and credentials.

**January**

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

• Order championships scorecards.

**February**

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

• Identify personnel and facility for possible drug-testing per instructions from The Center for Drug Free Sport, Inc. (see Drug Testing).

• Send draft of informational mailing to the NCAA staff liaison and appropriate committee chair.

**March**

• Provide information to the NCAA for participant mailing.

• Arrange for a computer with internet access for weather detection system. You will be sent information on a web based system to be used throughout the regional tournament.

• Arrange for a computer to be set up so that coaches can check results throughout the championship.

**April**

• Ensure that all equipment is on site and make plans to have it installed before the championships.

• Check arrangements regarding meeting rooms and equipment needed for committee.
Fourth Week Prior to Tournament

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

Third Week Prior to Tournament

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

Second Week Prior to Tournament

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

Week Prior to Tournament

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

Week of Regional Championships

<table>
<thead>
<tr>
<th>Day 1</th>
<th>NCAA committee member arrives.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Saturday)</td>
<td>Meet with committee to inspect the course and report on preparations for tournament.</td>
</tr>
<tr>
<td></td>
<td>Registration.</td>
</tr>
<tr>
<td></td>
<td>Check warning systems.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day 2</th>
<th>Practice round.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Sunday)</td>
<td>Meet with key officials and committee.</td>
</tr>
<tr>
<td></td>
<td>Mandatory rules meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Round</th>
<th>Competition begins.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Monday)</td>
<td>Meeting in p.m. with committee and all officials (after first round).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Round</th>
<th>Meeting in p.m. with committee, host and officials’ coordinator (after second round).</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Tuesday)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Round</th>
<th>Meeting in p.m. with committee, host and officials’ coordinator (after 3rd round).</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Wednesday)</td>
<td>Conclusion of competition.</td>
</tr>
<tr>
<td></td>
<td>Disseminate finals information to advancing teams and individuals. (NCAA).</td>
</tr>
</tbody>
</table>
Following Championships

- Send a set of results to ateopas@ncaa.com.

- Within 24 hours, submit completed merchandising reports to Event 1, Inc., also contact Event 1 regarding any unsold merchandise and package for immediate shipping. Total gross sales revenues and accompanying sales report must be returned within ten business days after the event.

- Email results to participating institutions once they have been declared official (no later than 30 days after the championships).

- Within 60 days, complete the financial report online. A financial penalty will be assessed for late reports. If drug-testing was conducted, complete drug-testing financial report and return to The Center for Drug Free Sport.
SUPER REGIONALS
TOURNAMENT DIRECTOR’S CHECKLIST

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

**Commercial Involvement**

___ 1. Review the NCAA local corporate involvement policies from the NCAA Promotions Assistance Guidelines with staff to ensure that you are in compliance with this policy when attempting to solicit local contributors.

___ 2. Ensure that logos that appear on equipment provided by companies are the normal logos that appear on equipment sold to the public.

**Course**

___ 1. Confirm that the course and its facilities meet the requirements of the Americans with Disabilities Act.

___ 2. Ensure that course has been setup according to specifications as outlined by the appropriate NCAA golf committee (see Course Requirements).

___ 3. Provide diagrams to the committee of each green with dimensions for determining hole locations.

___ 4. The officials’ governing body will prepare the notice to competitors (local rules).

___ 5. Obtain the necessary equipment to conduct the tournament and ensure that NCAA rules and regulations are followed regarding permissible logos (see Equipment).

___ 6. Arrange for sufficient personnel to serve as marshals and fore caddies.

___ 7. Arrange for sufficient personnel to serve as scorekeepers.

___ 8. NCAA will provide a web-based weather detection system. It is recommended to have a meteorologist on call during the event. Provide a course evacuation plan in case of weather or other emergency situation.

**Credentials**

___ 1. Prepare credentials. (The NCAA will provide credentials for the designated coaches).

___ 2. Parking passes. Print parking passes for competitors. Plan for two per team.

___ 3. Review security measures regarding issuance of credentials, access to course, etc., with staff and security personnel.

**Drug Testing**

___ 1. Appoint an on-site coordinator, preferably a physician or member of your athletics training staff. Specific information regarding the NCAA drug-testing program is sent annually to all head athletic trainers.
2. Supervise on-site coordinator’s appointments of personnel and drug-testing site setup.

3. If notified of drugtesting (approximately one week before the competitions), be prepared to implement per instructions from The Center.

**Financial Administration**

1. Periodically review the proposed budget that was approved prior to the championships to ensure that you are not exceeding the proposed expenditures. Budget adjustments may be made prior to the start of competition; however, only extenuating circumstances will be considered.

2. If you are notified drug-testing will take place, complete a drug-testing budget sent from The Center.

3. Arrange in advance of the championships to pay the rules officials before they leave the site. Appropriate forms will be sent to your attention prior to the championship.

4. The financial report for the championships must be filed with the NCAA national office within 60 days following the competition. A separate drug-testing financial report also will be sent and must be filed within the 60 days.

**Hospitality**

NOTE: The NCAA does not allow hospitality functions (e.g., banquet, social, etc.) at regional events.

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

2. Check with NCAA national office regarding all hospitality plans.

**Housing**

1. Reserve an adequate number of hotel rooms for participants, NCAA committee members/representatives and rules officials. Set up a direct bill for officials’ and NCAA committee members’ hotel rooms (room and tax only).

2. Advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists with the advance mailing. Please inform the hotel(s) that institutions may not contact the hotel before April 25.

**Insurance**

1. Procure primary liability insurance.

2. Forward appropriate insurance certificate to NCAA office at least three months before the championships.

**Media Arrangements**

1. Review NCAA media arrangements policy with staff.

2. Ensure that facility setup has accommodated needs of media (i.e., area where photographers can cover tournament and not interfere with competition, interview area, press area setup, etc.).

3. Review procedures regarding compilation and distribution of results with media coordinator.
**Medical Arrangements**

__1.____ Make arrangements for tournament physician(s) to be on duty, or readily available, during the conduct of the championships.

__2.____ Coordinate with head trainer regarding location at course, supplies, assistants, uniforms, meals, etc. Trainers should be on site at least one and a half hours before the first tee time.

__3.____ Review NCAA medical procedures policy with staff (see handbook).

**Officials**

__1.____ Work in conjunction with the NCAA and the director of rules and course administration to obtain the officials.

__2.____ Setup a direct bill for officials’ hotel rooms (room rate and tax only).

__3.____ Forward lodging information, schedule of events and travel directions to the officials responsible for your competition.

__4.____ Make arrangements for a pre-championships meeting between officials and members of the committee to review rules and general conduct of the tournament.

**Registration Procedures**

__1.____ All regional participant manuals will be posted on the NCAA Web site. There will be a memo sent to all member institutions that sponsor women’s golf no later than two months prior to regional competition. The manual should include registration procedures as well as information on housing, transportation, practice facilities, tentative schedule of events, etc. Each regional tournament director must provide the *first* draft of the participant manual to the NCAA national office no later than March 18.

__2.____ Prepare alphabetical list of qualified schools and/or participants for use by registration desk personnel.

__3.____ Prepare packets for all institutions that have student-athletes participating; it should include general information regarding the championships, passes for participants and coaches, tickets to hospitality functions, program, etc.

__4.____ Make arrangements for an area at the headquarters hotel large enough to accommodate the registration procedures.

**Transportation**

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